

Board of Directors General Business Meeting Minutes

Wednesday, May 20, 2026, at 6:00pm

Meeting held in-person at the Caughlin Ranch HOA conference room & virtually via GoToMeeting

Board Members in attendance in-person or via teleconference and/or telephone:

Michael Ginsburg, President	Al Dennis, Vice President	Jon Ericson, Secretary	Steve Bremer, Treasurer
Allen Black, Director	Harvey Miller, Director	Jeanne Naccarato, Director	

Others in attendance in-person or via teleconference and/or telephone:

Shawn Oliphant, Legal Counsel	Lisa Nunley, General Manager
Randy Lisenby, Landscape Supt.	Sandy Wheeler, Asst. Manager/CAM

4 Homeowners attending in-person; 0 attending virtually

1. **Call to order and establish quorum:** President Ginsburg called the meeting to order at 6:04p.m. A quorum was established with seven (7) Board Members present either in person, via teleconference and/or telephone.
2. **Member Comments.** President Ginsburg welcomed those present and provided a brief overview of guidelines regarding Member Comments to the Homeowner(s) present. This item permits homeowners to give comments regarding items on the agenda. There were no member comments at this time.
3. **Consent Agenda.** The proposed Consent Agenda below is presented for the Board's acceptance or revision. President Ginsburg will confirm that all Board Members have reviewed and become familiar with the Consent Agenda items prior to proceeding.

Motion: Director Black moved to approve the items on the Consent Agenda except for Item(s) 3.b.ii. Landscaping which is requested be moved out of the Consent Agenda and placed on the Regular Meeting Agenda for discussion and possible action. Treasurer Bremer seconded. Motion unanimously carried.

a. Minutes:

Review & Approve March 25, 2026, Board of Directors General Business Meeting Minutes. The March 25, 2026, Board of Directors General Meeting Minutes are provided for the Board's review and consideration.

b. Reports & Updates:

i. Finance & Budget Committee. The Finance & Budget Committee met on Tuesday, May 12th, along with the CRHA Board, to review and discuss the draft reserve studies as prepared by Browning Reserve Group. Discussion included current and future years contributions and percent funded amounts for each of the four (4) studies. The F&B agreed to recommend approval of the studies by the Board at today's meeting.

iii. Architectural Control Committee. Sixty-nine (69) applications were reviewed from 03/01/2026 through 04/30/2026. Of those, sixty-one (61) were approved with standard conditions, one (1) preliminary request was approved, four (4) were denied, one (1) was denied with a request to resubmit, and two (2) were returned with a request for more information. The ACC meets twice per month on the 2nd and 4th Thursdays, except for November and December when they meet once per month. (A copy of the detailed list of submittals was provided to the Board in their Executive Session packet.)

iv. Community Events/Caughlin Rancher. The Events/Caughlin Rancher Committee met on May 14th to review potential topics and articles for the Jul/Aug 2026 edition of The Caughlin Rancher. Discussion also included discussion about upcoming 2026 Events and planning of same. A copy of the Board approved 2026 Events Schedule is provided in the meeting packet.

v. Branding / Signage Ad Hoc Committee The new logo is gradually being incorporated into CRHA stationery, For Rent/Sale signage, banners, L&M uniforms, CRHA vehicles, HOA office building signage. New signage for Caughlin Creek (both entries) and Seasons are completed. Caughlin Crest,

Vantage Pointe and Village Green Park signs were repaired and repainted by CRHA Maint. Crews. The update to the upper Caughlin entry monument signage was completed in June 2025. Additional “No Motorized Vehicles” signs have been installed at Village Green Park. A full listing was provided for the Board’s review.

vi. **2025-2029 Strategic Plan Update.** The Board met on May 22nd to review the Strategic Plan as updated at the last meeting in March 2026. Some additional revisions were made and discussion ensued regarding best practices, community patrol, and various other operational items. Another update will be provided to the Board and then a meeting will be scheduled on a date to be determined.

vii. **Community Information, Caughlin Pkwy Speeding and Remediation Efforts.** In addition to the items on this agenda, below are some other highlighted items and projects being addressed by management and staff since the last meeting (the list is not all-inclusive):

- On April 16th, GM Nunley & Kim Teepe attended a 3-hour CE class, “Build the Wall – It’s Not What you Think.” June 2nd through 6th, GM Nunley will attend the annual CAI Conference in Ft. Lauderdale FL (where she will be recognized for receiving the LSM designation). On July 10th, GM Nunley, S Wheeler and K Teeper will attend CAI’s Annual Trade Show and Legislative Update. Please let GM Nunley know if you would like to attend this event/class.
- New Homeowner Orientation is held virtually on the 2nd Thursday of each month.
- GM Nunley is a member of CAI’s Education Committee and CAI’s Legislative Action Committee for Nevada and attends monthly/quarterly meetings for each committee.
- Staff continues to support the Events program and looks forward to helping organize and facilitate the ongoing and upcoming events.
- Additional No Motorized Vehicles signage was ordered and has been installed at VGP. Similar signage will be installed at the entrance to high-usage pathways.
- The Fire Wise Committee was appointed at the Board’s January Board Meeting. A meeting with local fire prevention representatives was held on April 29, 2026. Goals and an action plan were discussed, and steps are being taken to move forward with obtaining the Fire Wise designation.
- As part of the Association’s responsibilities, all fire hydrants located on private streets have been inspected and, if necessary, repaired.
- The City of Reno is in the planning stages to redesign the sewer pump station located at the entrance to Whispering Canyon. They are unsure at this point if they will need to increase the easement area but will keep us updated on the planning process.
- TMWA is wrapping up their replacement/improvements to three (3) booster pump stations (BPS) in the Caughlin Area. These locations are on Caughlin Pkwy and directly adjacent to where the temporary generators are placed during the fire season.
- Caughlin Parkway Speeding Mitigation Update - Harvey Miller. As of the date of this report, Harvey did not have anything new to report. He may provide a report at the meeting.

Item(s) removed from the Consent Agenda are addressed below:

3.b.ii. **Landscaping & Maintenance Dept.**, including Sheep Grazing, Village Green Park Playground Repairs.
Miscellaneous Projects / Weekly Maintenance

- Seasonal crew started 3/30/26
- Started normal weekly mowing schedule 5/4/26
- Defensible Space cleanups started 5/6/26
- Refreshed the baseball diamond in VG Park
- Cleaning up and refreshing after mainline repair in VG Park

- Turning on irrigation system and making repairs throughout the Ranch
- Steamboat Ditch opened April 30th
- Spring flowers are planted
- Removed 14 dead trees throughout the Ranch
- Repaired Village Green monument sign
- Graffiti removal throughout the Ranch ongoing
- All 3 Parks are inspected and cleaned daily

Projects

- Repair of leaking mainline in VG Park/ completed
- Repairing outlet creek from gate 24 off Steamboat Ditch/ completed
- Replaced one (1) pump which has been in service since 2013. All other pumps are up and running.

Village Green Park Playground Repairs:

- As of 05.12.2026, the Orbit Spinner manufacturer confirmed that the repairs are in production and anticipates the parts to be shipped by Friday, May 15th.
The rep stated he will contact the certified installer (based in Utah) to arrange for the installation.
He will call us when the parts are on the truck and on its way.
Updated notices were placed on the Orbit Spinner on 05.06.2026 indicating that repairs were delayed to the end of May (we continue to receive reports of children and their parents removing the caution tape and signage).

4. Finances:

4.1 Review & accept (un-audited) Financial Reports dated Feb. 28, 2026, and Mar. 31, 2026

The following report was provided to the Board of Directors which includes bank balances for the operating and reserve accounts:

- 2026 CD Schedule enclosed.
- Treasurer Bremer has been provided with a copy of all the bank/investment statements and associated reconciliations along with the supporting financial reports.
- The Board Members have been provided copies of the GL Balance Sheet by Fund and the Statement of Revenues and Expenses as of February 28, 2026, and March 31, 2026.
- The bank statements are being reconciled and the financial reports reviewed and adjusted as needed monthly by the GL Accountant and Assistant Manager Wheeler to ensure CRHA is reporting on a true accrual basis.

The Association's cash position through March 31st:

BALANCE SHEET

- Operating cash = \$1,337,476.03. – (1B)
- Reserve cash and Investments/CD's Total: \$1,428,495.53. – (2B)
CRHA = \$753,750.45 – (3B) Whispering Canyon = \$207,285.85 – (4B)
Caughlin Creek/Deer Creek = \$191,013.87 – (5B) Mountainshyre = \$276,445.36 – (6B)

Through January 31st on an accrual basis,

REVENUE and EXPENSES REPORT

- Total (Operating) Income was \$839,171.76 (1); over YTD Budget by \$16,316.51 (2).
Currently, all reserve transfers are deposited on a quarterly basis due to the positive cash flow.
- Total (Operating) Expense was \$512,869.62 (3); under YTD Budget by \$51,188.38 (4).
- Expense recap:
Operating = \$129,228.04 (5) under budget by \$26,930.96 (6);
Payroll = \$291,197.74 (7) under budget by \$19,701.26 (8);

R&M = \$66,976.73 (9) under budget by \$2,549.27 (10);

Utilities = \$25,467.11 (11) under budget by \$2,006.89 (12).

- Total Reserve Income was \$152,084.96 (13); over budget by \$3,476.21 (14).
- Total Reserve Expense was \$0.00 (15) YTD Budget by \$0.00 (16);
2026 Reserve Expense Budget = \$208,058.00 (17).

The Board is required to review the Association's financial information in accordance with NRS 116.31083. The Association is following paragraph (b) of subsection 2 of NRS 116.3115 and confirms that reserve funds have not been used for daily maintenance.

Motion: Director Black moved to accept the Association's unaudited financial reports dated February 28, 2026 and March 31, 2026, as presented. Secretary Ericson seconded. Motion unanimously carried.

4.2 Review & approve Fiscal Year 2027 Reserve Study Financial Updates (without site visit) by Browning Reserve Group

Attached are the summary pages from the Reserve Study Updates (without site visit) for CRHA, Caughlin Creek/DeerCreek, Mountainshyre and Whispering Canyon for fiscal year 2027 for the Board's review and approval. Changes from 2026 to 2027 are:

- Caughlin Ranch HOA: 2026 contribution: \$435,385; 2027 contribution: \$505,385 (16.07% increase)
- Caughlin Crk/DeerCrk: 2026 contribution: \$86,682; 2027 contribution: \$111,820 (29% increase)
- Mountainshyre: 2026 contribution: \$24,224; 2027 contribution: \$26,525 (8.37% increase)
- Whispering Canyon: 2026 contribution: \$41,676; 2027 contribution: \$43,135 (3.5% increase)

The F&B, at their meeting on May 12th, recommended board approval of all four studies.

The complete studies may be found on the Board's tablets (Reserve Studies/2027 Updates).

Motion: Treasurer Bremer moved to approve the Reserve Study Updates for CRHA, Caughlin Creek/DeerCreek, Mountainshyre and Whispering Canyon as presented. Director Black seconded. Motion unanimously carried.

4.3 Review & approve Bad Debt Write-offs. None at this time.

5. Reports & Updates:

5.1 Fire Adapted Community/Fire Wise Committee Update

The Fire Wise Committee was appointed at the Board's January Board Meeting, with a few additional members added since then. A meeting with the committee, staff and local fire prevention representatives was held on April 29, 2026. Goals and an action plan were discussed, and steps are being taken to move forward with obtaining the Fire Wise designation. The Fire Adapted Communities application is nearly complete; it's awaiting feedback from Tray Palmer on the Action Plan draft. All Homeowners are encouraged to participate by requesting an inspection (free of charge) from the Reno Fire Dept or Truckee Meadows Fire Prevention District. Requests may be relayed through the office.

5.2 Executive Session Summary and Pending Legal Action against the Association; Attorney Oliphant (Per NRS 116.31085 subsection 6)

Pursuant to NRS 116.31085 subsection 6, the following items are being reported as reviewed during the last Executive Session Meeting held on May 20, 2026:

- Approval of the March 25, 2026, Executive meeting minutes.
- Pending legal action notices as follows:

- Discussion of the status of a homeowner complaint/dispute involving CRHA and Washoe County regarding potential easement deed associated with recent spur road abandonment. Just waiting for a new easement description and then this item should come to a close.
- Review the Violation Report & fines.
- Review the most recent Architectural Control Committee Report.
- Review Homeowner disputes, appeals (1 in person) and alleged violations.
****Meeting was Recessed and will reconvene to address remaining items after general session.****
- Review the Accounts Receivable Aging Report, including decisions on Notices to Publish from the collection company.
- Review of bad debt write-offs (if any)
- Discussion of Personnel items (if any).

6. Unfinished Business:

6.1 Ratify Renewal of Earthquake Insurance Coverage eff. 05.01.2026

At the March Board Meeting, the Board was advised that the insurance carrier could not provide a quote until 30 days prior to the renewal date (05.01.2026). The renewal cost for earthquake insurance coverage for May 1, 2026, to May 1, 2027, is \$3,884.94, which is about \$15.00 less than the 2025-2026 policy coverage. A copy of the policy was provided in the meeting packet.

Motion: Treasurer Bremer moved to ratify the cost of earthquake insurance for the period May 1, 2026, to May 1, 2027, in the amount of \$3,884.94. Director Black seconded. Motion unanimously carried.

7. New Business:

7.1 Ratify Approval of Bear Mountain Proposals for Tree Removals

In April, two large tree removals were required due to safety concerns. One was a cottonwood in the Westpoint neighborhood, and the other was a pine tree located in the median on Caughlin Pkwy east of Village Green Pkwy. Bear Mountain Arborist provided two proposals, each for \$3,000.00, for a total of \$6,000.00 (included stump grinding). President Ginsburg approved the proposals prior to this meeting so that the work was not delayed. The proposals were provided in the meeting packet for the Board's information.

Motion: Director Black moved to ratify the two tree removal proposals from Bear Mountain Arborist, each for \$3,000.00 for a total of \$6,000.00, as presented. Treasurer Bremer seconded. Motion unanimously carried.

7.2 Review and Approve application to Fire Wise Committee for Nina Moore

Homeowner, Nina Moore, has requested to join the Fire Adapted/Fire Wise Community Committee. Her application was provided to the Board in the meeting packet.

Motion: Director Black moved to appoint homeowner Nina Moore to the Fire Adapted/FireWise Community Committee. Treasurer Bremer seconded. Motion unanimously carried.

7.3 Review and Possibly Approve Draft Charter for Fire Adapted Community / Fire Wise Committee

The draft of the Fire Adapted Community / Fire Wise Committee Charter is currently in process and will be presented at the Board's General Meeting in July.

Motion: Treasurer Bremer moved to postpone this item until the July General Board Meeting. VP Dennis seconded. Motion unanimously carried.

7.4 Review and Discuss Possible Action re Alum Creek HOA Request for Alum Creek Waterflow Adjustment

The Alum Creek HOA Board has sent a letter (provided) to the CRHA Board regarding an inspection they had performed on their bridge that crosses Alum Creek, including the bridge support columns. Part of the report addressed the water flow around the bridge support columns, which is a CRHA responsibility. While not an urgent issue, it was recommended that the Alum Creek channel be reshaped and the shoulder be reconstructed to eliminate the flow around the columns and across the walking path. Supt Lisenby and GM Nunley met with Seth Padovan in 2025 regarding this item. Supt Lisenby and his team are able to make these adjustments and plan to do so during 2026.

Unless the Board has any other recommendations or directives for staff, a letter to the Alum Creek HOA Board indicating the plan will be drafted for President Ginsburg's signature.

- 8. Member Comments: This time is devoted to Association Members who have comments and/or concerns regarding any association matters.** The Board has the authority to limit the time for individual comments. A time limit of two (2) minutes per member has been allotted. No member can give away his or her allotted time to expand another member's time. In consideration of other members who may wish to present comments and/or concerns, please avoid repetition.

9. Announce Future Meeting Dates & Recess/Adjourn

- **Monday, July 27, 2026** - Board Agenda Workshops 4:00p.m.
- **Wednesday, July 29, 2026** - Board Executive Session 5:00p.m./Board General Business Mtg 6:00p.m.

Motion: Director Black moved to adjourn the meeting at 6:31pm; Treasurer Bremer seconded. Motion unanimously carried.

Jon Ericson, Secretary Board of Directors
Caughlin Ranch Homeowners Association