

# CAUGHLIN RANCH HOMEOWNERS ASSOCIATION

## MINUTES OF THE BOARD OF DIRECTORS' QUARTERLY MEETING

Wednesday, March 10, 2010, 7:00 P.M.

### Board of Directors & Officers Present:

Millie Burke, President  
Michael Chern, Vice President  
Michael Heffner, Treasurer  
Michele Attaway, Secretary  
Gina Pedrini, Director  
Chris Simon, Director  
Ken Walters, Director

### Others in Attendance:

Michael Trudell, General Manager  
Linda Jussen, Admin. Assistant  
Katrina Rehkop, Secretary  
Randy Lisenby, Landscape Supv.  
John Magness, Asst. Manager

The Board of Directors meeting was called to order by President and presiding officer, Millie Burke at 7:00 P.M. at Caughlin Ranch Elementary School, 4885 Village Green Parkway, Reno, NV.

### **MEMBERSHIP OPEN FORUM – AGENDA ITEMS**

There were no homeowner comments relative to items on the agenda.

### **LANDSCAPE SUPERVISOR'S REPORT**

Randy Lisenby thanked Katrina for her assistance in preparing this presentation—particularly the power point program. He noted there are now 20 picnic tables placed throughout Caughlin Ranch common areas; the main irrigation valves have been moved, and landscaping has been replaced where necessary.

A homeowner asked if anything can be done about unsightly "leaning trees." She would like to see them removed. Mike Trudell advised that years ago after heavy rainfall, the ground was saturated, and the trees began to lean. They secured as many trees as they could, but it was impossible to prevent all of them from leaning. He said he does not like the thought of killing any mature, healthy landscaping, but he will take a look at the specific area about which the homeowner is concerned.

### **CONSENT AGENDA**

The Board reviewed the consent agenda. President Burke asked the Directors if there were any objections to approving all consent agenda items as recommended by management.

Relative to **4.6 Mayberry Meadows Fence Repair**, Gina Pedrini objected to the Association paying only one-third of the cost of re-furbishing the damaged fences since the Association's landscape maintenance process (mowers and weed eaters) has caused much of the damage. Michael Heffner suggested a 50/50 split of the cost might be more equitable.

Manager Trudell was asked to further explain the potential contract for which he has recommended Board approval. Since the fences belong to the homeowners, he is recommending that each homeowner select a contractor and make arrangements to have the work completed on an individual basis. Manager Trudell does not feel that the Association should be involved in collecting from the homeowners to pay the contractor. He would, however, be willing to oversee general management of the project, particularly in getting three bids from licensed and insured contractors, and

He would approve of the Association paying one-half of the lowest bid. A homeowner requested that any bids be presented at the next Board meeting.

**MOTION:** Michele Attaway made a motion, which was seconded, to table this matter pending receipt of three bids for consideration at the next meeting. Motion carried unanimously.

The remaining "consent agenda" items to be considered for approval were as follows:

***November 18, 2009 and January 6, 2010 Board Meeting Minutes***

(Gina Pedrini requested a typo correction on page 4 of the November 18 Minutes.)

***Summary Log of CC&R Violations***

***Report from February 18, 2010 Advisory Committee Meeting***

***Posting Advisory Committee Information on CRHA Website***

(An Advisory Committee Member's personal information may be posted on the website by CRHA staff only if authorization is received from the individual committee member.)

***CRHA Resolution for Association Funds***

(The Resolution identifies the authorized signatories on the Association's accounts.)

***Deeding of Caughlin Club Parcels to Caughlin Ranch***

(The Manager shall have the authority to approve acceptance of the two deeds, with legal counsel approval, which will allow the Association's crew to complete the work on these two parcels, which has been postponed for more than a year.)

**MOTION:** A motion was made and seconded to approve all consent agenda items, except ***Mayberry Meadows Fence Repair***, which will be addressed at a later date. Approval of the November 18 Minutes is subject to a minor typo correction on page 4 of 11. Motion carried unanimously.

**OTHER BUSINESS ITEMS**

***Review of HOA Financial Performance***

Michael Heffner, Treasurer, gave a presentation summarizing the financial performance of CRHA. He reviewed the past ten years, current performance, and issues for the future. He noted that it is a Board objective to increase transparency of finances and homeowner involvement in the development and monitoring of the budget. His presentation included the following information, the details of which are to be made available on the Association website:

Expenditure History; 2009 Expenditures; 2009 Performance vs. Budget; Comparisons of CRHA Performance to Other Associations; Future Issues for Consideration (water rates, foreclosures).

Mr. Heffner advised he intends to propose a Finance and Budget Committee for Board approval in May and asked for volunteers. He and Millie Burke credited Katrina for the power point production.

***Approval of the 2009 Budget Report December 31, 2009***

**MOTION:** A motion was made and seconded to approve the 2009 Budget Report as presented. Motion carried unanimously.

***Review of the 2010 Budget Through January 31, 2010***

**MOTION:** Michael Chern made a motion, which was seconded, to approve the 2010 Budget Report through January 31, 2010. Motion carried unanimously.

***Water Conservation Committee Plans for 2010***

Randy Lisenby thanked Katrina for providing the power point production for his irrigation maintenance presentation, which included the following: There are now 102 water meters installed, and the water conservation program is closely monitored by his staff; if it is raining or windy, they don't water. The landscape is properly fertilized and the turf is cut high to hold moisture. Shrubs are pruned so that they don't block water coverage. Randy noted that over the past few years, 4,418,000 gallons of water have been saved. He showed slides of areas where turf has been removed and replaced with xeriscape, rock, etc.

Michael Chern noted that relative to landscaping irrigation conservation, a decision was made not to spend money on consulting. Early on in the planning stages, a homeowner generously provided professional advice that was most helpful. Additionally, Randy has shared information he has learned through his own experience. Director Chern said that using the knowledge they have gained, the Board wants to work on the best ways to conserve water in different locations. He said they would welcome ideas from homeowners and will be adding a couple more members to the committee.

***Review and Approve Contract from Transcends Transcription Services***

**MOTION:** Michele Attaway made a motion, which was seconded, to approve the contract with Transcends Transcription Services for preparation of Board Meeting Minutes. Motion carried unanimously.

***Discussion of the HOA Attorney Representation***

Michael Chapman has resigned and CRHA is looking for an interim attorney to serve the Association until a permanent replacement is chosen. Michele Attaway advised that she, Gina Pedrini and Millie Burke have interviewed four attorneys who are available in the interim: Nancy Gilbert, William Baker, Leslie Bryan Hart, and Shawn Oliphant. The Committee recommended hiring Shawn Oliphant.

**MOTION:** Michael Chern made a motion, which was seconded, to contract with Shawn Oliphant between now and the May meeting, at which time the Board will vote on a permanent attorney to replace Michael Chapman. Motion carried unanimously.

***Caughlin Creek Addendum to the Agreement***

Millie Burke suggested that due to significant changes to the original agreement, it would be wise to have the addendum reviewed by the interim attorney before approving it for presentation to Caughlin Creek.

**MOTION:** Chris Simon made a motion, which was seconded, to table approval of

the addendum subject to legal review by Shawn Oliphant prior to the May Board meeting. Motion carried unanimously.

***Review Written Policy for Disaster Plan Recovery***

Michael Trudell advised that the Plan is not yet complete, as the "recovery" section still needs work. Michael Chern feels more information must be gathered in order to make a decision. He added that, in his opinion, daily tapes must be stored off-line for instant recovery if needed—primarily a backup of Yardi, which contains accounting and homeowner information. Michael Trudell advised that currently such a backup system is in place.

**MOTION:** A motion was made and seconded to table this matter until more information is available. Motion carried unanimously.

***Discussion of Maintenance of Properties in Foreclosure Policy***

Millie Burke noted that recent legislation allows the Association to go onto private property that is in foreclosure for the purpose of maintaining that property. The potential for any need to enter private property (which is in foreclosure) in Caughlin Ranch was discussed, and the Board decided that as general policy, the Homeowners Association would not enter property in foreclosure. Exceptions will be considered on a case-by-case basis.

***Discussion of Controlled Area for Firearms***

Larry MacNeil, Castle Ridge homeowner, was present to address a long-standing problem in Castle Ridge and the Hunter Lake Trails area—target practice with firearms.

Michael Trudell noted that this issue was addressed about ten years ago. At that time, the "no firearm" area was extended another 5,000 feet beyond where it had been. The problem is enforcement. Manager Trudell offered to attempt to get the "no firearms" area extended to the west and to assist in posting the restricted 5,000 foot area as a "congested area."

Mr. MacNeil said the area is already posted, but needs more posting to encourage the shooters to move further away from the development. He asked that Caughlin Ranch approach Washoe County Public Works to request an extension of the posted area out an additional 5,000 feet. He said he spoke with Marty Easter, drafting tech., three weeks ago; Easter was working on the situation at that time, and therefore the issue is time-sensitive.

The Board directed Michael Trudell to move forward and to work with Washoe County Public Works on behalf of the Castle Ridge homeowners.

***ARRA Restoration Access Agreement***

Millie Burke expressed her opinion that this issue is more of a "boiler plate" or legal issue than something for the Board of Directors to handle. She suggested that it would be appropriate for the Manager to review the agreement with the General Counsel, who would then authorize the President to sign it.

### ***Homeowners' Written Comments***

Manager Trudell has received a request from a homeowner who went through the proper channels (Architectural Control Committee) to have some trees removed. The homeowner's request was denied. She now wants to appeal the decision and says the roots are lifting the sidewalk. Millie Burke recommended that the area be checked before the issue can be re-considered.

The homeowner also has requested that the staff prune the common area trees that are scraping her fence. The Manager said Randy's crew will be checking the details of the request this spring. Millie Burke requested that the fence be inspected and that Mr. Trudell advise the homeowner that an inspection will be scheduled.

The same homeowner asked why the trees on McCarran by Scolari's were not decorated during the holidays. Randy Lisenby advised that there is no equipment available to decorate tall trees.

### **MEMBERS' COMMENTS – ANY TOPIC**

***Michele Attaway, Board Secretary***, recommended that management staff direct the collection agency to be aggressive in its attempts to collect assessment balances on foreclosure properties.

***A homeowner*** responded to a comment made earlier in the evening regarding the Board's hope to eventually decrease the annual assessment. The homeowner said he would rather leave the assessment amount as it is rather than lowering it and then having to raise it above the current amount in the future. Millie Burke advised that we are limited by NRS 116 relative to excess funds and are advised by our accounting staff on this matter.

***Larry MacNeil, Castle Ridge homeowner***, thanked the Caughlin Ranch Board and the Management staff "for being so easy to work with."

### **ADJOURNMENT**

All agenda items having been addressed, the Board meeting adjourned at 8:40 P.M.

Respectfully submitted by:  
Gayle Wassenberg  
Recording Secretary  
Transcends Transcription Services

Approved by:

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Caughlin Ranch Board Member