



May 18, 2009

**Notice of Changes in the Operations and Procedures of Caughlin Ranch Homeowners Association:  
Processing Payments of Caughlin Ranch Membership Assessments;  
2009 Board of Directors Meeting Schedule and Agenda Changes; and,  
Electronic Mail Notification of Caughlin Ranch Meetings and  
Authorization Form to Receive Notifications by Electronic Mail**

Dear Caughlin Ranch Homeowners:

This is an important notification regarding three major changes in the operations and procedures of the Caughlin Ranch Homeowners Association, which will affect all members. Please read the following information carefully as this is the Association's official notification to the membership regarding these changes.

**Payment of Quarterly Membership Assessments:**

On May 6, 2009, the Board voted to approve implementation of a new processing plan for the payment and receipt of your CRHA quarterly membership assessments. Payments will no longer be processed in-house by CRHA staff. Detailed information as to how this decision was reached is contained within the minutes from the February and May 6<sup>th</sup> Quarterly Board Meeting minutes, which are posted on the Association's website ([www.caughlinranchhomeowners.com](http://www.caughlinranchhomeowners.com) or [www.caughlinhoa.com](http://www.caughlinhoa.com)).

The Board of Directors selected the lockbox services provided by Alliance Association Financial Services (AAFS) and First Independent Bank of Nevada. Caughlin Ranch homeowners will receive a new statement in the mail and the due dates for quarterly assessments will remain unchanged (January 1, April 1, July 1, and October 1). **Your check must be made payable to the Caughlin Ranch Homeowners Association, but you will send it to the pre-addressed P.O. Box indicated on the new return envelopes. The use of the new statement (which is printed with a bar code to identify your account) and new return envelopes are critical to the effectiveness of the new lockbox program to avoid delays in processing your payments. In the event you have lost your new statement or new envelope, CRHA's office staff will continue to accept your check payment.** AAFS will receive and process your payment of 3<sup>rd</sup> quarter assessments with the due date of July 1, 2009 (unchanged). A pre-addressed envelope will be included with the statement you should receive in approximately two weeks. **Please note, payments will no longer be sent to the Association's office, please do not use old return envelopes with the Association's address.**

AAFS will provide the opportunity to now pay on-line or with a credit card. It is our understanding that there will be a convenience fee for credit card payments. Please review all payment information thoroughly. When making a payment, regardless of the method, please be sure to reference your account number to ensure your account is credited accurately and to avoid delays in processing your payment. It is vital that all payments be accompanied by a new bar code contained on the tear-off

portion of the statement. This is the method in place to identify which account the payment should be credited to. Also, if you own more than one property, please write separate checks for each property. Each property requires a separate coupon and check.

Please note: **Due to a Change in the Board's Policy the Caughlin Ranch Homeowners Association Staff will no longer accept CASH payments of any kind at the Association's Office.**

### **Board of Directors Meeting Dates and Board Meeting Structure**

At the May 5, 2009 Board meeting, the Board revised the 2009 Board meeting dates and added two additional Board meeting dates. In addition, the Board implemented a "consent agenda" to allow the Board to approve all the items on the consent agenda without discussion, unless a Board member wants to pull specific items from the consent agenda for further clarification. The Board members indicated that this will help reduce the length of time of each meeting and would enable the Board to conduct more business in a shorter period of time. The Board indicated the purpose of the change is to increase effectiveness and efficiency. Board meetings will be held from 7:00 p.m. to 9:00 p.m. The location of the Board meetings are identified by an asterisk (\*).

### **2009 Board of Directors Revised Meeting Dates & other Important Dates**

July 8, 2009	Board of Directors Meeting**
August 3	Board of Directors Meeting**
August 29	Strategic Planning Session**
September 2	Board Meeting/Budget Workshop**
September 16	Board Meeting/Second Budget Meeting*
November 6	Homeowners Meeting/Ballot Count****
November 11	Annual Homeowners' Meeting*
November 18	Board of Directors Meeting/Final Budget*

- \* Meetings will be held at Caughlin Ranch Elementary School, 4885 Village Green Parkway, Reno, NV, 7 – 9 p.m.
- \*\* Meeting location: Dickson Realty, 1030 Caughlin Crossing, Reno, NV, 7 – 9 p.m.
- \*\* Strategic Planning Session, (Saturday, August 29<sup>th</sup>), Dickson Realty, 1030 Caughlin Crossing, Reno, NV, 10:00 a.m.
- \*\*\* Homeowners Meeting/Ballot Count, Grant Thornton's office, 100 W. Liberty Street, Reno, NV, 11:00 a.m.

**Agendas are available at the Association's office 10 days prior to the meeting or you may visit the Association's web site at [caughlinhoa.com](http://caughlinhoa.com).**

**NOTICE:** NRS 116.31083 provides that each Notice of a Meeting of the Executive Board of the Caughlin Ranch Homeowners Association ("Association") must state the time and place of the meeting and include a copy of the Agenda for the meeting or the date on which and the locations where copies of the agenda may be conveniently obtained by the units' owners. Agendas are available at the Office of the Association, 1100 Caughlin Crossing, Suite 60, Reno, NV 89519, ten (10) calendar days before the scheduled meeting.

**YOU ARE ALSO NOTIFIED OF THE RIGHTS OF A UNIT'S OWNER TO:**

- (a) Have a copy of the minutes or a summary of the minutes of the meeting provided to the unit's owner upon request, and, if required by the executive board upon payment to the association of the cost of providing the copy to the unit's owners.
- (b) Speak to the association or executive board, unless the executive board is meeting in executive session.

A timeframe on the agenda items will be implemented and a two minute rule will be enforced. This would apply to questions, comments and answers from homeowners, staff, and Board members. If an item is not resolved within the allotted time, it will be carried over to the next scheduled Board Meeting. **In addition, the Board approved a new policy that the Executive Session of the Board Meeting will be conducted before the open session of the Board Meeting.**

### **Notice of Authorization Form for Electronic Mail**

At the May 6, 2009 Board meeting, the Board adopted a policy to provide homeowners the option of receiving notices of Board meetings, as well as other CRHA official notices via electronic mail (e-mail). The minutes of Board meetings will no longer be mailed, but will be made available on the Association's website or at the Association's office. The Board noted that these changes will save the Association a substantial amount of money and time, as well as being a more effective and environmentally friendly means of communication between the Caughlin Ranch Homeowners Association and its members.

If you elect to receive your Caughlin Ranch notifications via e-mail in lieu of U.S. Mail, Chapter 116 of the Nevada Revised Statutes (NRS 116.3108) requires that you provide the Association with an authorization form signed by you to deliver notices electronically. Enclosed is the authorization form. All of the information must be completed, signed and mailed or dropped off at the Association's office. Please provide your e-mail address, your Caughlin Ranch property address, your signature, phone number, and date. The information provided will be used for official CRHA business only, and must be kept with the Association's official records. You will continue to receive assessment statements, ballots for executive board elections, and some notifications via U.S. Mail.

The authorization form is available at [www.caughlinranchhoa.com](http://www.caughlinranchhoa.com); however, Nevada State Law requires the completed form be delivered to (via U.S. mail or hand carried) and kept on file at the Association's office.

**The Minutes of the Board meetings, financial information, the Association's governing documents, and other important information will be available on the Association's website.** If you haven't visited the web site recently, there are several additions and updates recently added. Please take a moment to visit the website.

Thank you for your cooperation. If you have any questions, please call.

Sincerely,

CAUGHLIN RANCH  
HOMEOWNERS ASSOCIATION

Michael Trudell  
General Manager

Enclosure