



July 27, 2010

**Notification of Changes to the Collection Policies of the
Caughlin Ranch Homeowners Association
2010 Board of Directors Meeting Schedule and Other Important Dates**

Dear Caughlin Ranch Homeowners:

This is an important notification regarding changes to Caughlin Ranch collection procedures and policy 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 this change.

Notice of Amended Collection Policy of Past Due Assessments

At the May 6, 2010 Board meeting, the Board amended the policy for the collection of past due assessments. Based on the growing concerns regarding the Association's role and CRHA staff's role in the collection process, the Board eliminated staff's participation in the pre-lien filing process and non-judicial foreclosure procedures. The Board adopted a new collection policy for past-due quarterly membership assessments. Enclosed is a copy of the Caughlin Ranch amended policy regarding collection of past-due assessments for delinquent accounts and foreclosures.

The Board has contracted with Nevada Association Services (NAS) to initiate collection and non-judicial foreclosure procedures against the owner(s) of delinquent property for past-due assessments, fines and/or other charges. Please note, additional fees are charged by NAS to initiate the collection process. Enclosed is list of fees and charges.

2010 Board of Directors Meeting Schedule and Other Important Dates

At the June 21, 2010 Board meeting, the Board revised the 2010 Board meeting dates as well as other important dates and deadlines. The Board meets in Executive Session 6:00 p.m. to 7:00 p.m. The Board of Directors 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 (*s).

August 21	Strategic Planning Session**
September 1	Board Meeting/Budget Workshop*
September 15	Board Meeting/Second Budget Meeting*
October 14	Candidate Forum Night*
November 8	Homeowners Meeting/Ballot Count***
November 10	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 p.m. – 9 p.m.
- ** Strategic Planning Session, (Saturday, August 21th) Aspen Management, 6900 S. McCarran Blvd. Suite 1010, Reno, NV, 9:00 a.m.
- *** Homeowners Meeting/Ballot Count, Grant Thornton's Office, 100 W. Liberty Street, Suite 770, Reno, NV, 1:30 p.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 www.caughlinhoa.com.

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

Sincerely,



Mildred V. Burke
President
Caughlin Ranch
Homeowners Association

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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. (c) A copy of the audio recording of the minutes or a summary of the minutes of the meeting provided to the unit's owner. Any comments made may potentially become permanent record of the minutes.

**AMENDED
CAUGHLIN RANCH HOMEOWNERS ASSOCIATION
BOARD OF DIRECTOR'S POLICY
FOR THE COLLECTION OF PAST DUE ASSESSMENTS AND FORECLOSURE POLICY**

The following is the Board of Directors Policy regarding the collection of assessment for delinquent accounts approved on May 6, 2010:

1. After the account is 15 days past due, the Association sends a second notice and charges a \$2.00 collection fee to help offset the administrative costs for sending the second notice.
2. After the account is 90 days past due, the Association assesses a late fee, which is added to the next quarterly billing statement.
3. After the account is 120 days past due, the Association sends the owner a certified letter regarding the owners' delinquent account. The letter states that the Association will forward the account to the Nevada Association Services (NAS) for collection of the past due assessments on the property, if the account is not paid in full within 30 days. The Association will include a list of potential collection fees, which may be charged by NAS, if the owner's delinquent account is not paid in full.
4. If not paid in full, with the exception of terms offered to members in paragraph 5 below, CRHA staff contacts Nevada Association Services (NAS), and NAS is authorized to initiate the process of collections against the owner of the property.
5. On February 5, 2009, the Board approved a policy to allow homeowners the option to enter into an Agreement for the payment of past due accounts. If the homeowner enters into an Agreement and payment plan with the Association, then the Association will not initiate the collections process with NAS, as long as the homeowner remains in compliance with the terms of the Agreement.
6. In the event that the Homeowner fails to make payment in full and refuses to enter into an Agreement with the Association to make monthly payments or the Homeowner defaults on the terms and conditions of the Agreement, CRHA staff contacts Nevada Association Services (NAS). NAS initiates the collections process. Another set of notices are sent to the owner(s) of the property by NAS indicating that the account must be paid in full, including new administrative fees to process the Notice of Intent to Lien. Additional fees are charged by NAS to initiate the collections process, up to and including foreclosure.
7. After NAS has filed a Notice of Intent to Lien, and the time required by law to initiate the foreclosure process, the Board's Policy has been approved for CRHA staff to instruct NAS to proceed with foreclosure.
8. The Association is reimbursed for its expenses when the owner pays the delinquent balance in full, or when the property is sold at public auction.
9. Although the foreclosure process initiated by the Association has never been completed through the public auction process, the property can be sold at public auction to satisfy the lien and all other unpaid debts attached to the property. Typically, the lender files for foreclosure to protect its first deed of trust or the owner files for bankruptcy in Federal Court before the Association's foreclosure is fully processed. The Association should not proceed with the sale at public auction unless the Board is willing to run the risk that the property will not be sold and the Association must take title.

LIST OF FEES

Demand Letter	\$135.00
Notice of Delinquent Assessment (Lien)	\$325.00
Certified and 1 st Class Mailings	\$8.00 each
Recording, First Page	\$14.00 first page
Recording, 2 nd page and up	\$1.00
NOD Recording Fee Surcharge (statutory)	\$50.00
Prepare Release of Notice of Lien	\$30.00
Pre Notice of Default Letter	\$75.00
Notice of Default Preparation	\$400.00
Trustee's Sale Guarantee	\$300.00-\$400.00 est.
Notice of Sale Preparation	\$250.00
Posting & Publishing	\$475.00-\$550.00 est.
Prepare & Record Transfer Deed	\$85.00
Conduct Foreclosure Sale	\$85.00
Sale Postponement	\$35.00 /postponement
Payment Plan	\$150.00
Payment Plan Reminder/Breach Letter	\$25.00
Personal Check Return	\$10.00
NSF Checks	\$35.00
Storage Retrieval Fee (rush)	\$100.00
Escrow Demands	\$150.00
Escrow Demand Follow-Up	\$100 Each
Substitution of Agent	\$150
Bankruptcy Monitoring	No Charge
Homeowner Dispute Resolution	No Charge

Violations Amount

Less than \$200	\$20.00
\$200-\$499.99	\$50.00
\$500-\$999.99	\$100.00
\$1000-\$4999.99	\$250.00
\$5000+	\$500.00