

CAUGHLIN RANCH HOMEOWNERS ASSOCIATION
Board of Directors Organizational and General Business Meeting Minutes
1070 Caughlin Crossing, Reno, NV
Wednesday, November 20, 2019

Board Members Present:

Al Dennis, President
Michele Attaway, Vice President
Drew Naccarato, Secretary
Allen Black, Treasurer
Margaret Getz, Director
Michael Ginsburg, Director

Others Present:

Lorrie Olson, Community/General Manager
Randy Lisenby, L & M Superintendent
Sandy Wheeler, Bookkeeper/Assistant Manager
Shawn Oliphant, Association Attorney
30+ Homeowners

Board Member Absent:

Mike Chern, Director

- 1. Call to Order and Determination of Quorum:** President Dennis called the meeting to order at 6:58 p.m. A quorum was established with six (6) of seven (7) Board Members present.
- 2. Member Comments:** Homeowners living in the West Point neighborhood for 26 years provided comment and a letter addressing their concerns about a proposed fence paint color for their neighborhood that will be discussed under item 7.9. A copy of the letter is attached to these minutes.
- 3. Introduce new/returning Board Members and appoint 2020 Officers:** President Dennis introduced the newly elected Board Members including himself, new members Margaret Getz and Michael Ginsburg and returning members in attendance Allen Black, Drew Naccarato and Michele Attaway. Director Mike Chern was unable to attend tonight.

President Dennis also introduced the Association's Attorney, Shawn Oliphant and apologized for not doing so during the Annual Meeting.

Motion: Secretary Naccarato moved to appoint Al Dennis as President; Vice President Attaway seconded. Motion carried unanimously.

Motion: President Dennis moved to appoint Allen Black as Treasurer; Secretary Naccarato seconded. Motion carried unanimously.

Motion: Treasurer Black moved to appoint Drew Naccarato as Secretary and Michele Attaway as Vice President; President Dennis seconded. Motion carried unanimously.

GM Olson advised Mike Chern, Margaret Getz, and Michael Ginsburg will all serve as Directors.

4. Minutes:

4.1. Review & approve September 25, 2019 Board of Directors Meeting Minutes:

Prepared by Bookkeeper Wheeler; reviewed and edited by GM Olson, President Dennis and Secretary Naccarato.

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Outgoing Treasurer Vince Ames has agreed to serve on the F&B Committee now that his term on the Board has expired. Treasurer Black will now serve as the F&B Liaison.

Treasurer Black shared that time was spent during the development of the Strategic Plan to actually link it to the budget process. The 2020 Budget includes items identified in the Strategic Plan which will all tie together and give us an improved strategy for the upcoming year.

6.2. Landscaping, Irrigation/Conservation & Maintenance. Superintendent Lisenby provided the following updates:

- Completed sod projects in areas that were damaged by flooding
- Currently working to improve flood damaged area behind Caughlin Glen
- Holiday Lights are installed and will be turned on Thanksgiving weekend
- Irrigation system is currently being shut down; it was left on a little later due to low precipitation and high afternoon temperatures
- Crews will be picking up (actually vacuuming up) leaves and more leaves
- Seasonal employees last day of work is Friday, December 6th

Secretary Naccarato asked how long it takes to turn off the irrigation systems.

Superintendent Lisenby advised that it takes about a week and half to shut it completely down. This includes removal of all the backflow devices to prevent theft. In a prior year, the backflow devices were stolen which cost CRHA about \$14,000 to replace. There is no irrigation water turned on at this time.

6.3. Architectural Control Committee (ACC): Secretary Naccarato advised that there have been about 70 (seventy) requests since the last Board Meeting and about 90% have been approved. The few that were not approved simply required additional information to be provided in order to complete the process.

President Dennis advised that all forms can be found on the Association's website and you may always obtain assistance by contacting the CRHA Office.

6.4. Community Events: Vice President Attaway advised there will be a few changes in 2020. The following Events are scheduled for 2020:

- Spring Share Your Wine at Moana Nursery (tentative location): April 2nd
- Garage Sales; individual lots: June 5th, 6th & 7th
- Spring Bird Walk/Watch; meet at Caughlin Ranch office: June 13th
- Shredding Day; truck will be at Caughlin Ranch Office parking lot: June 13th
- Concerts in the Village Green Park: Sunday June 28th and all four (4) Sundays in the month of July
- Operation Backpack: May 1st to July 27th
- Cross Peak Hike (meet at the Caughlin Club): Sept. 12th
- 10th Annual Homeowner Appreciation BBQ at the Village Green Park: Sept. 13th

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- Fall Bird Walk/Watch; meet at Caughlin Ranch office: Sept. 19th
- Garage Sales; individual lots: October 2nd, 3rd & 4th
- Oktoberfest (formerly Holiday Wine) at Caughlin Ranch office: October 15th
- Trick or Treating & Pup Costume Parade at Caughlin Ranch Office: October 29th
- Angel Tree for Children and Seniors Citizens: November 2nd thru November 30th
- 36th Annual Members Meeting & 2021 Budget Ratification Meeting: November 18th

Vice President Attaway advised that the Beatles Band has already been booked. We had a lot of requests to bring the band back.

Vice President Attaway shared that she had spoken to representative from the Volunteers of America who we worked with for the Operation Backpack program. They were quite impressed with the number of backpacks that the CRHA owners donated.

6.5. Branding/Signage Ad Hoc Committee: Vice President Attaway advised that the committee was formed to look at all the signs and colors throughout the community to assure uniformity in the signage throughout CRHA including logos. As time has passed in the Ranch, uniformity has gone to the wayside. The idea is to develop guidelines for signage that will also take into consideration the CRHA budget and when the signage is scheduled to be repaired or replaced when they can be brought into conformity.

6.6. Pending Legal Matters & Executive Session Summary; Attorney Oliphant provided a summary of the Executive Meeting held prior to the Annual Members Meeting:

- The pending legal matter was resolved; there are no pending legal concerns at this time
- Reviewed and approved the prior Executive Meeting Minutes
- Reviewed the Accounts Receivable Report
- Reviewed the Violation Report
- Discussed personnel matters

6.7. Community Information & News; GM Olson provided the following:

- CRHA embarked on a program to identify and map the different types of walls in the common areas which included rockery and stacked block walls. As a result, there was one rockery wall that had to be repaired due to the disintegration of a large boulder. There is also a stacked block wall which the top portion is in need of repair. CRHA is consulting with Engineers to establish monitoring and scope of work.
- The edges of an asphalt trail in West Point are crumbling. The Engineer inspected it and advised it is in overall good shape except for some crumbling edges. Staff was able to patch areas until further repairs can be made. Depending on the Engineer's evaluation in the spring, a few hot patches may be needed to complete the repairs.
- Fences in disrepair; GM Olson requested the Board President from the Alum Creek Patio Homes sub-association work with homeowners who need to make repairs to the wood panel fencing in their neighborhood.
- The back gate leading into the Village Green Park from Caughlin Ranch Elementary School is to remain locked while students are on campus.

The school is in control of locking and unlocking the gate. CHRA does not now and has not in the past had a key to that gate.

- GM Olson contacted NDOT to have the poles in the center of McCarran, across from the Greensburg Circle entrance reinstalled; a work order request has been issued.
- GM Olson contacted Washoe County Animal Control to request assistance with dogs that are not on leashes on the trails.

Secretary Naccarato asked when does CRHA mow the soccer field.

Superintendent Lisenby reiterated that CRHA does not have a key and CRHA only mows the soccer field on the regularly scheduled mowing day if the gate is unlocked. The school has been advised of our mowing schedule.

7. New Business:

7.1. Approve 2019/2020 Staff Compensation Plan:

Motion: Vice President Attaway moved to approve the 2019/2020 Staff Compensation Plan and for the General Manager's base compensation to remain the same as 2019 and the General Manager will be given a performance bonus of \$5,000.00 for 2019; Secretary Naccarato seconded. Motion carried unanimously.

7.2. Approve Employee Insurance Policies eff. 12/01/19 and 125 Premium Only Plan:

GM Olson advised that the total for the Employee Insurance Policies total \$111,862 and the 2020 budget is \$115,507.00. This was accomplished by having our insurance broker utilize our BANN membership benefit program and added CRHA to their employer insurance pool to get better insurance rates.

Motion: Treasurer Black moved to approve the Employee Insurance Policies eff. 12/1/19 and the 125 Premium Only Plan as presented; Secretary Naccarato seconded. Motion carried unanimously.

7.3. Approve Workers Compensation Insurance Policy eff. 01/01/20: GM Olson advised the total insurance premium is \$31,400 which is only over the 2020 Budget by \$46.00.

Motion: Secretary Naccarato moved to approve the Workers Compensation Insurance Policy eff. 01/01/20 as presented; Treasurer Black seconded. Motion carried unanimously.

7.4. Approve Caughlin Creek and Eaglesnest Management Agreements eff. 01/01/20:

GM Olson advised that both agreements include a 3% increase and the Sub-associations have already approved their agreements.

Motion: Treasurer Black moved to approve the Caughlin Creek and Eaglesnest Management Agreements eff. 01/01/20 as presented; Vice President Attaway seconded. Motion carried unanimously.

7.5. Approve Caughlin Creek, Caughlin Crossing Commercial Center, Eaglesnest and Promontory Pointe Landscape Maintenance Agreements eff. 01/01/20: GM Olson advised that each agreement includes a 3% increase.

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Motion: Secretary Naccarato moved to approve the Caughlin Creek, Caughlin Crossing Commercial Center, Eaglesnest and Promontory Pointe Landscape Maintenance Agreements eff. 01/01/20 as presented; Director Ginsburg seconded. Treasurer Black abstained. Motion carried with a majority vote.

7.6. Acknowledge final insurance premiums eff. 11/1/19; approved on 9/25/19: GM Olson advised that the final insurance premium amounts are \$90,562 which is over the budget by \$13,000.

No motion is required.

7.7. Appoint Members to Architectural Control Committee (ACC): GM Olson advised that all current members desire to be reappointed to the ACC and another owner would like to serve as an alternate.

Motion: Vice President Attaway moved to reappoint the current members; Paul Gianoli, Guy Grimsley as Co-chairs, John Currie, John Ericson, Kelvin Voeller to the ACC as members and Gail Richie, Chuck Matetich, Seth Padovan as professional consultants and appoint Bill Houston as an alternate member; Director Ginsburg seconded. Motion carried unanimously.

7.8. Approve Revised Ground Cover Material List: GM Olson shared that one of the ACC members put together a booklet that includes various rock ground coverings including photos of the rock materials with sizes. The idea of this is to provide homeowners with a wider selection of rock ground cover materials as the current list is very limited. When an owner brings in a rock ground covering sample for use that is not on the current list, the approval process then becomes a variance request and must be reviewed and receive approval from a Sub-committee of three (3) members of the Board. By expanding the list of approved items, it will assure a more expeditious process. GM Olson advised this request requires additional time to review, therefore this item will be tabled to a future meeting.

7.9. Approve specific fence paint color for various neighborhoods: GM Olson advised that staff discovered some fences are stained different shades of red and brown, some are painted different shades of red and brown and some are still in a natural state. GM Olson showed a photo to the Board that reflected one natural fence recently repaired is connected to a stained fence (stains are not permitted), and we were unable to find any fence approvals for Westpoint that indicated the fences were stained or painted. All fences within a neighborhood are required to be consistent. Since this neighborhood has a patchwork of fence colors, the only option is to approve a standard fence paint color for all of West Point. All the owners in West Point will be advised in writing once a fence paint color standard is approved. We expect it will take some time to get the fences all uniform in color, but we will work towards that goal. Several owners have advised they will paint with the new color as soon as the weather allows, and it is expected the owners with the natural fences will be happy there is a solution for their weathered fences. When fencing require repairs/replacements it is at that time owners will be required to paint their fencing the approved color. The ACC was provided 3 paint colors which were suggested by a Kelly-Moore Paints representative after he toured the West Point neighborhood. These are standard colors which can easily be matched.

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The ACC has chosen 2 colors for the Board to consider for final approval of 1 color.

Vice President Attaway asked how many homes are in West Point and how many have contacted the office. She also asked if all the owners had been notified and if the owners whose fencing is currently in a natural state will be required to paint them.

GM Olson responded that there are 81 homes and a couple dozen have responded. She advised the owners who with natural wood fencing may not be aware of this paint color approval request. Also, owners who have natural wood fencing will not have to paint their fence until such time as repairs/replacement of fencing components are required.

Director Ginsburg asked if they will be required to paint both sides.

GM Olson advised the paint is only required on the outside which is facing a street and/or common area.

Secretary Naccarato shared that his neighborhood had gone through the process of approving new paint colors for the homes and a fence paint color. At this time, they do have a bit of a patch work fencing as a result, but they will eventually all be the same color.

Vice President Attaway asked what the Kelly Moore Paint representative advised for applying the paint to fencing that is stained.

GM Olson responded that if it is a water-based stain you may paint right over it. If it is an oil-based stain you must first use a primer.

A homeowner asked if he will be able to go to any Kelly Moore store, tell them he is from the Westpoint Neighborhood and get this paint. The owner was advised that CRHA will work with Kelly Moore to assure that they will be able to obtain the correct color from the stores.

A homeowner asked for clarification that the owners will have the ability to paint their fencing without having to submit a request to the ACC for approval. The owner was advised since this will become a standard fence paint color for all the homes in the Westpoint neighborhood, owners do not have to submit a request to the ACC for prior approval to paint their fence.

Director Ginsburg clarified that there will be a hodgepodge of different color fences since if you do not touch your fencing, you will not be required to paint the fencing with the new standard fence paint color. GM Olson responded that is correct, however all fences eventually need repair and/or maintenance.

A homeowner shared that he had contacted 3 different vendors who all recommended using an oil-based stain of some sort and not to use paint. He asked why CRHA only obtained advise from one vendor. It is his belief that the decision to require the fence to be painted will require additional maintenance.

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GM Olson advised that the governing documents restrict the use of stain; fences are to be painted or left in a natural state.

A homeowner who advised that he is a Materials Engineer stated he agrees with the recommendation of applying an oil-based paint with a primer on any fencing that is stained. He further stated that if wood fencing is treated with a primer and two coats of paint it should last 10 to 15 years if there are no adverse conditions. Staining tends to require much more frequent maintenance.

Motion: President Dennis moved to approve the color Oxford Brick paint color from Kelly Moore Paints for use in the Westpoint Neighborhood; Secretary Naccarato seconded. The Discussion ensued as the Board of Directors opened the floor to allow homeowners from the Westpoint neighborhood to be heard. Motion carried unanimously.

7.10. Approve Proposal for mapping and identifying ownership of parcels throughout CRHA.

Motion: Treasurer Black moved to approve proposal for mapping and identifying ownership of parcels throughout CRHA as presented; Director Getz seconded. Motion carried unanimously.

7.11 Approve 2020 Reserve Study Updates with Site Visit: GM Olson advised that the total cost of full on-site studies = \$8,430 which will be paid from Reserve Funds. In 2019, the 1070 Caughlin Crossing components were combined with the CRHA study. In 2020, the Pine Bluff components will be combined with the CRHA study. GM Olson's goal is to get on Browning's 2020 schedule ASAP as weather will permit.

Motion: Director Getz moved to approve the 2020 Reserve Study Updates with Site Visit as presented; Director Ginsburg seconded. Motion carried unanimously.

8. Member Comments:

A homeowner whose children go to Caughlin Ranch Elementary School and use the playgrounds after school hours and on weekends asked for clarification about the locking of the gate. He advised that the gate previously remain unlocked after hours and on weekends. The PTA asked the school about locking the gate and the school responded that Caughlin Ranch is responsible for locking/unlocking the gate. Who exactly is responsible?

GM Olson advised that CRHA does not have a key to the gate. The gate and grounds are the responsibility of the school. He was referred back to the school.

President Dennis advised that he has been contacted by several residents regarding the gate now being locked. As stated, the HOA does not control the gate. Perhaps it is a safety measure by the school or school district and perhaps the neighbors can work something out with the school to have the gates open on weekends or after school hours.

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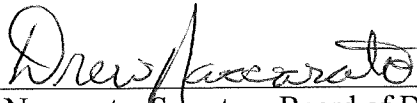
9. Announce Future 2020 Meeting Dates & Adjourn: President Dennis advised the following:

Board Orientation at CRHA office; Friday, December 13th at 8:00 a.m.

Board Agenda Workshop; 4:00 p.m., Monday, January 13, 2020; Board of Directors Executive Session; 5:00 p.m. and General Business Meeting; 6:00 p.m., Wednesday, January 15, 2020.

Motion: Vice President Attaway moved to adjourn the meeting at 7:58 p.m.; Secretary Naccarato seconded. Motion carried unanimously.

Subsequently approved at a duly noticed Board of Directors Meeting on January 15, 2020.



Drew Naccarato, Secretary Board of Directors
Caughlin Ranch Homeowners Association

November 20, 2019

Caughlin Ranch HOA
Attn: Board Members
1070 Caughlin Crossing
Reno, NV 89519

RE: Westpoint Fence Painting Requirement

Dear Board Members:

My name is Mr. Porta and my wife and I live at 3302 Deer Ridge Ct. in the Westpoint subdivision. We are the original home owners and have lived at that location since 1994. I'm writing to express my objection to the new fence painting requirement for the Westpoint subdivision.

Our three-and-a-half-foot redwood fence was approved by the Architectural Control Committee (ACC) in September of 1994 (copy attached). After our fence was installed in early 1995 we consulted the professionals at Reno Paint Mart on methods to protect and preserve our fence. Note, there were no paint, stain or color requirements when our fence was approved by the ACC. We've maintained our fence for 25 years with the same redwood semi-transparent stain recommended by Reno Paint Mart treating it every three to five years with the same stain and using clear linseed oil-based coats in between years.

On October 24th of this year we received a letter from Lorrie Olson indicating we were in violation of section 5.11 Standards and Guidelines for fences. No colored stains shall be applied to fences. This guideline became effective July 6, 2015 according to the letter. Attached to the letter was a "Compliance Resolution Form" which I completed and requested a meeting with the Compliance Committee on my violation. On that form I also indicated I'd be requesting a variance for my fence. Ms. Olson responded November 5th indicating they were "working on a solution" and stains were not allowed. She also stated she had walked the neighborhood with a Kelly-Moore representative recommending paint colors for our neighborhood. To my knowledge no resident who would be impacted by this decision was contacted or consulted.

We did not change or do anything to our fence to create this violation and were put in violation by a change in guidelines in 2015. I have several questions on this issue. First, why after four years are we now hearing about this through a violation notice? Second, who decided painting a fence in this climate was better than staining? All the paint professionals we've spoken to recommend staining a fence over painting. Third, why weren't homeowners impacted by this decision contacted or consulted? This reflects poorly on the Caughlin Ranch Association in my opinion. Lastly, why was Kelly-Moore the only vendor consulted and did they actually recommend painting over stained fences?

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Retroactive homeowner association rule changes are acceptable for health, safety or welfare issues but not for an aesthetic issue like this. If Westpoint homeowners are required to comply with this retroactive fencing guideline you'll be creating uncertainty for every homeowner in this association and render all approved landscape plans will be meaningless.

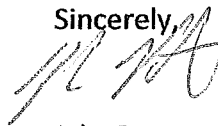
Next year we planned to upgrade our landscaping including our driveway, walkway and front porch. We were also considering replacing our lawn with artificial grass to reduce maintenance and conserve water. If the Board moves forward with the staff recommendation we are not going to proceed with this or any other updates to our landscaping because there is no guarantee it will be acceptable in the future.

Finally, we have over 350 linear feet of fence facing the street or common area on our corner lot. The estimates are between \$1,700 and \$2,300 to prep, prime and paint our fence. Our stained fence cannot simply be painted over. It must be primed before paint can be applied. Interestingly, every paint contractor questioned why we were painting our fence. They did not recommend painting a fence let alone painting over a stained fence including representatives at the Kelly-Moore store.

Therefore, I respectfully request that you do not act on agenda item 7.9 and direct staff to either amend the 2015 fence guidelines to grandfather homeowners who have maintained their fences in accordance with their approved plans or grant them a variance.

This is the fair and right thing to do.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jake Porta', written over the word 'Sincerely,'.

Jake Porta

Attachment:



CAUGHLIN RANCH ARCHITECTURAL CONTROL COMMITTEE
1000 CAUGHLIN CROSSING, SUITE 35
RENO, NEVADA 89509
(702) 746-1499

TO: Jake & Deborah Porta
3302 Deer Ridge Ct.
Reno, NV 89509

RE: LOT 1 BLOCK A
SUBDIVISION: Westpoint
UNIT: Two

At a meeting on September 16, 1994, the Caughlin Ranch Architectural Control Committee considered the plan you submitted for the lot mentioned above. The following determination was made:

- | | |
|---|---|
| <input checked="" type="checkbox"/> The plan was approved. | <input type="checkbox"/> house plans |
| <input type="checkbox"/> The plan was given preliminary approval. | <input type="checkbox"/> landscape plans |
| <input type="checkbox"/> The plan was not approved. | <input checked="" type="checkbox"/> fencing plans |
| | <input type="checkbox"/> _____ |

The ACC approved your request to construct a 3-1/2' high redwood fence with the following conditions:

1. The boards must face outward toward the street and common area.
2. You must obtain a building permit from the City of Reno.

Thank you for your cooperation.

□ _____
The ACC approved your request to construct a 3-1/2' high redwood fence with the following conditions:

1. The boards must face outward toward the street and common area.

2. You must obtain a building permit from the City of Reno.

Thank you for your cooperation.

IMPORTANT — PLEASE NOTE: Construction must not be started until final approval has been given by the Caughlin Ranch Architectural Control Committee.

Date of this Notice: 9/19/94

Telephone: 746-1499

CC: _____

CAUGHLIN RANCH ARCHITECTURAL
CONTROL COMMITTEE

BY: 
(Michael Trudell, Secretary)