

EXECUTIVE BOARD OF DIRECTOR'S MEETING & ARCHITECTURAL REVIEW MEETING MINUTES

Tuesday, September 27th, 2022 – 6:30 PM
**Highlands Fire Station – 2610 Cartwright Road
Virginia City Highlands, NV 89521**

Larry Austin – President - Present
Jess Lattin – Secretary - Absent
Summer Pellett – Treasurer - Present
Roger Huff – Vice-President - Present
Mike Tozzi – Director of Architecture - Present

Members Present: Suzanne Dion & Ben Beauregard, Paul Johnson, and Paula Patterson

- 1) Call to Order – The meeting was called to order at 6:35pm
- 2) Roll Call for the Establishment of a Quorum – A quorum was established
- 3) Public Comment – Agenda Items Only – There was no public comment
- 4) Approval of the Agenda for Tuesday, September 27th, 2022, Board of Directors Meeting* - Summer motioned to approve. Roger seconded. Approved: unanimous. Motion carried.
- 5) Approval of the Minutes for the Tuesday, August 30th, 2022, Board of Directors Meeting* - Summer motioned to approve. Roger seconded. Approved: unanimous. Motion carried.
- 6) Approval to begin the Reserve Study Update* - Summer gave an overview of what a reserve study is and why it needs to be updated. Summer motioned to approve. Roger seconded. Approved: unanimous. Motion carried.
- 7) Treasurer's Report from Summer Pellett – The 3rd Quarter Financials will be available at www.hrpoa.org in October for your review.
 - a. Update on HRPOA Accounts
 - Operating Checking: \$9,116.91
 - Operating Savings: \$44,528.84
 - Reserve Account: \$88,295.33
 - Culvert Account: \$75,509.18
 - b. Presentation and review of the 2023 HRPOA Budget (see attached) – Summer presented the proposed 2023 Operating & Reserve Budgets. We have increased our roads budget for next year by pulling spending out of some other areas. Insurance and registration will be a bit higher with our new trucks (we now have 3 operating trucks and 1 back-up truck). Workers' comp and payroll taxes have been reduced now that we use subcontractors for the roads, legal fees were reduced, and bookkeeping expenses were reduced since Summer is still volunteering her time for bookkeeping.

c. Approval to submit unpaid 2022 dues accounts to collections 60-days after the certified 60-day letter is sent to the delinquent property owners* - Summer explained the legal requirements of the 60-day letter. Summer explained the collection process. Summer motioned to approve. Roger seconded. Approved: unanimous. Motion carried.

- 8) Approval of the next monthly Board of Director's & Architectural Review meeting date – Tuesday, October 25th, 2022* - Roger motioned to approve. Mike seconded. Approved: unanimous. Motion carried.
- 9) Review and possible approval of the architectural submittals received by the Board prior to September 27th, 2022* - There were no submittals received. There was much discussion on submittal requirements and roof pitch requirements, but they were not related to any submittals.
- 10) Public Comment (2 minutes per member) – Suzanne Dion asked how to get her address on file changed with the HOA and the county.

Paula Patterson asked about the process of how the roads are maintained in the Highlands. Larry explained the process that he uses to assess the roads and how he makes his decisions for prioritization or roadwork. Paula asked about Cartwright Rd near the fire station needing work. Larry explained that next year, Cartwright will be a big project for him. He will be ripping up all of the grindings that are in disrepair and the road will be returned to dirt. It will then be rolled and watered and given a gravel surface. We do not have the means to maintain the asphalt grinding roads that have fallen into disrepair.

It was reiterated that if you see any issues with the roads to please contact Larry so that he is aware of the issue.

- 11) Adjournment – The meeting was adjourned at 7:32pm.

* Notes that the item is a possible Action item and may be voted on by the HRPOA Board of Directors. All Action items allow for public comment before action is taken by the Board. Public comment is limited to 2 minutes per member and must be related to the agenda item.