

Highland Ranches Property Owners Association
Executive Board of Director's
Approved Summary Meeting Minutes for Board Meeting
held on
April 25, 2023 - 6:30 PM
at
2610 Cartwright Rd., Virginia City Highlands, NV 89521

Current Board of Directors

Larry Austin, President
Jess Latin, Secretary
Roger Huff, Treasurer
Mike Tozzi, Architecture
Kevin Singleton, Director-at-Large

Board Members Present

Larry
Roger
Mike
Kevin

1. Call to Order & Establishment of a Quorum

- a. Meeting called to order at 6:32 PM.
- b. A quorum IS established.

2. Unit Owner's Forum (*Limited to 2:00 minutes per unit owner*)

For Discussion Only

- a. *Each unit owner in attendance may address the executive board of directors. Comments made by each unit owner must be limited to items listed on this agenda pursuant to NRS 116.31083(6). Unit owners may request that the substance of their remarks or prepared written remarks be included in the minutes.*
- b. Lillian Henry, Lot 86/87, Agenda item #6, Brought to the board's attention that an expensive new scanner was purchased so the bookkeeper can scan everything, not sure if it's been turned in to the new bookkeeper. A copy of the minutes showing that it was approved to be purchased is provided to the board. It will save time if anyone requests records and saves money.
- c. Name unintelligible, Lot 125/126/147/148, Agenda item "roads", stated displeasure with the road maintenance philosophy of the board stating that it appears not to be working. Consider going back to what we did three years ago, and the board should resign.

3. Reading and Approval of Previous Meeting Minutes

For Possible Action

- a. The executive board of directors will read aloud and approve the summary minutes of the executive board of directors' meeting(s) held on March 28, 2023. The minutes will not be read aloud if so moved and approved by the board.
- b. Larry motioned to approve, Roger seconded.
- c. Vote as follows: Larry, yes. Mike, yes. Kevin, yes. Roger, yes.
- d. Motion Carried

4. Amendments to the Agenda for April 25, 2023

- a. Amendments from the draft agenda include:
 - Item #6 treasurer's report has an additional line item added about the annual potluck, and
 - Item #8 the roads report, Sharon requested an opportunity to include a questionnaire in the annual mailing. The questionnaire is to be reviewed and approved by the board in advance of the mailing.
 - Item #13, the annual members meeting, a 3rd bullet item has been added for volunteer opportunities.
 - Item #14 was inserted – it was the review bids but has been added to Item #15. Item #14 is now the resignation of an existing board member and appointment a new board member, along with a move to appoint an officer.

5. **President's Report** *For Discussion Only*
a. No report, we made it through the winter, most of our plows are in disrepair but we are working on getting them fixed.
6. **Secretary's Report** *For Discussion Only*
a. No Report.
7. **Treasurer's Report** *For Discussion Only*
a. The "1's" annual potluck is scheduled for August 26th, 2023 and all are invited and welcome, more information will be coming. Special guest to be announced.
b. Nevada Department of Real Estate, there was quite a bit of training on how the board is supposed to work. Due to budget cuts, they no longer provide the same training in person, but the content is available for download and use. They have a particular format recommended for agendas, and we are now using this agenda format. There is no item for approving agendas, it's not required or needed, even though we've been doing it. The spirit of these changes is trying to get streamlined and in alignment with the Ombudsman's recommendation.
c. We are considering doing a lunch and learn and go over all the training content available with the membership and community on what the state recommends we should do and why we are making some of the changes we are. More information to come if there's interest.
d. The different reports for the officer's reports are being added to show what each of them is working on.
e. Name unidentified, recommended Property Management companies like First Choice provide classes and information.
8. **Architecture Report** *For Discussion Only*
a. New construction at 2240 Musket Road. Plans reviewed and they met the HRPOA guidelines.
b. Mike brought a motion to approve, Kevin seconded.
c. Vote as Follows: Larry, yes. Mike, yes. Kevin, yes. Roger, yes.
d. Motion carried.
9. **Roads's Report** *For Discussion Only*
a. Sharon – They reviewed the current road plan. The committee feels the plan is incomplete and request the board adopt IFC standard so all fire vehicles have clear passage through the community. It should have a budget, a timetable for the work performed, list of priorities, a future cast on how to maintain completed work, a 30-year plan that must match the reserves. Copies of this information has been provided to the board.
b. Lillian – Asked Owen George Trucking on cost to clean ditches and culverts. This would be through Palomino Valley Construction licensed contractor with insurance. Copies provided to the board. Interested in budget and how many roads could get basic maintenance. 85% of problems due to lack of clean ditches. Was not submitted as part of the RFP so his doesn't need to be included when they review the bids.
c. Steve Seeds, Lot 151 – Willing to help the board with a 30-year plan and provide guidance on components of what's normally used for preparation of a reserve study. Familiarity with roads reconstruction projects.
10. **Special Guest Comment** *For Discussion Only*
a. Fire Chief Loncar, Fire Marshal Snelling were unable to attend; however, Sharon indicated they couldn't make it but would like to come to the annual meeting along with the Sheriff. She read a letter from Fire Marshal Snelling re: IFC 2018 code 503.2.3 Surface fire apparatus access roads shall be designed and maintained to support the imposed loads of fire apparatus and shall be surfaced to support all weather driving. The provision doesn't specify a type of surface. It must carry the load of an emergency response vehicle up to 75K pounds and be drivable in all types of weather. All weather surfaces can be paved or hardened. Gravel is prone to problems in heavy rains or snow where plowing can affect it. Gravel roads need to be regularly maintained; 20 foot wide recommended. Storey County will respond regardless. They are relying on state, county, and private citizens to maintain their respective roads. Response times are dependent on road conditions. Copy of the letter provided to the board.
b. Sharon also indicated Fire Marshall Snelling would like to come to the annual meeting and present on defensible space and driveway turnarounds. Request must be emailed to the board to coordinate any speakers for the annual meeting.

11. Unfinished Business

For Possible Action

- a. Approval of the Minutes from Tuesday, January 30th, 2023. The dates have been corrected and verified as posted to the HRPOA website.
- b. Roger submitted a motion to approve, Mike seconded.
- c. Vote as Follows: Larry, yes. Mike, yes. Kevin, yes. Roger, yes.
- d. Motion carried.

12. Quarterly Review of Financial Information

For Discussion Only

- a. The balance as of today 0320 checking account is \$50,703.49. The culverts checking account 0527 has \$70,511.45. The reserve checking 4695 has \$44,138.94. The primary checking (money marketing) 4165 has \$24,337.79.
- b. A quarterly report is also due this month.
 - Available: Our financial report that includes 1st quarter profit & loss both the accrual and cash statements, reconciliation of all the accounts, the January-March bank statements, 1st quarter check register, and the March 31st, 2023, balance sheet, and a note that there are no current civil actions or claims against the Highland Ranches Property Owners Association.
 - Missing: Budget comparison. The situation is this, we have a new Treasurer and a newer Bookkeeper, the budget comparison was overlooked. In all transparency, a request has been made for assistance from the community to help get this done.
 - Kay Dean – Articulated items of concern to include:
 - Balance Sheet Accounts Receivable Account 1127 Accounts Receivable Other on the balance sheet is \$20,201.75. Who is this money owed to? It's been there since December 2021.
 - Transportation cost of \$5,000 for moving a truck, GAAP requires this to be booked in as the asset cost. It can be depreciated.
 - Retained earnings, there are multiple retained earnings accounts. Confirm why the HRPOA is using multiple, and why they're not one account?
 - Waiting for audit 2022 financial statements. December 2021 audit reports show we only have \$331,000 in assets but our internal financial statements show \$422,000.
 - Review with CPA who audited us for alignment of books. Assets are still on our books like a trailer sold to Ryan Rock & Hoe.
 - Culvert account is unclaimed property – the state has a fine of \$5,000 if you don't file an annual unclaimed property report, NRS 102A. Unreturned culvert deposits of those who have moved are still on the books for that account.
 - Kay offers to help with financial statements and reserve study knowledge.
 - Lillian – Offered to help, she's not a bookkeeper or an accountant but she wants to, and is willing to help.

13. Roads Advisory Group

For Possible Action

- a. The HRPOA sincerely thanks the group for their work. The Road Advisory Group report has been reviewed and the roads are stacked by priority. The board reviewed the report and drove the roads. The combined report forms a road plan so that when bids are in, we know where to begin. Additional reports from Road committee not required until further notice.

14. New Business

a. Annual Meeting of the Membership

For Possible Action

- Recommend a Tentative Date: June 10th, 2023, at 10:00 AM.
- Guest speakers to include Fire Department (fuels grant, defensible space, driveways and turnaround), Sheriff, VRPOA, Commissioner.
- We are coordinating a community event to prepare the mailers for sending.

b. Resignation of a Board Member

For Possible Action

- Roger submitted a motion to accept the resignation of Jess Latin, effective immediately, Mike seconded.

- Vote as Follows: Larry, yes, Mike, yes, Kevin, yes, Roger, yes.
- Motion approved, resignation accepted.

c. New Board Member Appointment

For Possible Action

- Roger submitted a motion to appoint Austin Swift as board member, Mike seconded.
- Vote as Follows: Larry, yes, Mike, yes, Kevin, yes, Roger, yes.
- Motion approved, new appointment accepted.

d. New Secretary

For Possible Action

- Roger submitted a motion to appoint Mike Tozzi as Secretary, Mike seconded.
- Vote as Follows: Larry, yes. Mike, yes. Kevin, yes. Roger, yes. Austin, not present.
- Motion approved, Mike Tozzi appointed as Secretary.

15. Special Guest Speaker

For Possible Action

- Jim Morgan, speaking for Chief Jeremy Loncar
- Discussed road accessibility and turnarounds. Help plow and make roads decent enough for them to get to residents. The biggest issues are the driveways, not the roads.

16. Unit Owner's Forum (Limited to 2:00 per unit owner)

For Discussion Only

- Each unit owner may address the executive board. Comments made by each unit owner must be limited to matters impacting the community pursuant to NRS 116.31083(6). Unit owners may request that the substance of their remarks or prepared written remarks be included in the minutes.
- Steve – There's a new sinkhole with a couple of cones, it's now a spring. What's the plan? Per Larry, it's on Austin's plan with Public Works to get it fixed. Will we knock down some of the holes with a grader? Per Larry, we're leaving the base the way it is but adding a type of clean clay to build it up, then road base on top. Per Steve, there's a spot at the top of Cartwright where it is squishy and seems like there's a spring. Per Larry, it's a spring, and you need to pack rocks and big chunks of asphalt.
- Kay Dean – She would like to clear her good name. Summer Pellet fabricated a story about her and the current Insurance Agent, (name unintelligible). Summer accused her of almost losing our insurance due to what she said at Rose Fox's office. Kay obtained a recording from Rose stating she'd never met Kay, nor had she been at her office, or done anything in the minutes stated by Summer, recorded and legally be kept forever. Kay would be happy to meet at the attorney's office and play it for the board. Kay will send the history to the board. Summer also made some accusations about the CPA firm. She falsified or did not properly issue a 1099 and violated federal income tax laws. The CPA firm corrected that. It was the trailer that was sold that was still on our books. She reduced his 1099 by that, but he's supposed to pay taxes on all his income, and he should have written a check. That slander and libel will be there forever. She wants to clear her good name and is not sullied anymore by someone who is a documented liar. Going forward with the books, she lies, she makes up stories, you can't rely on anything she gives without corroboration. Her word is no more than opinion. She's tried to interact with Summer until August 2021 after that harassment and attack, she didn't feel safe coming to the meeting until she could document that she was right and that Summer made this whole thing up.

17. Adjournment

- 7:46 PM

The record reflected in these unapproved summary minutes has not been officially certified by the Executive Board of Directors and corrections may be made. Official minutes will be made available to the units' owners once approved by the Executive Board of Directors.