

HIGHLAND RANCHES PROPERTY OWNER'S ASSOCIATION  
P.O. Box 1039, Virginia City, NV 89440

**Executive Board of Director's Meeting Agenda**

Tuesday, November 7<sup>th</sup>, 2023 – 6:30 pm  
Highlands Fire Station – 2610 Cartwright Road  
Virginia City Highlands, NV 89521

**Current Board of Directors**

Roger Huff, President    Mike Tozzi, Secretary  
Kevin Singleton, Treasurer    Austin Swift, Roads Director

1. **Call to Order & Establishment of a Quorum**

**PUBLIC COMMENT**

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2. **Public Forum – Agenda Items Only** (*Limited to 2:00 minutes per unit owner*)      ***For Discussion Only***
- *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. Members must state their name and property number(s) along with the agenda number they are commenting on.*

**AMENDED AGENDA**

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3. **Amendments to the Agenda**      ***For Possible Action***
- **Motion to amend the agenda with a clarifying point in item #6 \***
  - **Motion to amend the agenda with a spelling correction in item #7 \***
  - **Motion to amend the agenda with clarification items added to #16 \***

**PREVIOUS MINUTES**

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4. **Reading and Approval of Previous Meeting Minutes**      ***For Possible Action***
- **The executive board of directors will read aloud and approve the summary minutes of the executive board of director's meeting(s) held on August 22, 2023. The minutes will not be read aloud if so moved and approved by the board. \***

**EXECUTIVE SESSION**

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5. **Acknowledgement of Board Meeting held in Executive Session** (if applicable)      ***For Discussion Only***
- **No Executive Session was held.**

**OFFICERS, STANDING COMMITTEE, ADHOC COMMITTEE REPORTS**

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6. **President's Report**      ***For Discussion Only***
- **Reflection and reiteration to the commentary from my public post on October 17, 2023 in the Groups.IO forum. **It is my opinion, that this association of members** has an incurable financial burden that has **gone** unchecked for decades. It is my opinion that the founding members failed to anticipate the costs of maintaining this mountain resort community and left every single future board with an increasingly impossible task of funding what is essentially a public works department.**

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**Executive Board of Director's Meeting Agenda  
(continued)**

- Eventually, these governing documents and the lack of foresight on the part of those who drafted them, will need to be addressed and remedied. This association and Executive Board of Directors needs to have the appropriate authority to operate within clearly defined, legally defensible, list of responsibilities with adequate funding that is not inflexible and can adapt to the financial conditions of the day. Right now, I believe we have neither and that this is not sustainable.
- As we review and discuss the upcoming budget for 2024, know that we take our fiduciary responsibility seriously and approach this most difficult season with the utmost care and desire to serve the association to the best of our abilities.

**7. Secretary's Report**

*For Discussion Only*

- The Board has seen an uptick in requests for information on building in the Highland as well as inquiries for implementing solar at homeowners' residences. To help expedite the sharing of this information to the public, we will be updating our website to address commonly asked questions.

**8. Treasurer's Report**

*For Discussion Only*

- 2022 Audit Status/Findings.
- 2024 Reserve Study Update.
- Current cost containment strategy including a spending freeze.

**9. Architectural Report**

*For Discussion Only*

- Architectural applications and status.
  - 3560 Overland – Solar Panels – Approved
  - 4540 Lousetown – Solar Panels – Approved
  - 4610 Tybo – Solar Panels – Approved
  - 1400 Scorpion Road – 30-day notice posted, no objections - Approved

**10. Roads Report**

*For Discussion Only*

- Progress to date.

**UNFINISHED BUSINESS**

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**11. Unfinished Business**

*For Possible Action*

- No unfinished business to discuss.

**FINANCIALS**

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**12. Quarterly Review of Financial Information**

*For Discussion Only*

- The board shall review a current year-to-date financial statement of the association; schedule of revenues and expenses for both the operating and reserve accounts; a current reconciliation for both the operating and reserve accounts; the latest bank statements for all accounts of the association; and, if applicable, the current status of any civil action or claim submitted to arbitration or mediation in which the association is a party.
  - Account Balances

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**Executive Board of Director's Meeting Agenda  
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**NEW BUSINESS**

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**13. Closed Bids**

*For Possible Action*

- The Board of Directors has received sealed, closed bids, in response to the sale and purchase of the retired snowplows/vehicles, reference the agenda from the 2023 annual meeting for additional details. These bids will be opened at the meeting and awarded to the highest bidder.
- **Motion to accept and notify the highest bidder** <sup>1\*</sup>

**14. Architectural Guidelines**

*For Possible Action*

- Up for discussion are the supplemental Architectural Guidelines, specifically the “*Statement of Policy from Board of Directors*” dated/ revised May 2018.
- This policy statement contains items that expanded the reach and impact of the CC&R’s by implementing the following policies, among several others:
  - limiting the acceptance of building plans only at monthly board meetings,
  - establishing the culvert deposit,
  - Adding limitations surrounding “storage containers, sheds or storage of building materials...”
  - Requiring structures onsite to be constructed with a “substantial quality of new material”, denying “mobile, modular or manufactured homes”, and maintaining “no animals may be maintained on any property unless there is a completed residence on the property”...
  - ...among several other items including the color of roofing material and how high of an antenna one can have.

The issue at hand is that the Board of Directors only has the power to implement (but not alter) the CC&R’s without membership approval. Though well intended, this statement of policy and these guidelines go beyond the authority given to the board. The CC&R’s are the sole guiding authority for the association with respect to Architectural matters.

- **Motion to rescind the “Statement of Policy from Board or Directors” revised May 2018.\***
- **Motion to liquidate the associated “Culvert Account”, returning all culvert payments to members in accordance with applicable laws and regulations.\***

**15. Board Member Applications**

*For Possible Action*

- The Board of Directors has received two applications for consideration. This agenda item is to discuss and possibly appoint one of these applicants.
- **Motion to appoint one applicant to the Board of Directors.\***

**16. 2024 Budget**

*For Discussion Only*

- Up for discussion is the Highland Ranches **operating and reserve** budgets for 2024.
- **Motion to accept the 2024 Reserve Study Update.\***
- **Motion to adopt the 2024 budget.\***
- **Motion to assess the members of the association a “Reserve Assessment” in accordance with the recommendations in said update. The annual assessment for 2024 is to be \$592.88 per member starting with the upcoming annual billing.\***

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<sup>1</sup> Subject to aggregate fair market limit on value greater than five percent (5%) of the Association’s budgeted gross expenses for the fiscal year

**Executive Board of Director's Meeting Agenda  
(continued)**

***PUBLIC COMMENT***

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17. **Public Forum** (*Limited to 2:00 minutes 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.

18. **Adjournment**

**\*Denotes that the item is a possible Action item and may be voted on by the HRPOA Board of Directors.**

AMENDED