

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

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

Tuesday, AUGUST 22, 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, Director of Roads

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***
- 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. Members must state their name and property number(s) along with the agenda number they are commenting on.*

**PREVIOUS MINUTES**

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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 Annual Meeting held on June 10, 2023. **The minutes will not be read aloud if so moved and approved by the board. \***
- b. The executive board of directors will read aloud and approve the summary minutes of director's meeting(s) held on July 25, 2023. **The minutes will not be read aloud if so moved and approved by the board. \***

**EXECUTIVE SESSION**

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

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

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5. **President's Report**    ***For Discussion Only***
- a. Moving forward, I'd like to reiterate that we have a new administration in place, we all have the best of intentions for the community and the members of the board will continue to act accordingly in the discharge of our duties.
- b. I would advocate for understanding that we are starting fresh and moving forward with transparency. Personally, I find no benefit with reliving the past and have nothing but respect towards any of the prior administrations. I believe our best path forward is to not waste any more time and energy on where we have been but rather focusing on where we are going.
- c. There is one remaining position on the board, I would encourage all members of the community to step forward and apply to serve by joining the board.
- d. Budgeting season is upon us, board members are to review projects and expenditures in preparation for 2024 budget discussions.

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**Executive Board of Director's Meeting Agenda  
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6. **Secretary's Report** *For Discussion Only*  
a. No Report
7. **Treasurer's Report** *For Discussion Only*  
a. 2024 Reserve Study is underway.
  - The board met with Amber from Better Reserve Consultants in an online workshop format to better understand the reserve study process, it's history and purpose. We met in a virtual setting on August 8, 2023 at 3:00pm. While a quorum of board members was present; no action was taken, only review and discussion.
- b. 2022 Audit update.
- c. Consolidation of Bank Accounts has been remedied, via the following actions:
  - On June 26th, 2023 we transferred \$44,139.68 from the reserve checking account #4695 to the Money Market savings account #4165. At the same time, we renamed account #4165 to "Reserve Savings" and the former reserve checking account 4695 was to be closed.
  - As discussed in the July meeting, the reserve account should not be co-mingled with any other account(s) balances. To remedy this most unfortunate oversight, on July 29<sup>th</sup>, 2023 we transferred \$31,187.91 from the reserve savings #4165 to the general checking #0320 which leaves the reserve savings with the original balance of \$44,139.68.
  - With the transfer of \$31,187.91 out of the reserve and into the general checking, the bank balance in the general checking is now \$42,510.48. We have a total of \$24,822.70 in outstanding checks, for a total account balance of \$17,687.78 in the general checking 0320.
  - Shortly, we will close checking account #4695 (formerly reserve checking), and transfer whatever money is left there into the reserve savings #4165.
8. **Architectural Report** *For Discussion Only*  
a. Architectural applications and status.
  - 5360 Overland Road - Solar panels - Approved.
  - 4540 Lousetown Rd – Solar panels – Approved.
  - 1400 Scorpion Rd – Variance – Approval recinded pending public notification.
9. **Road Report** *For Discussion Only*  
a. Report on the most current progress for road maintenance and an estimated timeline for completion.

**UNFINISHED BUSINESS**

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10. **Unfinished Business** *For Possible Action*  
a. Addressing concerns over the language under the Director of Roads report from the annual meeting, wherein the board announced a "closed bid" process for selling the retired plow vehicles. We have extended the invitation to the end of August 2023 and added that bids shall be sent via USPS mail to POB 1039, Virginia City, NV 89440 instead of email. This update has not been reflected in the meeting minutes from June 10, 2023 as the minutes are an accurate representation of what was stated. It is, however, a clarification to the process noted in that item.

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**FINANCIALS**

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**11. Review of Financial Information**

*For Discussion Only*

- a. 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

**NEW BUSINESS**

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**12. Bookkeeping Services**

*For Possible Action*

- a. Motion to open and review for consideration proposals from third party HOA management companies to provide bookkeeping services to the Association.
- b. Motion to accept one of the bids and enter into an agreement with the winning bidder.

**13. Non-Judicial Foreclosure Sale**

*For Possible Action*

- a. Motion to authorize or deny Hampton & Hampton Collections, LLC to proceed with the posting, publishing, and conducting the non-judicial foreclosure sale on 3130 Sheridan Road.

**14. Septic and Well Location**

- a. Motion to clarify the position of the board of directors with respect to septic and well timing and location for plan approval.

**PUBLIC COMMENT**

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**15. Public Forum** (*Limited to 2:00 minutes per unit owner*)

*For Discussion Only*

- a. *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.*

**16. Adjournment**

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