

Highland Ranches Property Owners Association
Executive Board of Director's
Unapproved Summary Meeting Minutes for Board Meeting
held on
August 22, 2023 - 6:30 PM
at
2610 Cartwright Rd., Virginia City Highlands, NV 89521

Current Board of Directors

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

Board Members Present

Roger
Mike
Kevin
Austin

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

- a. Meeting called to order at 6:33 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. Regarding item #8, architectural report approval for 1400 Scorpion without proper public notification and notice to adjacent members.

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 on June 10, 2023. The minutes will not be read aloud if so moved and approved by the board. *
 - Roger motioned to approve, and Austin seconded with votes as follows: Roger, yes. Mike, yes. Austin, yes. Kevin, yes. **Motion carried.**
- b. The executive board of directors will read aloud and approve the summary minutes of the executive board 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. *
 - Roger motioned to approve, and Austin seconded with votes as follows: Roger, yes. Mike, yes. Austin, yes. Kevin, yes. **Motion carried.**

1. **Executive Session**

- a. No executive session of the Board of Directors was held.

2. President's Report

For Discussion Only

- a. The new board will act accordingly in the discharge of our duties.
- b. Start fresh and focus on moving forward with transparency.
- c. We have one open application for the board and received one from Donna during the session.
- d. 2024 Budgeting season is here. The next meeting will be focused on reviewing projects and expenditures.

3. Secretary's Report

For Discussion Only

- a. No report.

4. Treasurer's Report

For Discussion Only

- a. Bank balances:
 - General Checking (0320) - \$16,358.13
 - Culvert Account (0527) – \$73,016.28
 - Money Market Savings (4165) - \$44,140.92
 - MM Checking (4695) – \$1.02
- b. 2024 Reserve Study is underway:
 - The board met virtually with Amber from Better Reserve Consultants on August 8, 2023, at 3:00 p.m. A quorum of board members was present at the workshop; however, no action was taken only review and discussion.
- c. The 2022 audit is in progress, with completion by the end of August.
- d. Consolidation of bank accounts has been remedied via the following actions:
 - Transferred \$44,139.68 on June 26, 2023, from reserve checking account #4695 to the Money Market savings account #4165. Simultaneously renamed account #4165 to “Reserve Savings,” and the former reserve checking account 4695 was to be closed.
 - Transferred \$31,187.91 on July 29th, 2023, from reserve savings #4165 to general checking #0320, leaving reserve savings with the original balance of \$44,139.68.
 - General checking is now \$42,510.48 with the transfer of \$31,187.91 from the reserve. General checking 0320 has a total account balance of \$17,687.78 after \$24,822.70 in outstanding checks.
 - We will close checking account #4695, formerly reserve checking, and transfer whatever money is left into reserve savings #4165.

5. Architectural Report

For Discussion Only

- a. Approvals
 - 3560 Overland Road solar panels.
 - 4540 Lousetown solar panels.
- b. 1400 Scorpion Road approval rescinded for 30 days until the mailbox posting, website update, and mailing are completed correctly.

6. Roads Report

For Discussion Only

- a. Roadwork Projects – The current set is almost completed, with Upper Cartwright to be rocked and another round of grading, crowning, ditch lines pulled, and ensuring culverts are in good condition.
- b. Will look at Buckeye and determine what needs to be done.
- c. Austin@highlandranchespoa.com for non-urgent road requests Roads@highlandranchespoa.com for urgent issues.
- d. Stovepipe at Frying Pan has yet to be done.

7. **Unfinished business item from the previous meeting** *For Possible Action*
- a. Clarified confusing language in the Annual Meeting “close bid” process for selling retired plow vehicles. Extended bid invitation to the end of August 2023 with instruction to only send responses via USPS to POB 1039, Virginia City, NV 89440. June 10, 2023, meeting minutes accurately represent what was stated and have not been changed.
8. **Review of Financial Information** *For Discussion Only*
- a. Bank balances:
- General Checking (0320) - \$16,358.13
 - Culvert Account (0527) – \$73,016.28
 - Money Market Savings (4165) - \$44,140.92
 - MM Checking (4695) – \$1.02
- b. The quarterly financials were covered out of sequence in the Treasurer’s report above.
9. **Bookkeeping Services** *For Possible Action*
- a. Motion to open, review, and score proposals from 3rd party HOA management companies to provide Association bookkeeping services.
- b. The Board will then request a second motion to vote to award the bid.
- Kevin motioned to approve, and Mike seconded with votes as follows: Roger, yes. Mike, yes. Austin, yes. Kevin, yes. **Motion carried.**
- c. The Board motions to adopt the bookkeeping services of Nevada Community Management Services.
- Roger motioned to approve, and no one seconded the vote. **Motion is lost.**
- d. The Board motions to adopt the bookkeeping services of Equus Management Group.
- Roger motioned to approve, and no one seconded the vote. **Motion is lost.**
- e. The Board motions to adopt the bookkeeping services of Associa Sierra North.
- Roger motioned to approve, and Mike seconded with votes as follows: Mike, yes. Austin, yes. Kevin, yes. **Motion carried.**
10. **Non-Judicial Foreclosure Sale** *For Possible Action*
- a. Motion to authorize or deny Hampton & Hampton Collections, LLC to proceed with posting, publishing, and conducting the non-judicial foreclosure sale of 3130 Sheridan Road.
- Roger motioned to approve, and Austin seconded with votes as follows: Roger, yes. Austin, yes. Kevin, yes. **Motion carried.**
11. **Non-Judicial Foreclosure Sale** *For Possible Action*
- a. Motion to authorize or deny Hampton & Hampton Collections, LLC to proceed with posting, publishing, and conducting the non-judicial foreclosure sale of 4330 Overland.
- Roger motioned to approve, and Austin seconded with votes as follows: Roger, yes. Mike, yes. Austin, yes. **Motion carried.**
12. **Septic and Well Location** *For Possible Action*
- a. Motion to clarify the board of directors' position with respect to septic and well timing and location for plan approval. Architectural plan approval can be considered with the information as stated on the plans.
- Roger motioned to approve, and Austin seconded with votes as follows: Roger, yes. Kevin, yes. Austin, yes. **Motion carried.**

13. **Unit Owner's Forum** (*Limited to 2:00 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.*
- b. Donna, Lot #161. Night skies CC&R violations.
- c. Emily, Fandango, Lot # unknown. Can a complaint form be provided?
- d. Ben, Lot # unintelligible. How and where will foreclosures be posted?

14. **Adjournment**

- a. 7:58 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.

APPROVED