

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

Executive Board of Director's Meeting Agenda

Tuesday, JULY 25, 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

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

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 director's meeting(s) held on April 25, 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 the Annual Meeting held on June 10, 2023. The minutes will not be read aloud if so moved and approved by the board. *

EXECUTIVE SESSION

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

5. **President's Report** ***For Discussion Only***
- a. Thank you for the appointment as President, thank you to my fellow board members, together we have our work cut out for us; however, I am confident we are up to the task.
- b. Budget season is ahead, we will be looking closely at our budget and expenses going into 2024 to assess the best path forward. We have many items competing for our attention, we will prioritize our financial health along with the concerns over the roads in our community, expect a Special Assessment to be levied.
- c. What is our responsibility to the community of the Highland Ranches?
- Bylaws – Article II; Article VI, Section 3 and Section 7; Article VII
 - CC&R's – Section 7

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- d. How does the Board go about the business of serving our community?
• Bylaws - Article VI, Section 4, parts a - d; Section 7, et al; Article VII; Article XIII, Sections 1 – 5.
- e. HRPOA 2023 Survey results.
6. **Secretary's Report** *For Discussion Only*
a. Appreciation for appointment the Board of Directors and the Secretary position. It is my first time acting in this capacity and will do my best on behalf of the community.
7. **Treasurer's Report** *For Discussion Only*
a. Consolidation of Bank Accounts is underway, the 2022 Audit is confirmed underway with an anticipated completion date at the end of August, the Culvert account is being addressed for accuracy and reconciliation.
8. **Architectural Report** *For Discussion Only*
a. Architectural applications and status.
 - 2850 Bullfrog, remodel and addition. Approved.
 - 360 Panamint, garage and out-building, Approved.
 - 2460 Flat Iron, new residence. Approved.
 - 1400 Scorpion, new residence. Approved.
9. **Road Report** *For Discussion Only*
a. Report on the most current progress for road maintenance and an estimated timeline for completion.

UNFINISHED BUSINESS

10. **Unfinished Business** *For Possible Action*
a. No unfinished business to report.

FINANCIALS

11. **Quarterly 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

12. **Bookkeeping Services** *For Possible Action*
a. Motion to solicit bids from third party HOA management companies to provide bookkeeping services to the Association.
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 2400 Wildrose Rd.

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14. **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 4330 Overland Rd.

15. **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 3690 Palisade Rd.

PUBLIC COMMENT

16. **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.

17. **Adjournment**

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