

**Highland Ranches Property Owners Association**  
**Executive Board of Director's**  
**Approved Summary Meeting Minutes for Board Meeting**  
held on  
**July 25, 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  
Austin

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

- a. Meeting called to order at 6:31 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. Donna DeRuse, Lot #2440 regarding agenda item #3, section a. Asked why they wouldn't be approved by the Board. Asked why we are going through management companies instead of a local search.
- c. Lillian Henry, Lot #86 & #87. Asked about when surplus funds would be returned.
- d. John Koppelman, Lot #4320. Introduced him and his wife.
- e. Chris Torres, Lot #275. Here to say hello.

**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. \*
  - Roger motioned to approve, Austin seconded with votes as follows: Roger, yes. Mike, yes. Austin, 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 June 10, 2023. The minutes will not be read aloud if so moved and approved by the board. \*
  - Lillian Henry stated issues with the Treasurer's Report, parts a. and b. needed updating. Roger said they would put it on the next meeting's agenda.

**2. Executive Session**

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

### 3. **President's Report**

*For Discussion Only*

- a. Thank you for the appointment and thank you to fellow board members. We are up to the task.
- b. Budget season is ahead; we will look closely at our budget and expenses going into 2024. We expect a Special Assessment.
- c. Our responsibilities, according to the bylaws, are to do our best to take care of the area we live in and be financially responsible.
  - Bylaws – Article II; Article VI, Section 3 and Section 7; Article VII
  - CC&R's – Section 7
- d. How does the Board conduct business? Meetings start with the community sharing feedback on the agenda. The board will discuss the agenda topics, keeping things friendly and orderly. At the end, the community can comment on what happened during the meeting.
  - Bylaws – Article VI, Section 4, parts a-d; Section 7 et al.; Article VII; Article XIII, Sections 1-5
- e. HRPOA 2023 Survey results show that the roads need to be improved.

### 4. **Secretary's Report**

*For Discussion Only*

- a. Mike Tozzi, new to the role, is also on the Architectural Board.

### 5. **Treasurer's Report**

*For Discussion Only*

- a. The 2022 audit is in progress, with completion by the end of August. \$44,139.68 transferred from 4695 to 4165 will be transferred back to 4695, and the other two accounts will be consolidated. We don't need two checking accounts. Account balances as of July 11, 2023:
  - General Checking (0320) - \$14,267.19
  - Culvert Account (0527) – \$73,015.04
  - Reserve Checking (4695) – \$1.02
  - Money Market Savings (4165) - \$72,018.44
- b. Through the end of 2<sup>nd</sup> Quarter:
  - Dues Billed, Acct 4003 - \$84,800
  - 4010 Fee Income:
    - 4005 Assess Late Fees \$680
    - 4013 Special Assessment - \$2,018, Billed - \$200
    - 4014 Special Assessment - \$2,019, Billed - \$322
    - 4020 Dues Billed - \$1,150
    - Subtotal - \$2,352.00
    - Total Income - \$87,152.00
  - 6027 Road Maintenance Repair Rebuild:
    - 6029 Equipment & Labor - \$41,820.54
    - Snow Removal Labor & Material - \$17,313.72
  - 6006 Insurance Vehicles - \$1,535.35
  - Total Expenditures - \$127,591.55

6. **Architectural Report** *For Discussion Only*
- a. Approvals
- 2850 Bullfrog remodel & addition
  - 360 Panamint garage & outbuilding
  - 2460 Flat Iron new residence
  - 1400 Scorpion new residence, with variance approved.
- b. The membership requested the Board clarify and state the guidance for septic and well timing and location. An agenda item will be set for the next scheduled meeting.
7. **Roads Report** *For Discussion Only*
- a. Roadwork Projects – Ryan is working on the roads on a priority basis. They are all passable. A new base mix is holding up well. The roads should be done in two to three weeks.
8. **Unfinished business item from previous meeting** *For Possible Action*
- a. There is no unfinished business to report.
9. **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.
- b. The quarterly financials were covered out of sequence in the Treasurer’s report above.
10. **Bookkeeping Services** *For Possible Action*
- a. Sending to bid for a third-party management company for bookkeeping services only.
- Mike motioned to approve, Roger seconded with votes as follows: Roger, yes. Mike, yes. Austin, yes. Motion Carried
11. **Non-Judicial Foreclosure Sale** *For Possible Action*
- a. 2400 Wild Rose
- Roger motioned to approve: Roger, yes. Mike, yes. Austin, yes. Motion carried.
12. **Non-Judicial Foreclosure Sale** *For Possible Action*
- a. 4330 Overland
- Roger motioned to approve: Roger, yes. Mike, yes. Austin, yes. Motion carried.
13. **Non-Judicial Foreclosure Sale** *For Possible Action*
- a. 3690 Palisade
- Roger motioned to approve: Roger, yes. Mike, yes. Austin, yes. Motion carried.
14. **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. John Koppelman, Lot #4320. Received a county permit and had questions about the ditch and culvert.
- c. Donna DeRuse, Lot #2440. Question on the CC&Rs, Section 5 & 6, regarding people living in trailers on properties and setbacks from property lines and whether action can be taken. Question whether \$500 is

returned if the variance is not approved. Question about dark skies enforcement.

- d. Sunday Minnich, Lot #323. Question on when Cartright will be done and on whether there will be a future assessment.
- e. Kelly Brownwell, Lot #054. Question about Ryan's Rock & Hoe invoice accounting with roads and times he's working on them for 10's and 1's. Questions on the use of an unlicensed source.
- f. Carl Sassenrath, Lot #330. Question about a park in the Highlands. Question about putting up fencing rules and what he can put up to keep out wild horses.
- g. Patty Negrete, Lot #060. Question about antennae farm compliance.

15. **Adjournment**

- a. 8:06 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