

Sierra Highlands Ranch Property Owners Association
Minutes of the Meeting of the Board of Directors
January 16, 2025
6:00 pm - 8:00 pm

Board Members Present (via Google Meet):

Wesley Johnson, President
Scott "Piper" Sowka, Vice President
Kristi Sharp, Secretary
Jada Allen, Director
Kathryn Reyes, Treasurer (arrived at end of meeting)

The open meeting of the Board of Directors of Sierra Highlands Ranch Property Owners Association was called to order at 6:15 PM on January 16, 2025, at Sierra Highlands Ranch by Wesley Johnson, President. (The meeting was rescheduled from the 13th)

I. Approval of Agenda

The agenda for the meeting was distributed and unanimously approved prior to and confirmed during the meeting.

II. Review of Previous Minutes

The minutes for the November 11, 2024, meeting had been previously distributed, approved prior to, and during the meeting.

III. Reports

1. Treasurer's Report -
 - a. Kathryn reported that approximately 123 assessment payments received totaling \$27,123.00 in revenue. There are still \$36,669.00 in arrears.
2. Road Report -
 - a. Piper reported that the road work that Rick Pearce was contracted to do has been completed.
 - b. The overall consensus was that the roads were better than they have been in years.
3. Well Report - No change since the last report on June 27, 2024.
4. Committee Reports -
 - a. Road Grant - Ken Yeager
 1. Ken reported that although he doesn't have any information to offer regarding grant options however, he did find that:
 - a. Any federal or state grants are only available to

municipalities/government agencies.

- b. The County Engineering Department (Chris) offered to do some research and talk with members of NACOG to see if there are options available to us.
 2. Piper noted that we need to consider that we would not be able to do any maintenance on roads that are maintained by the county.
 3. Piper stated that he and Jada had learned from Ed Buchard while meeting with Rick Pearce about road maintenance that we could purchase a (10 x 50) railroad flatbed car from an auction, professionally install footings and use it for a bridge over the wash by the school bus as an alternative.
 - a. Ken will do more research on the details for purchasing and repurposing a flatbed car at auction and for any potential grants to purchase one.
 - b. Sean Click stated that a flatbed car (on wheels) can hold between 145,000 and 160,000 lbs.
- b. Adjudication Committee - no update

V. Interim Business

1. Update on BOI - Kristi Sharp
 - a. Piper explained that the BOI was a law that had been passed a couple years ago requiring beneficial owners and/or board members from many different corporations, including this board, to provide sensitive personal information to the government or pay a large penalty. The board had voted to hold off as long as possible to file, and that it was put on hold just before the deadline.
 - b. Kristi reported that the BOI requirement is being appealed at the Supreme court in Texas and is on an indefinite hold at this time.
2. Report back on late fee discussion with Sheryl Johnson - Piper Sowka
 - a. Piper noted that the board voted on a \$25.00 late assessment fee a couple of months ago, and although the Bylaws/CC&Rs state the POA implementing a 45-day late policy, RealManage only has a 30- or 60-day policy, and therefore the board voted to extend it to 60 days starting in March of 2025.
 - b. RealManage also initially wanted to enforce a \$25.00 per month late assessment fee, which the board opposed. Therefore, effective March 1, 2025, property owners who are late on their assessment fees will be charged \$25.00.
 - c. The board is to report back to Sheryl Johnson after the meeting and inform her of what has been decided the final late fee policy will be.
 - d. Piper noted that the board is aware that it is very confusing for property owners to set up their accounts and pay their assessment dues with the new company. RealManage has instructed property owners to contact Sheryl Johnson (account manager) to send them the information they need and help walk them through the process of setting up and/or paying their dues.
 - i. Jada Allen and Kristi Sharp will send out an email blast with step-by-step instructions along with the information to contact Sheryl Johnson followed up with an FB post.

1. Piper and Jada noted that RealManage uses the term 'reference number' rather than 'account number, and that everyone's check number will be 'zero' since it is their first payment to the new company.

VI. New Business

1. Finalizing late fee policy - Piper Sowka
 - a. Piper explained that late fees accrue for one year and then the law firm, PMB, begins the collection process. He spoke with the POA's attorney at length to better understand the collection process. The first thing they do, without requiring consent from the board, is to issue Intent to Lien Notices. In the past Sentry prepared the notices and PMB would sign and send them for a fee of \$165.00, which the POA would pay and then be added to the property owner's account.
 - b. He noted that once the Intent to Lien process begins it cannot be stopped.
 - c. It is unknown if RealManage would provide the same service, however PMB will immediately charge the POA \$25.00 to the POA, which would be added to the account in arrears.
 - d. Piper proposed, rather than having RealManage charge an additional \$25.00 payment for the last (4th) notice, that the cost for the 4th payment be equal to the cost of the Intent to Lien. The board needs to determine what that charge will be based on whether RealManage or PMB charges less.
 - i. Piper made a motion that the late fee policy include a \$25.00 late fee for the first three notices, which would go out in March, June & September 1st, and the final notice at the end of the year with a late fee that covers the Intent to Lien Notice.
 1. The motion was approved unanimously (minus Kathryn).
2. Annual Meeting
 - a. Piper noted that the board had voted at the last meeting to set a date and initial the planning for the Annual Meeting for a face-to-face option in addition to mail in voting at a later date which was done during this meeting.
 - b. Several options on where to hold the meeting (private property on the ranch or at the park in town).
 - c. The consensus was to hold it at the park in town, contingent on costs.
 - i. Kristi volunteered to research the cost of renting a pavilion at the park.
 - ii. The consensus was to hold a potluck barbeque.
 1. The POA would only pay for the cost of the pavilion
 - d. Piper made a motion to hold the Annual Meeting on Saturday, May 17th, contingent on cost and availability.
 1. The motion was approved unanimously (minus Kathryn).

VI. Closing

The next meeting will be held at 6:00 PM on March 10, 2025, at:
Sierra Highlands Ranch (via Google Meet)
St Johns, Arizona 85936

The meeting was adjourned at 7:59 PM by Wesley Johnson, President.

Minutes submitted by: Kristi Sharp, Secretary