

**Sierra Highlands Ranch Property Owners Association**  
**Minutes of the Meeting of the Board of Directors**  
**July 11, 2024**  
**6:00 pm - 8:00 pm**

**Board Members Present (via Google Meet):**

Wesley Johnson, President  
Scott "Piper" Sowka, Vice President  
Kristi Sharp, Secretary  
Kathryn Reyes, Treasurer  
Jada Allen, Director

The open meeting of the Board of Directors of Sierra Highlands Ranch Property Owners Association was called to order at 6:05 PM on July 11, 2024, at Sierra Highlands Ranch by Wesley Johnson, President.

**I. Approval of Agenda**

The agenda for the meeting was distributed and unanimously approved before the meeting.

**II. Review of Previous Minutes**

The minutes for the June 27, 2024, meeting had been previously distributed and unanimously approved before the meeting.

**III. Reports**

1. Treasurer's Report -

- a. Kathryn reported that she is waiting for clarification on which bank RealManage will be using for our funds, whether there will be any additional fees for banking services, and if so, whether or not the POA will pay for those expenses.
- b. She could not access the most current financial report but is in contact with RealManage to have updated information for the next meeting.

2. Road Report -

- a. Wes met with and drove through several of the ranch roads with the owner of Paydirt Earthmoves, Dusty Edwards and we are awaiting his proposal.
- b. Wes has reached out and is waiting to hear back from Iron Horses to determine if they can perform work for the ranch. Iron Horses proposed 6 contracts to the 2023 board, 4 of which were approved and completed. Wes confirmed that the contract for the area in front of the school bus was one of the 2 that were not signed/approved, had any done, or was paid for.
- c. Piper noted that it was agreed during an administrative planning session held by the board

to contact Iron Horses to determine whether or not they have signed contracts that need to be fulfilled, and if not, will they still honor those bids. If there are, the board must honor those contracts to avoid breach of contract.

- d. Piper acknowledged that he has been tracking feedback posted on Facebook regarding ruts left behind from the work done by Rick Pearce. He will follow up on any issues.

5. Well Report - No change since the last report on June 27, 2024

- a. The missing well caps are still a pending issue. He suggested a temporary solution to put caps on the spouts to prevent bacteria from entering. There has been no action taken.

4. Committee Reports - None.

#### **IV. Interim Business -**

1. Wes reported that the board voted during an administrative session to continue to use PMB for collections.
2. Katherine reported that the board voted and approved setting the account up as an accrued accounting method for more transparency of the association's financial transactions.
3. Kristi reported that she ordered a road map from the Engineering Department that will provide road names and their mileage to assist Earth Movers or any future contractors with bids for road work. The map will be ready for pickup in two weeks
  - a. Kristi will submit a request to Ray to add the map to the website.
4. Piper stated that he is drafting a procedure to address fair and compassionate enforcement of CC&Rs, specifically adding clarification to the statement in the CC&Rs which states, "In the event of complaint the board may at their option enforce in the following ways." The draft will be a road map with steps that are less aggressive and more detailed explaining when the CC&Rs will be implemented.
5. The board had agreed during a previous administrative session that complaints must be legitimate, in writing, not submitted anonymously, and need to involve health and safety concerns.
6. Kristi will have the CC&Rs and Bylaws added to the website for easy access.

#### **V. Ongoing Business**

1. Transition to Brown Management -

- a. Piper reported that the board took the input provided by the property owners into conservation and voted to sign the contract with Brown Management (RealManage) and is moving forward with them.
- b. Wes reported that he has been in contact with 'Alex' at Brown Management (RealManage) and the transition process is underway. Sentry has provided them with many of the files and information, and Wes will continue to monitor the transition process and provide updates.
- c. Piper noted that the board negotiated with Brown Management (Real Manage) regarding

their collection policy which agreed to accept a collection policy from us. They are giving the board a few months to provide them with a fee schedule for late charges that covers any notifications they need to send but is also acceptable for SHR. The board will be working on that over the next couple of months.

- d. Piper requested input regarding the best way to communicate with the property owners.
  - i. He noted that Brown Management (RealManage) has a member, board, and vendor portal to access information.
  - ii. Piper consented to allow any member to contact him for assistance with payment issues during the transition process.
  - iii. Kristi noted that all the communication and documents are stored in a Google Drive and available to anyone who would like access to it.
  - iv. Kristi will also have the contact information for Brown Management (RealManage) added to the website.

## 2. Annual Board Meeting Schedule -

- a. Kristi reported that all meetings will be held bi-monthly, on the 2nd Monday of each month from 6:00 pm - 8:00 pm (MST) for the following dates:
  - i. September 16, 2024
  - ii. November 11, 2024
  - iii. January 13, 2025
  - iv. March 10, 2025
- b. Piper noted that the board discussed holding a face-to-face annual open meeting at the park in St Johns for those who live in the St Johns area.
  - i. Those in attendance can still vote with their absentee ballots.
  - ii. There would be no voting method changes for those not in attendance.
  - iii. Those who live in the area can meet their neighbors face to face.
    - i. The current board members won't be involved in the ballot count.
      1. Piper noted that in order to protect property owners confidential information, the board would need to review the ballots to remove ineligible votes before the count.
- a. Piper made a motion to vote on having the board investigate the topic of voting while in arrears and what options the board and membership have to make adjustments.
  - i. The board unanimously voted yes on the motion.
- b. Piper made a motion to vote on Sierra Highland Ranch POA holding its annual open meeting, face-to-face, on a date to be determined in May of 2025 in the St. Johns area.
  - a. The board unanimously voted yes on the motion.

## V. New Business

### 4. Committee to research bridge grants -

- a. Piper stated that it was suggested at the last board meeting to reach out for a group of volunteer members to form a committee to research any possible federal grants to help with higher-dollar road improvements including bridges.
  - i. Ken Yeager volunteered to assist with research and offered consent to share his

- contact information with other members interested in helping him.
- ii. Piper will continue to reach out to committee volunteers.

5. Fill dirt volunteers -

- a. Paydirt suggested it would be financially beneficial if property owners could volunteer to provide native dirt from their properties for road work.
  - i. Ken Fox and Kristi Sharp offered to donate fill dirt from their property.

## **VI. Comments and Questions**

The meeting was opened to the members for questions and comments at 6:45 pm.

- 1. Ken Yeager was in favor of a community gathering but also liked the online voting option for the election due to his line of work. He also expressed the importance of the need for a third party to count the ballots for an independent verification of the results.
  - a. Piper noted that Vote HOA Now was not cost-prohibitive, however absentee ballots and in-person voting are required by law, but online voting can be offered as an additional option if the members are in favor of it.
  - b. Jada noted that because absentee ballots are required by law, the mailing costs are already budgeted for in our expenses. The online option would be an additional expense for the voting process.
  - c. Piper reiterated that the board would not be counting or verifying votes. The board will ask property owners at the meeting, or non-members in the community, to volunteer as the third party to count and verify the results during the in-person, open meeting.

## **VI. Closing**

The next meeting will be held at 6:00 PM on September 16, 2024, at:  
Sierra Highlands Ranch (via Google Meet)  
St Johns, Arizona 85936

The meeting was adjourned at 7:10 PM by Wesley Johnson, President.

Minutes submitted by: Kristi Sharp, Secretary