

Sierra Highlands Ranch Property Owners Association
Minutes of the Meeting of the Board of Directors
September 15, 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, Treasurer
Kathryn Reyes, Director at Large

The open meeting of the Board of Directors of Sierra Highlands Ranch Property Owners Association was called to order at 6:00 PM on September 15, 2025, at Sierra Highlands Ranch by Wesley Johnson, President.

I. Approval of the Agenda

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

II. Review of Previous Minutes

The previous meeting minutes were reviewed and unanimously approved.

III. Reports

- Treasurer's Report: Jada Allen - Financial statements through August were received; operating fund balance was \$18,556, emergency/replacement fund was \$149,938, total funds \$258,494. There was \$70,000 outstanding in assessments for the year. Questions and clarifications regarding assessment balances, bookkeeping changes, and late fees were discussed.
- Roads Report: Piper Sowka - Maintenance was performed before the June election, but persistent issues remain (wash boarding, gravel displacement at the well, puddling). Member concerns about road conditions were noted.
- Well Report: Piper Sowka - The well is functioning satisfactorily, except for gravel issues caused by someone reportedly having done donuts around the circle. Water testing/timing was discussed later in the agenda.
- Committee Reports: No updates; committee activity not reported at this meeting.
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IV. Interim Business

- Insurance Renewal: Wesley Johnson - Proposal was signed and submitted; confirmation of changes (removal of Barb Dummitt/Sentry Management) received.
- Contact List Update: Kristi Sharp - Ongoing project to reconcile property owner records between management company and county assessor; assistance offered by the board.
- Management Company Issues: Piper Sowka - Board discussed continuing concerns with RealManage, particularly regarding accounts receivable, property conveyance, and compliance with Arizona law versus Texas standards. Issues with late fee policy and transparency of “monthly variable invoices” were tabled for further inquiry.

V. Ongoing Business

- RealManage Contract: Piper Sowka - Consensus to continue with current management for one more year, provided transparency improves, specifically about invoicing and service charges.
- Road and Signage Issues: Kathryn Reyes - Continued debate over improvements to road signage (adding county numbers, replacing missing signs), and emergency response mapping. A compromise approach was suggested: replace missing signs, add county road designations, and consult property owners before installation.
- Emergency Mapping: Kathryn Reyes - Obtaining and digitizing a new map with county road numbers and board-added names was delegated. Coordination with emergency services to distribute updated maps was planned, along with making the map available on the POA website.

VI. New Business

- 2026 Budget Concerns: Jada Allen - Proposed budget changes from management were rejected, especially increased postage costs. Treasurer to follow up on specifics of line-item charges and credits, including administrative and rushed payment fees, before adopting budget proposals.
- Use of Reserve/Emergency Fund: Board discussed flexibility of funds and legal status; consensus was that the emergency fund could be used for operating expenses with board approval and according to bylaws.
- Well Testing: Board voted not to conduct autumn testing, citing insufficient rainfall. Spring testing will proceed as scheduled unless conditions change before the next meeting.
- Emergency Response Zones: Motion passed to develop a plan for property-owner volunteers assisting emergency services, divided into geographic zones. Further logistics

tabled for an interim meeting in October.

VII. Closing

- Autumn Road Maintenance: Board agreed to engage Rick Pearce (Pinion Valley Excavating) for regular grading and gravel replacement, with additional repairs as recommended. Volunteers offered assistance.
- General Comments and Action Items: Final check for outstanding member input; action items summarized by Piper Sowka. Missing signs will be identified via a road trip by members. Final motion to adjourn was made and unanimously approved.

The meeting was adjourned at 7:37 PM by Wesley Johnson, President

Minutes submitted by: Kristi Sharp, Secretary