

Sierra Highlands Ranch Property Owners Association
Minutes of the Meeting of the Board of Directors
November 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 6:17 PM on November 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 September 16, 2024, meeting had been previously distributed, but unanimously approved the meeting.

III. Reports

1. Treasurer's Report -

- a. Kathryn reported that as of 9/30/2024 the Association has \$91,787 in Operating Funds, \$96,080 in Replacement (Reserve) Funds, for a total of \$187,867 in available funds.

2. Road Report -

- a. Piper reported that the board accepted Rick Pearce's quote \$200.00 per mile to do general maintenance on all the roads before winter hits (time and weather permitting).
- b. The board members met with and discussed the possibility of working with Ed Bucherst to work under Rick Pearce for road maintenance. Ed is not licensed or insured in AZ, but because of his experience, the board met with Ed and Rick to determine whether it would be a good fit. However, due to time sensitivity, the board agreed to contract Rick to get started immediately.
- c. Rick informed the board that the materials needed to build up or repair the sections of the roads are not available at this time (all materials are being used by the mining companies in the area). He has been trying a different method on the roads to build up the crowns and create runoffs. He and his crew are pulling material from the sides of the road to the

center, (causing rough roads at first) letting it settle for a couple of days, and then going back to smooth it out.

- d. The only complaints from property owners have been the washboards on the lower mesa (mostly on Bonito Valley), narrow roads, and grass overgrowth (fire hazard).

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

- a. Piper reported that the well is tested annually or after every wet season (spring). The board felt that the ranch did not get enough water to affect the water table this past monsoon season and will test it again in the spring.

4. Committee Reports -

- a. Piper reported that a draft of the adjudication policy had been drafted. There were five property owners who volunteered to be on the committee, one of which was inactive due to personal reasons. However, none of the members attended the meeting to provide an update.
- b. Piper provided an overview of the 7–8-page policy with the step-by-step process that will be followed. He stated that it had four sections: what the complaint was, who reported (officially emailed, mailed, or handed to a board member), the definition of the levels of complaint, and step by step process that the board will go through for its final review.

IV. Interim Business -

1. Late Assessment Notices -

- a. Piper reported that RealManage only sends 30-day notices, but the POA has a 45-day policy. The board voted on extending it to 60 days to accommodate their notice policy.
 - i. The policy still has to be finalized.
 - ii. The assessments are due January 1st, and traditionally the statements go out mid-November, however, there may be a delay due to the transition.

V. Ongoing Business

There were no updates to Ongoing Business.

VI. New Business

1. The Corporate Transparency Act (CTA) -

- a. The CTA was passed in 2001 and was implemented in February of 2024 with a deadline for compliance by January 1, 2025. The purpose of this law is an effort to prevent money laundering and other financial crimes
- b. The CTA requires all Beneficial Ownership Information (BOI) to be submitted to the IRS by December 31, 2024.
 - i. BOI requires that the board members provide their personal information,

which includes their name, DOBs, SS, address, and copy of their ID to the IRS, which would be stored in a secured database.

- ii. Failure to comply would result in a \$500 per day fine - up to \$10,000, and 10 years in prison.
- iii. It was noted that some board members may resign if forced to comply
- c. Piper motioned for each board member to research options for an exemption and convene in two weeks for further discussion. All board members approved the motion.

VII. Comments and Questions

- 1. Road conditions -
 - a. The members discussed the possibility of gathering river rock throughout the ranch along with dirt to fill holes where needed.
 - i. Piper stated that the board can't participate in any road work due to lack of equipment and insurance.
 - b. Some property owners requested that their roads be added to the work list and others asked to have theirs taken off.
 - i. Piper stated that the board agreed to have all ranch roads maintained due to fire hazards and that roads being maintained have been scheduled based on priority from high to low.
- 2. Kristi announced a reminder that Real Manage was offering a webinar orientation on Tuesday, November 12, 2024, from 5:00 - 6:00 to discuss navigating the RealManage portal.
 - a. Anyone who did not get the email that was interested in attending was encouraged to send an email to the board requesting the information.

VI. Closing

The next meeting will be held at 6:00 PM on January 13, 2025, at:
Sierra Highlands Ranch (via Google Meet)
St Johns, Arizona 85936

The meeting was adjourned at 7:15 PM by Wesley Johnson, President.

Minutes submitted by: Kristi Sharp, Secretary