

Sierra Highlands Ranch Property Owners Association
Minutes of the Meeting of the Board of Directors
January 19, 2026
6:00 pm – 6:32 pm

Board Members Present (via Google Meet):

Wesley Johnson, President
Piper Sowka, Vice President
Austin Eakin, Secretary
Jada Allen, Treasurer
Kathryn Reyes, Director at Large

The open meeting of the Board of Directors of the Sierra Highlands Ranch Property Owners Association was called to order at approximately 6:06 PM on January 19, 2026, via Google Meet.

I. Approval of the Agenda

The meeting agenda was reviewed and accepted by the board.

II. Review of Previous Minutes

The Board agreed to approve the previous meeting minutes via email following the meeting. All board members present confirmed approval, and the minutes were authorized for posting to the Association website.

III. Reports

Treasurer's Report – Jada Allen

The financial report for December 2025 was presented:

- **Operating Fund:** \$148,231.28
- **Replacement Fund:** \$150,311.70
- **Total Funds:** \$298,542.98

No concerns were raised regarding the financial report.

Well Water Testing Report – Wesley Johnson

Wes reported that the well water was tested in December.

All results returned within acceptable ranges and the total coliform bacteria test was negative. The next scheduled water testing will occur in the spring.

Complaint Investigation – Austin Eakin

Austin reported that one complaint was received during the previous quarter.

The complaint was investigated and ultimately closed as unsubstantiated, completing the compliance report.

Committee Reports

Kristi Sharp provided an update on the Contact List Project, noting ongoing reconciliation of property owner records between county records and management records.

By motion, the Board approved the formation of a temporary Contact List Committee, chaired by Kristi Sharp, to ensure continuation of the project.

IV. Ongoing Business

School Bus Area Road Construction

Piper reported that construction work near the school bus area is expected to begin by Tuesday of the following week.

Kent's team is finalizing drainage plans in consultation with the rancher to prevent issues experienced in past projects. The work will rebuild the most damaged section of road and improve drainage. The road will remain passable during construction.

Road Sign Procurement

Kathryn presented research on road sign vendors.

- Texas company quote: **\$3,275 per sign**
- 911-approved sign option with road names and numbers: **\$2,775**

Rick Pierce may be able to provide wholesale pricing similar to signs used in Woodland Valley, though a quote has not yet been received.

Road Maintenance Planning

The board discussed prioritizing roadwork along the main route from the north entrance to the well.

Connecting Esperanza to the west end of Bobcat Road was identified as a priority due to residents being stranded during weather events.

Monthly Road Grading Proposal

Pierce Construction has proposed a monthly or bi-monthly grading plan focused on maintaining problem areas rather than conducting a full annual grading of all roads.

Woodland Valley has already adopted the program and reported positive feedback. The board will review cost comparisons before making a decision.

V. New Business

Adoption of Adjudication Guidelines

The board finalized adjudication guidelines after approximately eight months of development.

The guidelines establish clear procedures for handling complaints and provide transparency in the board's discretionary enforcement authority.

The motion to adopt the guidelines passed unanimously.

Management Company Transition

The board discussed ongoing issues with RealManage, including approximately **\$13,000 in unauthorized late fees** and conveyance processing problems.

After reviewing alternatives, the board unanimously voted to transition management services to **Preferred Properties**, a local Arizona company.

The anticipated transition date is **March 1, 2026**.

Late Fee Policy Discussion

RealManage had issued late fee notices beyond the agreed schedule of three \$25 notices per year.

Preferred Properties charges \$15 for late notices and offers in-house legal services at reduced cost. The board will review the association's late fee policy after the management transition.

Road Naming Discussion

The board clarified that there is no formal governing authority for road naming within the ranch. Road names were originally assigned by developers without county filing requirements, and property owners may change names provided no conflicts exist with neighboring properties.

Secretary Introduction

Austin Eakin introduced himself as the new board secretary and outlined plans to improve agenda posting, document availability, and website updates.

VI. Closing

General Comments and Action Items

Outstanding action items were reviewed, including posting approved meeting minutes and adjudication guidelines to the website, initiating the transition to Preferred Properties, reviewing the RealManage contract regarding unauthorized fees, continuing development of the community contact list, evaluating road sign procurement options, and reviewing the proposed monthly road maintenance plan.

There being no further business, a motion to adjourn was made and unanimously approved.

The meeting was adjourned at approximately **6:32 PM**.

Minutes prepared and submitted by:

Austin Eakin, Secretary