**Sierra Highlands Ranch Property Owners Association**
**Minutes of the Meeting of the Board of Directors**
**May 18, 2026**
**6:00 pm – 7:05 pm**

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### 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 6:05 PM on May 18, 2026, via Google Meet.

# I. Approval of the Agenda

The agenda for the meeting was presented and accepted as the basis for proceeding with the meeting.

# II. Review of Previous Minutes

The minutes from the previous board meeting were emailed to all board members prior to the meeting. No questions or concerns were raised. A motion to approve the prior meeting minutes was made, seconded, and unanimously approved. Minutes to be posted to the website and sent to the appropriate contact after the meeting.

# III. Reports

### Treasurer's Report - Jada Allen

The financial report as of April 30, 2026 was presented:

● Operating Fund: $112,369.07

● Reserves Account: $103,710.78

- Total Funds: $216,079.85

The previously discussed $80,000 transfer into the operating fund has been completed. Concerns were raised regarding the financial report related to the prior management company, RealManage. It was identified that when properties were purchased during RealManage's tenure, assessment debt from previous owners was incorrectly carried over to new owners' accounts. Robert Herrera of Preferred Communities indicated that approximately 25 or more property owners may be affected. Jada Allen is scheduled to meet with Robert Herrera to identify all affected property owners. This issue spans properties purchased from the end of 2024 through 2025, as RealManage did not transfer any properties during their management period. Additionally, it was discovered that property taxes for 2025 were not paid on one property during the transfer process. A lien appeared on the financial report but was confirmed by the county to not exist on record. A motion was made and unanimously approved to forgive fees carried over from previous owners during property transitions that occurred during RealManage's tenure.

### Well Report - Wes

Well water testing is in progress. Testing for metals and solids has been completed and all numbers look good. Bacteria tests were ordered and will be picked up the following day, with results expected within a couple of days. A reported leak at the well spigot was followed up on with Nielsen. Nielsen had lost contact information and was re-contacted. A Nielsen representative is expected to call or text Wes before coming out so Wes can meet them at the well. It was noted by Piper that the spigot threads are worn and that the spigot should be replaced regardless of the inspection outcome. Wes agreed. Jason confirmed that water continues to come out of the spigot on the back side of the well pump even when not in use.

### Road Report - Piper

No new road work has been performed during the reporting period. Roads are in generally decent shape. Austin had previously volunteered to follow up with Rick regarding road widening work near the bus pass area. Austin confirmed he will follow up with Rick the following day. Jada confirmed that the widening work near the white clay area before the bus stop has been completed and looks good. A question was raised by Steve Campbell regarding old culverts that were removed and left on the side of the road. Austin will ask Rick whether he plans to retrieve them. If not, the board will take responsibility for removal. Piper indicated willingness to collect the culverts for scrap metal use if Rick does not plan to retrieve them. Austin noted he could use the tractor to remove them if needed. Katherine raised a concern about a significant road divot on Robert Road near the Cliff Rose intersection that pulls vehicles and requires drivers to slow down considerably. No resolution was determined at this time.

# IV. On Going Business

### RealManage Financial Cleanup

Jada Allen is meeting with Robert Herrera of Preferred Communities to identify all property owners affected by improper fee transfers during RealManage's management period. The board unanimously voted to forgive fees carried over from previous owners during property transitions under RealManage. Piper requested that Jada retain all documentation from the meeting with Preferred Communities related to the failed transfers, as it may be relevant to potential legal action against RealManage.

### Road Signs

Emails were sent to sign companies and to Rick to obtain bids for road signs. Once bids are received, Jada will initiate an email thread with the board to review and select the lowest bid.

# V. New Business

### Annual Meeting and Elections

The board discussed the format, location, and date for the annual meeting and elections.

- The election process involves a first letter asking for candidates, followed by a second letter with candidate information and an absentee ballot, followed by the election itself.
- The board agreed to hold the election both in person and digitally via Google Meets.
- Steve Campbell offered to host the in-person gathering at his property. The board agreed to hold it at Steve's place.
- It was noted that the gathering must be fully inclusive, with no exclusivity regarding who may attend to drop off a ballot.
- A suggestion was made to allow people who do not wish to come up to the gathering to honk at the driveway and have someone come down to collect their ballot.
- Alcohol and similar items are to be put away until after voting is completed.
- A motion was made and unanimously approved to hold the annual election in person and digitally at 2:00 PM on July 18, 2026, at Steve Campbell's property.
- Piper will handle all communications and mailings through Preferred Communities, copying all board members on correspondence.
- Jada Allen will organize vote counters. Board members are not permitted to serve as vote counters.
- Steve Campbell and Veronica will organize food and beverages for the gathering.
- Austin Eakin will bring a laptop to manage the Google meeting and recording.
- Preferred Communities requires at least 45 days' notice. All notices must be posted to Facebook and the website by July 3, 2026, at the latest, preferably July 1.
- Preferred Communities offers an online voting option as part of their election package at no additional cost.

- The first notice to property owners will go out within approximately two weeks of Piper contacting Preferred Communities, asking for candidate interest. The second notice will include the ballot and go out several weeks before the election.
- Austin Eakin announced he will not be running for secretary in the upcoming election due to health reasons. The secretary position will be open.
- Jada Allen announced she will not be running in the upcoming election.
- Katherine announced she will not be running in the upcoming election as she will be in Ohio until sometime in September.
- Wes confirmed he will be running.
- Piper confirmed he will be running and noted that Kelly has expressed interest in running.
- Piper noted that if very few candidates come forward, the board may need to discuss whether to dissolve the HOA.
- Kristi noted that the board's 20-year term ends April 7, 2027, and renews automatically unless a 66 and two-thirds vote is obtained to abolish it. A court order is another option if the board can demonstrate the organization is defunct.
- Jada Allen confirmed she will continue to assist with road sign installation after leaving the board, as she has the map and intersection information.

# VI. Closing

## General Comments and Action Items

Outstanding action items include Austin Eakin following up with Rick the following day regarding road widening completion and the status of removed culverts, Jada Allen meeting with Robert Herrera of Preferred Communities to identify all property owners affected by improper fee transfers during RealManage's tenure and retaining all related documentation, Jada Allen calling Joe Petty after the meeting to review his account financials, Piper initiating communications with Preferred Communities regarding the annual election and copying all board members on all correspondence, Austin Eakin setting up the Google Meet link for the July 18 annual meeting, Piper sharing the prior year's election letters and agenda with the board for reference, Jada Allen organizing vote counters for the election, Steve Campbell and Veronica organizing food and beverages for the in-person gathering, and Austin Eakin bringing a laptop to manage the Google meeting and recording on July 18.

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

The meeting was adjourned at approximately 7:05 PM on May 18, 2026.

**Minutes prepared and submitted by:**
**Austin Eakin**, Secretary