

Sierra Highlands Ranch Property Owners Association
Minutes of the Meeting of the Board of Directors
November 17, 2025
5:40 pm – 7:32 pm

Board Members Present (via Google Meet):

Wesley Johnson, President
Piper Sowka, Vice President
Kristi Sharp, 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 5:40 PM on November 17, 2025, via Google Meet.

I. Approval of the Agenda

The agenda for the meeting was accepted by consensus.

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

Financial statements through October were reviewed. The operating fund balance was reported as \$99,111, with \$150,127 in the replacement/emergency fund, for total funds of \$249,228.

Treasurer Allen noted plans to work with the new manager to better identify and track monthly operating expenses. It was also noted that the Association had not yet received the invoice for recent road grading work.

Roads Report – Piper Sowka

Road maintenance activities were reviewed. All recent grading issues had been addressed, and GPS mapping was conducted to document recurring problem areas and puddling for future repair estimates. Despite recent moisture, roads were reported to be in generally serviceable condition.

Discussion followed regarding prioritization of future repairs, including the school bus stop area, a primary route to the well, and the Espironza/Bobcat area due to ongoing accessibility issues. Piper Sowka agreed to contact Kent Pierce for estimates on priority repair areas and report back to the Board via email.

Well Report – Piper Sowka / Wesley Johnson

Piper Sowka reported stepping back from responsibility for the well, with Wesley Johnson assuming responsibility for well oversight, communications with the rancher, and testing coordination.

A recent overflow incident was discussed and attributed to damage to a water line during road maintenance. Concerns were raised regarding potential contamination risks due to cattle activity near the overflow area.

After discussion, the Board agreed to conduct an autumn well test for 2025, citing recent rainfall and contamination concerns.

Management Report – Piper Sowka

It was reported that RealManage has transitioned management responsibilities to a new manager, Marilyn, replacing the prior manager. Improved responsiveness and efficiency were noted. The management email address remains unchanged.

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

2026 Annual Budget

Treasurer Allen reported that a draft budget from management proposed increases; however, after review of finances, the Board found no justification for increasing the annual budget.

A motion was made and unanimously approved to set the 2026 annual budget at \$106,425, the same amount as the 2025 budget.

Road Signage and Emergency Response

Kathryn Reyes reported on efforts to obtain bids for emergency response signage. Discussion included comparing bids from a local sign provider in Xolo and Rick Pearce.

The Board confirmed that new signage will include both road names and county road numbers, with priority given to unnamed roads.

Emergency Mapping

The Board discussed updating and digitizing road maps for emergency response purposes and coordinating distribution with emergency services once completed.

V. New Business

Secretary Resignation and Board Vacancy

Kristi Sharp formally announced her resignation as Secretary, effective following the conclusion of the meeting.

The Board confirmed that, per the bylaws, a replacement may be appointed between elections. Potential candidates were discussed, and Piper Sowka and Wesley Johnson agreed to follow up and report back to the Board.

Association Email and Google Account

The Board discussed the need for a dedicated Association-owned Google account for meetings and document storage.

By motion, the Board approved payment of \$16 per month for an upgraded POA Google account. Kristi Sharp agreed to continue hosting the current account and files during the transition period.

Communication and Social Media

The Board discussed concerns regarding misinformation and personal attacks on unofficial social media platforms. Consensus was that official Association communication should occur through the POA email and during meetings, and that accuracy is essential when Board members comment in public forums.

VI. Closing

General Comments and Action Items

Outstanding action items were reviewed, including road repair estimates, well testing coordination, contact list updates, and management follow-ups.

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

The meeting was adjourned at approximately **7:32 PM**.

Minutes prepared and submitted by:

Austin Eakin, Secretary