

**Highland Ranches Property Owners Association**  
**Executive Board of Director's**  
**Unapproved Summary Meeting Minutes for Board Meeting**  
held on  
**November 7, 2023 - 6:30 PM**  
at  
**2610 Cartwright Rd., Virginia City Highlands, NV 89521**

**Current Board of Directors**

Roger Huff, President  
Mike Tozzi, Secretary  
Kevin Singleton, Treasurer  
Austin Swift, Roads Director

**Board Members Present**

Roger  
Mike  
Kevin  
Austin

**1. Call to Order & Establishment of a Quorum**

- a. Meeting called to order at 6:30 PM.
- b. A quorum IS established.

**2. Unit Owner's Forum** *(Limited to 2:00 minutes per unit owner)*

***For Discussion Only***

- a. *Each unit owner in attendance may address the executive board of directors. **Comments made by each unit owner must be limited to items listed on this agenda pursuant to NRS 116.31083(6).** Unit owners may request that the substance of their remarks or prepared written remarks be included in the minutes.*
  - Don Pressey, Lots 125, 126, 148, 149, roads concerns, we need to spend more money.
  - Donna DeRusse, Lot 161, item 3 – question about whether any minutes were published, and item 14 – re: board member applications, she only applied to be on the architectural committee, not the board.
  - Mike Ferretti, 1610 Combination, concerns about trees growing into the road.
  - Bill Little 146 147 Yellowjacket, concerns about access/egress out of the neighborhood.

**3. Reading and Approval of Previous Meeting Minutes**

***For Possible Action***

- a. The executive board of directors will read aloud and approve the summary minutes of the executive board of director's meeting(s) held on August 22, 2023. The minutes will not be read aloud if so moved and approved by the board. **Motion to accept the minutes without reading.\***
- b. Austin motioned to approve; Kevin seconded.
- c. Vote as follows: Austin, yes, Kevin, yes, Mike, yes, Roger, yes.
- d. Motion Carried

**4. Amendments to the Agenda for November 7, 2023**

- a. **Motion to amend the agenda with a clarifying point in item #6.\***
  - Vote as follows: Austin, yes, Kevin, yes, Mike, yes, Roger, yes.
  - Motion Carried
- b. **Motion to amend the agenda with a spelling correction in item #7.\***
  - Vote as follows: Austin, yes, Kevin, yes, Mike, yes, Roger, yes.
  - Motion Carried
- c. **Motion to amend the agenda with clarification items added to #16.\***
  - Vote as follows: Austin, yes, Kevin, yes, Mike, yes, Roger, yes.
  - Motion Carried

**5. President's Report**

***For Discussion Only***

- a. In my opinion, the association has an incurable financial burden that has gone unchecked for decades. Founding members failed to anticipate costs of maintaining this mountain resort community and left every single future board with an increasingly impossible task of funding what is essentially a public works department.
- b. The governing documents and their lack of foresight will need to be addressed and remedied. This association and Executive Board of Directors needs to have the appropriate authority to operate within clearly defined, legally defensible, list of responsibilities with adequate funding that can adapt to the financial conditions of the day.
- c. We take our fiduciary responsibility seriously and approach the 2024 budgeting season with the utmost care and desire to serve the association to the best of our abilities.

**6. Secretary's Report**

***For Discussion Only***

- a. Uptick on building requests and solar installations. We will update our website with FAQs to expedite sharing of this information to the public.

**7. Treasurer's Report**

***For Discussion Only***

- a. 2022 Audit completed – November 1, 2023, report indicated no unexpected transactions with lack of authoritative guidance or consensus. All transactions have been recognized in the proper period. Assumptions used are reasonable. Financial disclosures are neutral, consistent and clear. No difficulties in completing the audit. Corrected all misstatements, and no disagreements during the audit. No significant audit findings. The audit was successful.
- b. 2024 Reserve Study completed.
- c. Current cost containment strategy including a spending freeze.

**8. Architectural Report**

***For Discussion Only***

- a. Architectural application and status:
  - 3560 Overland – Solar Panels – Approved
  - 4540 Lousetown – Solar Panels – Approved
  - 4610 Tybo – Solar Panels – Approved
  - 1400 Scorpion Road – 30-day notice posted, no objections – Approved

**9. Roads Report**

***For Discussion Only***

- a. Road improvement will continue in 2024.

**10. Unfinished Business Item(s) From Previous Meeting(s)**

***For Possible Action***

- a. None.

**11. Quarterly Review of Financial Information**

***For Discussion Only***

- a. The board shall review a current year-to-date financial statement of the association; schedule of revenues and expenses for both the operating and reserve accounts; a current reconciliation for both the operating and reserve accounts; the latest bank statements for all accounts of the association; and, if applicable, the current status of any civil action or claim submitted to arbitration or mediation in which the association is a party.
- b. Account Balances:
  - General Checking - \$12,653.09.
  - Culverts - \$73,019.99.
  - Reserve Savings - \$44,143.14.
  - General checking Outstanding checks \$8, 518.56, leaving a balance of \$4,134.53.
  - P&L
    - Dues billed \$85,800, budgeted \$101,200, short \$15,400.
    - Income of \$88,112, budgeted \$118,700, short \$30,588.
    - Office expenses \$6,421, budgeted \$6,400, short \$21.12.

- Road maintenance repair/rebuild \$133,340.54, budgeted \$47,600, short \$85,740.54.
- Insurance \$4,688.70, budgeted \$5,300.50, remaining \$661.30.
- Legal \$1,290, budgeted \$2,000, remaining \$710.
- Taxes \$985.32, budgeted \$3,400, remaining \$2,414.68.
- Total expenses \$169,756.52, budgeted \$101,200, short \$68,556.52.

## 12. Closed Bids

*For Possible Action*

- Received two sealed, closed bids.
  - Offer for Ford pickup winning Bid to Lillian Henry - \$150.
  - Offer to 2006 Chevy plow truck winning bid to Bruce Clark - \$1,602.
- Motion to accept these winning bids and award the purchase to the winning bidders.\***
- Kevin motioned to approve; Mike seconded.
- Vote as follows: Austin, yes, Kevin, yes, Mike, yes, Roger, yes.
- Motion Carried

## 13. Architectural Guidelines

*For Possible Action*

- “Statement of Policy from Board of Directors, Revised May 2018.”*
- Expanded the reach and impact of the CC&R’s by implementing the following:
  - Limiting acceptance of building plans only at monthly board meetings.
  - Establishing the culvert deposit.
  - Adding limitations surrounding “storage containers, sheds or storage of building materials...”.
  - Requiring structures onsite to be constructed with a “substantial quality of new material”, denying “mobile, modular or manufactured homes”, and maintaining “no animals may be maintained on any property unless there is a completed residence on the property”.
  - Among several other items including the color of roofing material and how high of an antenna one can have.
- The Board of Directors only has power to implement, but not alter, the CC&Rs without membership approval. Though well intended, this statement of policy and these guidelines go beyond the authority given to the board. The CC&Rs are the sole guiding authority for the association with respect to Architectural matters.
- Motion to rescind the “Statement of Policy from Board of Directors” revised May 2018.\***
  - Roger motioned to approve; Mike seconded.
  - Vote as follows: Austin, yes, Kevin, yes, Mike, yes, Roger, yes.
  - Motion Carried
- Motion to liquidate the associated “Culvert Account”, returning all culvert payments to members in accordance with applicable laws and regulations.\***
  - Roger motioned to approve; Kevin seconded.
  - Vote as follows: Austin, yes, Kevin, yes, Mike, yes, Roger, yes.
  - Motion Carried

## 14. Board Member Applications

*For Possible Action*

- Two applications, Donna rescinded her application, Sunday Minnich application remains.
- Motion to accept the application and appoint Sunday Minnich to the Board of Directors.\***
  - Mike motioned to approve; Kevin seconded.
  - Vote as follows: Austin, yes, Kevin, yes, Mike, yes, Roger, yes.
  - Motion Carried

## 15. 2024 Budget

*For Possible Action*

- a. Highland Ranches operating and reserve budget draft for 2024.
  - Insurance & registration - \$5,500.
  - Office expenses - \$5,450.
  - Professional fees, audits, legal, bookkeeping service, ombudsman, reserve study fee, banking fees and real estate taxes - \$30,850.
  - Employee expenses (plow drivers) payroll - \$13,875.
  - Federal state payroll taxes, employer site - \$1,800.
  - Workers' compensation - \$1,750
  - Total - \$17,425.
  - Charitable Contributions – VRWPA - \$400.
  - Annual transfer to reserve account \$16,375.
  - Emergency snow removal contract labor 3<sup>rd</sup> party - \$20,000.
  - Truck fuel - \$4,200.
  - Plow truck oil change maintenance - \$1,000.
  - Total - \$25,200.
  - Total operating expenses - \$101,200.
  - Revenue / dues - \$200 x 506 properties = \$101,200.
  - Reserve account - \$16,375.
  - Additional revenue - \$7,500.
  - Total expenditures - \$165,000.
- b. Reserve Study Update completed. The numbers are reflected in the budget.
  - Culverts - \$35,000.
  - Emergency Snow and flood repair - \$5,000.
  - Reconstruction and major repairs - \$125,000.
  - Total - \$165,000.
- c. **Motion to accept the 2024 Reserve Study Update:\***
  - Mike motioned to approve; Kevin seconded.
  - Vote as follows: Austin, yes, Kevin, yes, Mike, yes, Roger, yes.
  - Motion Carried
- d. **Motion to adopt the 2024 Proposed Budget:\***
  - Kevin motioned to approve; Sunday seconded.
  - Vote as follows: Austin, yes, Kevin, yes, Mike, yes, Roger, yes, Sunday, yes.
  - Motion Carried
- e. **Motion to assess the members of the association a "Reserve Assessment" in accordance with the recommendation in said update. The annual assessment for 2024 is to be \$592.88 per member starting with the upcoming annual billing:\***
  - Roger motioned to approve; Mike seconded.
  - Vote as follows: Austin, yes, Kevin, yes, Mike, yes, Roger, yes, Sunday, yes.
  - Motion Carried

## 16. Unit Owner's Forum (Limited to 2:00 per unit owner)

*For Discussion Only*

- a. *Each unit owner may address the executive board. Comments made by each unit owner must be limited to matters impacting the community pursuant to NRS 116.31083(6). Unit owners may request that the substance of their remarks or prepared written remarks be included in the minutes.*
- b. Don Pressey, Lots 125, 126, 148, 149, roads concerns, we need to spend more money.

- c. Larry Austin, 4680 Hanapah 4670, 4780, 46 Remington, questions about the snowplow salaries.
- d. Donna DeRusse, concerns about the Reserve Study totals.
- e. Bill Little 146 147 Yellowjacket, roads concerns.
- f. Donna DeRusse, spreadsheet posting, architectural Zoom meeting, meeting minute posting, and meeting minute approval concerns.

**17. Adjournment**

- a. 7:30 PM

**The record reflected in these unapproved summary minutes has not been officially certified by the Executive Board of Directors and corrections may be made. Official minutes will be made available to the units' owners once approved by the Executive Board of Directors.**