EXECUTIVE BOARD OF DIRECTOR'S MEETING
MINUTES & ARCHITECTURAL REVIEW MEETING

Tuesday, March 28, 2023 – 6:30 PM
Highlands Fire Station – 2610 Cartwright Road
Virginia City Highlands, NV 89521

Larry Austin – President
Jess Lattin – Secretary
Roger Huff – Vice-President
Mike Tozzi – Director of Architecture
Kevin Singleton – Board of Director *(appointed in item #6 at tonight's meeting)*

APPROVED

1) Called to Order at 6:31pm
2) Roll Call for the Establishment of a Quorum – Larry Austin, Roger Huff, Mike Tozzi in attendance. Jess Lattin absent. Quorum established.
3) Public Comment
   a. Lillian Henry, comment on NRS1163107 about maintenance on common elements. She gave the notes to the board, which will be included with the minutes.
   b. Sharon Dixon, comment on ISO which sets standards for homeowner insurance which HRPOA is rated at a 3 out of 5.
4) Larry amended original agenda to be re-numbered as below. Mike motioned and Roger seconded to approve the amended agenda. Unanimous. Motion Carried.
5) Larry called for any volunteers from the floor for Treasurer. No volunteers from the floor. Mike motioned and Larry seconded to appoint Roger as Treasurer. Unanimous. Motion Carried.
6) Larry called for any volunteers from the floor for board member. Donna LaRuse volunteered herself from the floor for board member. The Board also received an application to volunteer as a board member from Kevin Singleton. Kevin introduced himself. Donna LaRuse rescinded her nomination for board member at this time. Roger motioned and Mike seconded to appoint Kevin Singleton to the Board of Directors. Unanimous. Motion Carried. Kevin took a seat at the board table to start his appointment.
7) Larry called for a motion to approve the Tuesday, January 30, 2023, Board of Directors Meeting minutes. Lillian Henry had 2 copies of the minutes. Sunday explained that she transcribed the minutes incorrectly on the original minutes, which were posted on the website. Original minutes stated Sharon Dixon was appointed chair of a roads committee. Corrected minutes stated Larry would assess the roads once the snow melted. The original minutes were replaced with the amended minutes on the website; however, not before they were downloaded and reviewed by Lillian. The board will confirm the corrected minutes are posted on the website and deferred the approval of the January minutes to the April meeting.
8) Treasurer's Report
   a. Roger reported the bank financials as given to him by the Bookkeeper
      i. Acct 0320 Regular Checking $9084.25
      ii. Acct 0527 Culverts Checking $68,010.29
      iii. Acct 4695 Reserve Checking $44,138.57
      iv. Acct 4165 Money Market Savings $93,096.26

b. Larry motioned and Mike seconded to approve the transfer $30,000 from the operating account to the reserve account as stated in the 2023 budget. Unanimous. Motion Carried.
c. Larry called for a vote by the members present for the ratification of the 2023 HRPOA Budget. 11 approve, 1 oppose, 1 abstention. Motion Carried.
d. Roger motioned and Mike seconded to transfer $40k from the Money Market Savings to Checking. Unanimous. Motion Carried.
e. A member in attendance who did not identify themselves for the recording asked when the unspent funds will be addressed from 2022 as required by NRS. Roger will look into it and report back at a later date.

9) Sharon Dixon reported on the roads advisory group, roads report and that members drove every road in the HRPOA to access maintenance needs. She gave recommendations to the Board to review. Sharon deferred the finalization of her report to Battalion Chief Dixon who attended on behalf of the Fire Chief. Battalion Chief Dixon read an excerpt from the International Fire Code on required access. Sharon submitted the committee's plan and asked that it be included with the minutes.
10) Road Plan and Standards
    a. Larry clarified the "4WD standard", as per the CC&R's and how that impacts our obligation for maintaining the roads in the Highlands. They will continue doing the best they can within the budget, hopefully without the need for any special assessment(s). Until such time as the CC&R's are amended to support a greater standard, we will manage to the codified standard we have.
    b. Roger read the 2023 road plan aloud that the HRPOA will adopt using the VCHPOA's road plan as a template. Larry reported the plan can be altered/amended as needs come up. An RFP for road repairs has been submitted but because of road conditions, and contractor's requests for an extension, the deadline has been moved to April 25. Roger motioned and Mike seconded to adopt the 2023 "Road Plan". Unanimous. Motion Carried. Roger will post the Road Plan as soon as the meeting is over.
11) Larry motioned and Roger seconded to approve contacting Counsel to review a legal matter in regards to Personnel. Unanimous. Motion Carried.
12) Motion to sell the retired Chevy and Ford plow trucks for under $5k. Mike seconded. Unanimous. Motion Carried. The listing will be posted on the website.
13) Roger motioned and Mike seconded to change the cadence of the Board meetings from monthly to quarterly effective immediately. Unanimous. Motion Carried. Meetings will be held on the last Tuesday, of the First Month in the quarter.

APPROVED

14) Kevin motioned and Roger seconded approval of the next monthly Board of Director's & Architectural Review meeting date of Tuesday, April 25, 2023. Unanimous. Motion Carried. Sharon asked that the Sheriff and Fire Chief be invited to the next meeting.
15) Mike reported that the mailing went out to neighboring properties with no comments, on the variance request for 3560 Overland Rd. The approval was granted Tuesday, March 14, 2023. To reiterate the approval for official record, Mike motioned and Kevin seconded to approve the variance request for 3560 Overland Road. Unanimous. Motion Carried.
16) Larry motioned and Roger seconded to approve a request to add cross fencing at 350 Cartwright Road. Unanimous. Motion Carried.
17) Public Comment (2 minutes per member)
    a. Lot 161 (name inaudible) asked about fencing the entire property. Larry said he doesn't recall anything in the CC&R's about not being able to fence your entire property.
    b. The board was thanked by multiple members in attendance for their hard work getting the road done during this hard winter.
    c. Larry suggested if we have another storm and you live in an area hard to access, consider parking down below.
    d. A property owner who did not identify themselves asked if the new board member (Kevin Singleton) who was appointed to the board tonight will still be up for a vote at the June Annual Meeting. Larry confirmed yes. There will be a few positions open at the June Annual Meeting.
    e. Lot 220 (name inaudible) asked if people will have an option to decide if they want the 4x4 road standard or a special assessment. No comment until the board has the RFP's back to determine what needs to be done and all bills paid. Roger reiterated it is not a 4x4 road standard, it is a road plan.
    f. Robbie on Cartwright asked about the policy on cleaning the culverts. Larry reported it is part of the road plan and the contractors will be addressing this in the RFP.
    g. Rick Swanson asked about self-road improvements. Larry reported that if you follow precedence and submit a road plan for self-improvements, the board will review it and either change, modify or approve it. Otherwise, you may receive a letter for the HOA lawyer. No restrictions on plowing.
    h. Sheriff Mike Cullen attended at the invitation of Sharon Dixon after discussing road conditions. He gave a brief introduction and talked about some improvements on equipment they are planning for next winter. Larry mentioned it would be nice to have an inventory on what equipment people have for emergencies. Someone suggested putting up a page or something for people to list what equipment they have.
18) Adjournment

For full comments, see recording on website.

APPROVED