

Highland Ranches Property Owners Association
Executive Board of Director's
Approved/Unapproved Summary Meeting Minutes for Board
Meeting
held on
30-APR-2024 - 6:30 PM
at
2610 Cartwright Rd., Virginia City Highlands, NV 89521

Current Board of Directors

Roger Huff, President
Mike Tozzi, Secretary
Sunday Minnich, Treasurer
Austin Swift, Roads Director

Board Members Present

Roger
Mike
Sunday

1. Call to Order & Establishment of a Quorum

- a. Meeting called to order at 6:34 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.*
 - Lillian Henry, Lot# 87, Agenda Item # not given, interested in an explanation for office expenses.

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 January 28, 2024. The minutes will not be read aloud if so moved and approved by the board. *
- b. Moved to the next quarterly meeting to allow for corrections and/or additions as a recording has been located.

4. Amendments to the Agenda for 20-APR-2024

- a. Various amendments: mostly grammar or punctuation were read into the record including items under NEW BUSINESS to address existing and new vacancies to the Board. Applications to join the board of directors and resignation notices received at the beginning of the meeting.

5. President's Report

For Discussion Only

- a. The President's report was read from the agenda to include issues around how the Board of Directors is treated by the membership, the perception that the HOA is somehow responsible for the overall well-being of it's members, the threats and hostility addressed to the Board of Directors, and how it's all seemingly acceptable by the membership.
- b. An email recently received by the President was read aloud. Blank applications to join the Board of Directors were distributed.
- c. The annual meeting is tentatively scheduled for 08-JUN-2024 at the Community Center.

6. Secretary's Report

For Discussion Only

- a. The Secretary's report covered issues around the posting of the minutes for the 30-JAN-2024 meeting and how the board will remedy the risk of losing the recordings by loading them to "the cloud". The minutes have been

generated using a best effort; however, they are using a newly discovered recording to go back and double check the accuracy of the minutes as posted. The minutes will be re-posted and reviewed in the next quarterly meeting.

7. **Treasurer's Report**

For Discussion Only

- a. The Treasurer's report addressed collection activity is about to begin on those properties who have yet to pay their dues. Owners need to send their payments directly to the bookkeeping service and not send them to the PO Box as it is not checked regularly.

8. **Architectural Report**

For Discussion Only

- a. One "interest" email was received to join the architectural committee, information to follow.
- b. Architectural approvals for 4140 Whisky Flats, 2830 Goldfield Road, 2970 Aurora and 4680 Hanaupah Road were granted.
- c. A complaint was received for Lot# 80 and is under review.

9. **Special Guest Speaker**

For Discussion Only

- a. Jay Carmona, Storey County Commissioner
- b. Shared an overall viewpoint from his perspective on a variety of topics, including:
 - How board members are treated.
 - What is entailed with dissolving an HOA and what are the options without one?
 - Can the County take over?
 - If the board abandons their role, the State will come in and assign a receiver to take over.
- c. While Jay was speaking, an unruly member in attendance was unable to maintain composure and was ejected from the board meeting. Storey County Sheriff's Department responded to ensure all was well.

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

For Possible Action

- a. No unfinished business to discuss.

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. Legal Action
 - One legal action, a claim for unpaid wages was filed with the State of Nevada. Disputed and resolved with proof of payment made prior to notice of the complaint.
- c. Account Balances
 - See attached 2024 Q1 Financial Report
 - Operating Account \$257,059.78
 - Reserve Account \$51,679.43
 - Culvert Account \$18,029.22
 - A verbal summary of Income and Expenses was given.

12. **New Business Items**

For Possible Action

- a. **Motion to solicit bids for road repairs (RFP) ***
 - Seconded by Mike
 - Voted all in favor, no objection, none abstain. Motion carried.
- b. **Motion to hire an independent contractor as a roads' manager. ***
 - Withdrawn

c. Motion to solicit bids for a full-service HOA management company. *

- Seconded by Sunday
- Discussion to explain the reason for the motion took place, called for a vote.
- Voted all in favor, no objection, none abstain. Motion carried.

d. Motion to consider applications to the Board of Directors *

- Second by Sunday
- Voted all in favor, no objection, none abstain. Motion carried.
- Applicants Stephen B. Seeds, Michael Riley, and Sharon Dixon presented the substance of their interest in joining the Board of Directors.
- Took a five (5) minute recess to confirm Sharon Dixon's eligibility to apply for a position to the board. Once confirmed, the meeting resumed a few minutes later with Sharon's presentation.
- Solicited any persons in attendance who might in any way, shape, or form be interested in joining the Board of Directors. None received.

e. Motion to accept Austin Swift's resignation from the Board Members *

- Austin's resignation was read aloud at his request.
- Seconded by Mike
- Voted all in favor, no objection, none abstain. Motion carried.

f. Motion to appoint Stephen B. Seeds to the Board of Directors *

- Seconded by Sunday
- Voted all in favor, no objection, none abstain. Motion carried.

g. Motion to appoint Sharon Dixon to the Board of Directors *

- Seconded by Sunday.
- Voted all in favor, no objection, none abstain. Motion carried.

h. Motion to accept Sunday Minnich's resignation from the Board Members *

- Seconded by Mike
- Voted in favor:
 - Mike
 - Steve
 - Roger
- No objections, one abstention (Sharon).

i. Motion to accept Roger Huff's resignation from the Board Members *

- Resignation read aloud.

j. Motion to appoint Michael Riley to the Board of Directors *

- Seconded by Stephen.
- Voted:
 - Stephen, Michael, Sharon, Mike all in favor,
 - no objection, none abstain.
 - Motion carried.

13. **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.*
- Lillian Henry, Lot# 87, questioning how we can solicit bids when there's no meeting to open the bids.
 - Owen George, Lot# 385, stated his opinion that we should go back to the old ways of doing things with road maintenance.
 - John Rees, unknown lot, questioned rules governing these meetings.
 - Stephen B. Seeds brought the question as to who the President should be.
 - Mike Tozzi, unknown lot, brought a motion to make Michael Riley President. All voted in favor.
 - Stephen B. Seeds asked if Lillian could volunteer to be Treasurer.
 - Michael Riley asked if Kelly Brownwell was still present and interested in being Treasurer. Kelly had left the meeting.
 - Stephen B. Seeds asked if we could pay Kelly as Treasurer.
 - Don Pressey thanked the new board for volunteering to step forward as they were the only board who was able to get the roads right.
 - Lillian clarified that her statement that when she said she would volunteer, it was for the mailer that needs to happen soon as the meeting is June 8th, 2024.
 - Stephen B. Seeds clarified the role of Treasurer should be supervisory in nature as we have Associa doing the books.
 - An unknown homeowner questioned how Zoom meetings are held
 - An unknown homeowner asked how do they find out about Architectural meetings

14. **Adjournment**

- a. Meeting adjourned at 8:19PM

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.

Quarterly Income Statement
Highland Ranches POA
January 1, 2024 Thru March 31, 2024

	1ST QTR ACTUAL	ANNUAL BUDGET	VARIANCE
OPERATING			
INCOME			
4000/4030 Assessment Income	\$222,330.00	\$401,200.00	-\$178,870.00
4625 - Account Processing Income	\$100.00	\$0.00	\$100.00
4710 - Late Fees & Interest	\$30.00	\$0.00	\$30.00
4900 - Interest Earned - Operating Accounts	\$31.77	\$0.00	\$3,177.00
4835 - Misc Income	\$1,602.00	\$0.00	\$1,602.00
TOTAL INCOME	\$224,093.77	\$401,200.00	-\$173,961.00
EXPENSE			
Administration			
5015 - Bank charges	\$20.00	\$100.00	\$80.00
5090 - Office Supplies	\$6,070.20	\$1,500.00	-\$4,570.20
5105 - Reserve Studies	\$0.00	\$1,500.00	\$1,500.00
5196 - Misc Admin Expenses	\$0.00	\$200.00	\$200.00
TOTAL ADMINISTRATIVE	\$6,090.20	\$3,300.00	-\$2,790.20
Communications			
5205 - Wild Horses	\$0.00	\$400.00	\$400.00
5210 - Printing & Copying	\$3.85	\$0.00	\$3.85
5215 - Postage	\$1,035.00	\$1,000.00	-\$35.00
TOTAL COMMUNICATIONS	\$1,038.85	\$1,400.00	\$368.85
Payroll & Benefits			
5300 - Salaries	\$2,658.75	\$13,875.00	\$11,216.25
5340 - Payroll Taxes	\$199.32	\$1,800.00	\$1,600.68
5390 - Workers Compensation	\$260.01	\$1,750.00	\$1,489.99
TOTAL PAYROLL & BENEFITS	\$3,118.08	\$17,425.00	\$14,306.92
Insurance			
5445 - General Liability Insurance Premiums	\$5,545.95	\$2,500.00	-\$3,045.95
5459 - Owned Vehicle insurance Premiums	\$677.63	\$1,500.00	\$822.37
TOTAL INSURANCE	\$6,223.58	\$4,000.00	-\$2,223.58
Utilities			
6000 - Utilities	\$429.16	\$2,000.00	\$1,570.84
TOTAL UTILITIES	\$429.16	\$2,000.00	\$1,570.84
Operations			
6300 - Permits & Licenses	\$114.00	\$2,900.00	\$2,786.00
TOTAL OPERATIONS	\$114.00	\$2,900.00	\$2,786.00

Quarterly Income Statement
Highland Ranches POA
January 1, 2024 Thru March 31, 2024

Repair & Maintenance			
6750 - Snow Removal & Supplies	\$7,760.00	\$25,200.00	\$14,770.00
6775 - Vehicle Gas & Maintenance	\$1,790.00	\$1,500.00	-\$290.00
TOTAL REPAIR & MAINTENANCE	\$9,550.00	\$26,700.00	\$14,480.00
Professional Services			
7000 - Audit & Tax Services	\$1,200.00	\$12,000.00	\$10,800.00
7020 - Legal Services	\$226.00	\$5,000.00	\$4,774.00
7040 - Management Fees	\$2,423.40	\$9,600.00	\$7,176.60
TOTAL PROFESSIONAL SERVICES	\$3,849.40	\$26,600.00	\$22,750.60
Taxes			
9015 - Property/Real Estate Tax	\$0.00	\$500.00	\$500.00
TOTAL TAXES	\$0.00	\$500.00	\$500.00
Other Expenses			
9105 - Reserve Contribution Expense <i>(monthly transfer from operating to reserve)</i>	\$4,096.00	\$16,375.00	\$12,279.00
TOTAL OTHER EXPENSES	\$4,096.00	\$16,375.00	\$12,279.00
RESERVES			
INCOME			
4905 - Reserve Contribution Income	\$4,096.00	\$16,375.00	\$12,279.00
4910 - Interest Earned - Reserve Accounts	\$33.96	\$7,500.00	\$7,466.04
TOTAL INCOME	\$4,129.96	\$23,875.00	\$19,745.04
EXPENSE			
Road Maintenance	\$33,364.70	\$0.00	-\$33,364.70
9100 - Other Expense	\$1,275.28	\$0.00	-\$1,275.28
TOTAL EXPENSE	\$34,639.98	\$0.00	-\$34,639.98
TOTAL OPERATING EXPENSES	\$34,509.27	\$98,300.00	\$63,790.73
TOTAL RESERVE EXPENSE	\$34,639.98	\$0.00	\$34,639.98
TOTAL EXPENSE	\$69,149.25	\$98,300.00	\$98,430.71
TOTAL OPERATING INCOME	\$224,093.77	\$401,200.00	\$173,961.00
TOTAL RESERVE INCOME	\$4,129.96	\$23,875.00	\$19,745.04
TOTAL INCOME	\$228,223.73	\$425,075.00	\$193,706.04
TOTAL NET INCOME	\$159,074.48	\$326,775.00	\$95,275.33

BANK BALANCES as of 4/24/24

Operating Account Checking	\$257,059.78
Reserve Account	\$51,679.43
Culvert Account	\$18,029.22
OUTSTANDING ASSESSMENTS STILL DUE	\$86,249.50



Lacey Cuington
Community Manager

Balance Sheet Report Highland Ranches POA

As of March 31, 2024

	<u>Operating</u>	<u>Reserves</u>	<u>Others</u>	<u>Total</u>
Assets				
Operating Funds				
1000 - FCB OPER #4630	262,238.28	0.00	0.00	262,238.28
1001 - FCB OPER Culvert #1628	20,529.22	0.00	0.00	20,529.22
1650 - Due (To)/From Reserves	(8,334.02)	0.00	0.00	(8,334.02)
Total Operating Funds	274,433.48	0.00	0.00	274,433.48
Reserve Funds				
1325 - FCB RSRV #4656	0.00	48,667.44	0.00	48,667.44
1651 - Due (To)/From Operating	0.00	8,334.02	0.00	8,334.02
Total Reserve Funds	0.00	57,001.46	0.00	57,001.46
Accounts Receivable				
1500 - Residential Assessments Receivable	92,800.76	0.00	0.00	92,800.76
Total Accounts Receivable	92,800.76	0.00	0.00	92,800.76
Prepaid Expenses				
1600 - Prepaid Insurance	4,000.99	0.00	0.00	4,000.99
Total Prepaid Expenses	4,000.99	0.00	0.00	4,000.99
Other Current Assets				
1700 - Utility Deposits	8.50	0.00	0.00	8.50
1799 - Clearing Account	(20,000.00)	0.00	0.00	(20,000.00)
Total Other Current Assets	(19,991.50)	0.00	0.00	(19,991.50)
Buildings				
1800 - Building	49,383.00	0.00	0.00	49,383.00
1850 - Accum Depr - Buildings	(49,383.00)	0.00	0.00	(49,383.00)
Total Buildings	0.00	0.00	0.00	0.00
Physical Plant Equipment & Machinery				
1910 - Plant Equipment	5,000.00	0.00	0.00	5,000.00
1915 - Accum Depr - Plant Equipment	(5,000.00)	0.00	0.00	(5,000.00)

Balance Sheet Report Highland Ranches POA

As of March 31, 2024

	Operating	Reserves	Others	Total
Assets				
Physical Plant Equipment & Machinery				
1920 - Pool Facilities	3,000.00	0.00	0.00	3,000.00
1925 - Accum Depr - Pool Facilities	(3,000.00)	0.00	0.00	(3,000.00)
Total Physical Plant Equipment & Machinery	0.00	0.00	0.00	0.00
Other Property & Equipment				
1950 - Other Property & Equipment	50,944.87	0.00	0.00	50,944.87
1955 - Accumulated Depreciation	(50,944.87)	0.00	0.00	(50,944.87)
Total Other Property & Equipment	0.00	0.00	0.00	0.00
Vehicles				
1870 - 2015 Dodge RAM 2500	37,035.51	0.00	0.00	37,035.51
1875 - Accum Dep- 2015 Dodge RAM 2500	(8,332.00)	0.00	0.00	(8,332.00)
1900 - Plow for Ford Truck	9,474.27	0.00	0.00	9,474.27
1905 - Accum dep-2002 Plow for Ford Truck	(1,523.00)	0.00	0.00	(1,523.00)
1930 - 2020 Plow for Dodge Truck	8,686.53	0.00	0.00	8,686.53
1935 - Accum Dep -2020 Plow for Dodge Truck	(621.00)	0.00	0.00	(621.00)
1940 - 2020 Dodge RAM 2500 Tradesman	39,708.00	0.00	0.00	39,708.00
1960 - Vehicles	163,249.20	0.00	0.00	163,249.20
1965 - Accum Depr - Vehicles	(163,249.20)	0.00	0.00	(163,249.20)
1970 - 2018 Dodge RAM 2500 Laramie	38,183.15	0.00	0.00	38,183.15
Total Vehicles	122,611.46	0.00	0.00	122,611.46
Land				
1980 - Land	9,699.40	0.00	0.00	9,699.40
Total Land	9,699.40	0.00	0.00	9,699.40
Total Assets	483,554.59	57,001.46	0.00	540,556.05

Balance Sheet Report Highland Ranches POA

As of March 31, 2024

	<u>Operating</u>	<u>Reserves</u>	<u>Others</u>	<u>Total</u>
<u>Liabilities</u>				
Payroll Tax Payable				
2100 - Payroll Tax Payable	199.32	0.00	0.00	199.32
2115 - Payroll Tax Payable-FICA	399.65	0.00	0.00	399.65
Total Payroll Tax Payable	598.97	0.00	0.00	598.97
State & Federal Tax Payable				
2200 - Federal Tax Payable	407.00	0.00	0.00	407.00
Total State & Federal Tax Payable	407.00	0.00	0.00	407.00
Accrued Expenses				
2395 - Other Accrued Expenses	2,432.29	0.00	0.00	2,432.29
Total Accrued Expenses	2,432.29	0.00	0.00	2,432.29
Deposits Held				
2500 - Deposits Held	(33,000.00)	0.00	0.00	(33,000.00)
Total Deposits Held	(33,000.00)	0.00	0.00	(33,000.00)
Prepaid Assessments				
2550 - Prepaid Assessments	7,053.88	0.00	0.00	7,053.88
2555 - Prepaid Special Assessments	2,945.00	0.00	0.00	2,945.00
2595 - Deferred Revenue	159,033.00	0.00	0.00	159,033.00
2596 - Deferred Revenue-Special Assessments	221,440.68	0.00	0.00	221,440.68
2598 - Deferred Revenue-Reserves	0.00	10,000.00	0.00	10,000.00
Total Prepaid Assessments	390,472.56	10,000.00	0.00	400,472.56
Total Liabilities	360,910.82	10,000.00	0.00	370,910.82
<u>Owners' Equity</u>				
Owners Equity - Prior Years				
3000 - Owners Equity - Prior Years	89,467.43	0.00	0.00	89,467.43
Total Owners Equity - Prior Years	89,467.43	0.00	0.00	89,467.43

Balance Sheet Report Highland Ranches POA

As of March 31, 2024

	Operating	Reserves	Others	Total
<u>Owners' Equity</u>				
Capital Reserves - Prior Years				
3268 - General Reserve - Prior Yrs	0.00	44,146.78	0.00	44,146.78
Total Capital Reserves - Prior Years	0.00	44,146.78	0.00	44,146.78
Total Owners' Equity	89,467.43	44,146.78	0.00	133,614.21
Net Income / (Loss)	33,176.34	2,854.68	0.00	36,031.02
Total Liabilities and Equity	483,554.59	57,001.46	0.00	540,556.05



Lacey Cuington
Community Manager

Income Statement Report Highland Ranches POA Operating

March 01, 2024 thru March 31, 2024

	Current Period			Year to Date (3 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
<u>Income</u>								
Assessment Income								
4000 - Residential Assessments	8,300.00	8,433.00	(133.00)	24,900.00	25,300.00	(400.00)	101,200.00	76,300.00
4030 - Special Assessments	24,604.52	0.00	24,604.52	73,813.56	0.00	73,813.56	0.00	(73,813.56)
Total Assessment Income	32,904.52	8,433.00	24,471.52	98,713.56	25,300.00	73,413.56	101,200.00	2,486.44
User Fee Income								
4265 - Account Processing Fees	100.00	0.00	100.00	100.00	0.00	100.00	0.00	(100.00)
Total User Fee Income	100.00	0.00	100.00	100.00	0.00	100.00	0.00	(100.00)
Collections Income								
4700 - Collection Processing Fees	(450.00)	0.00	(450.00)	0.00	0.00	0.00	0.00	0.00
4710 - Late Fees & Interest	0.00	0.00	0.00	30.00	0.00	30.00	0.00	(30.00)
Total Collections Income	(450.00)	0.00	(450.00)	30.00	0.00	30.00	0.00	(30.00)
Other Income								
4835 - Miscellaneous Income	0.00	0.00	0.00	1,602.00	0.00	1,602.00	0.00	(1,602.00)
Total Other Income	0.00	0.00	0.00	1,602.00	0.00	1,602.00	0.00	(1,602.00)
Investment Income								
4900 - Interest Earned - Operating Accounts	12.58	0.00	12.58	31.77	0.00	31.77	0.00	(31.77)
Total Investment Income	12.58	0.00	12.58	31.77	0.00	31.77	0.00	(31.77)
Total Operating Income	32,567.10	8,433.00	24,134.10	100,477.33	25,300.00	75,177.33	101,200.00	722.67
<u>Expense</u>								
Administrative								
5015 - Bank Charges	0.00	8.00	(8.00)	20.00	25.00	(5.00)	100.00	80.00
5090 - Office Supplies	83.16	125.00	(41.84)	6,070.20	375.00	5,695.20	1,500.00	(4,570.20)
5105 - Reserve Studies	0.00	125.00	(125.00)	0.00	375.00	(375.00)	1,500.00	1,500.00
5196 - Miscellaneous Admin Expenses	0.00	17.00	(17.00)	0.00	50.00	(50.00)	200.00	200.00
Total Administrative	83.16	275.00	(191.84)	6,090.20	825.00	5,265.20	3,300.00	(2,790.20)

Income Statement Report Highland Ranches POA Operating

March 01, 2024 thru March 31, 2024

	Current Period			Year to Date (3 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
<u>Expense</u>								
Communications								
5205 - Wild Horses	0.00	33.00	(33.00)	0.00	100.00	(100.00)	400.00	400.00
5210 - Printing & Copying	0.00	0.00	0.00	3.85	0.00	3.85	0.00	(3.85)
5215 - Postage	0.00	83.00	(83.00)	1,035.00	250.00	785.00	1,000.00	(35.00)
Total Communications	0.00	116.00	(116.00)	1,038.85	350.00	688.85	1,400.00	361.15
Payroll & Benefits								
5300 - Salaries	0.00	1,156.00	(1,156.00)	0.00	3,469.00	(3,469.00)	13,875.00	13,875.00
5304 - Maintenance Salaries	2,658.75	0.00	2,658.75	2,658.75	0.00	2,658.75	0.00	(2,658.75)
5340 - Payroll Taxes	199.32	150.00	49.32	199.32	450.00	(250.68)	1,800.00	1,600.68
5390 - Workers Compensation	86.67	146.00	(59.33)	260.01	438.00	(177.99)	1,750.00	1,489.99
Total Payroll & Benefits	2,944.74	1,452.00	1,492.74	3,118.08	4,357.00	(1,238.92)	17,425.00	14,306.92
Insurance								
5445 - General Liability Insurance Premiums	156.17	208.00	(51.83)	5,545.95	625.00	4,920.95	2,500.00	(3,045.95)
5459 - Owned Vehicle Insurance Premiums	314.94	125.00	189.94	677.63	375.00	302.63	1,500.00	822.37
Total Insurance	471.11	333.00	138.11	6,223.58	1,000.00	5,223.58	4,000.00	(2,223.58)
Utilities								
6000 - Utilities	58.57	83.00	(24.43)	193.09	250.00	(56.91)	1,000.00	806.91
6035 - Trash and Recycling Service	176.94	0.00	176.94	236.07	0.00	236.07	0.00	(236.07)
6055 - Internet Service	0.00	83.00	(83.00)	0.00	250.00	(250.00)	1,000.00	1,000.00
Total Utilities	235.51	166.00	69.51	429.16	500.00	(70.84)	2,000.00	1,570.84
Landscaping								
6199 - Landscape Other	0.00	0.00	0.00	33,364.70	0.00	33,364.70	0.00	(33,364.70)
Total Landscaping	0.00	0.00	0.00	33,364.70	0.00	33,364.70	0.00	(33,364.70)
Operations								
6300 - Permits & Licenses	0.00	242.00	(242.00)	114.00	725.00	(611.00)	2,900.00	2,786.00
Total Operations	0.00	242.00	(242.00)	114.00	725.00	(611.00)	2,900.00	2,786.00

Income Statement Report Highland Ranches POA Operating

March 01, 2024 thru March 31, 2024

	Current Period			Year to Date (3 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
<u>Expense</u>								
Repair & Maintenance								
6750 - Snow Removal & Supplies	7,760.00	2,100.00	5,660.00	7,760.00	6,300.00	1,460.00	25,200.00	17,440.00
6775 - Vehicle Gas & Maintenance	1,790.00	125.00	1,665.00	1,790.00	375.00	1,415.00	1,500.00	(290.00)
Total Repair & Maintenance	9,550.00	2,225.00	7,325.00	9,550.00	6,675.00	2,875.00	26,700.00	17,150.00
Professional Services								
7000 - Audit & Tax Services	0.00	1,000.00	(1,000.00)	1,200.00	3,000.00	(1,800.00)	12,000.00	10,800.00
7020 - Legal Services	0.00	417.00	(417.00)	226.00	1,250.00	(1,024.00)	5,000.00	4,774.00
7040 - Management Fees	(800.00)	0.00	(800.00)	0.00	0.00	0.00	0.00	0.00
7095 - Other Professional Services	1,600.00	800.00	800.00	2,423.40	2,400.00	23.40	9,600.00	7,176.60
Total Professional Services	800.00	2,217.00	(1,417.00)	3,849.40	6,650.00	(2,800.60)	26,600.00	22,750.60
Taxes								
9015 - Property/Real Estate Tax	0.00	42.00	(42.00)	0.00	125.00	(125.00)	500.00	500.00
Total Taxes	0.00	42.00	(42.00)	0.00	125.00	(125.00)	500.00	500.00
Other Expenses								
9100 - Other Expenses	0.00	0.00	0.00	(572.98)	0.00	(572.98)	0.00	572.98
9105 - Reserve Contribution Expense	1,365.00	1,365.00	0.00	4,096.00	4,094.00	2.00	16,375.00	12,279.00
Total Other Expenses	1,365.00	1,365.00	0.00	3,523.02	4,094.00	(570.98)	16,375.00	12,851.98
Total Operating Expense	15,449.52	8,433.00	7,016.52	67,300.99	25,301.00	41,999.99	101,200.00	33,899.01
Total Operating Income / (Loss)	17,117.58	0.00	17,117.58	33,176.34	(1.00)	33,177.34	0.00	(33,176.34)

Income Statement Report Highland Ranches POA Reserves

March 01, 2024 thru March 31, 2024

	Current Period			Year to Date (3 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
<u>Income</u>								
Assessment Income								
4030 - Special Assessments	0.00	25,000.00	(25,000.00)	0.00	75,000.00	(75,000.00)	300,000.00	300,000.00
Total Assessment Income	0.00	25,000.00	(25,000.00)	0.00	75,000.00	(75,000.00)	300,000.00	300,000.00
Investment Income								
4905 - Reserve Contribution Income	1,365.00	1,365.00	0.00	4,096.00	4,094.00	2.00	16,375.00	12,279.00
4910 - Interest Earned - Reserve Accounts	12.32	625.00	(612.68)	33.96	1,875.00	(1,841.04)	7,500.00	7,466.04
Total Investment Income	1,377.32	1,990.00	(612.68)	4,129.96	5,969.00	(1,839.04)	23,875.00	19,745.04
Total Reserves Income	1,377.32	26,990.00	(25,612.68)	4,129.96	80,969.00	(76,839.04)	323,875.00	319,745.04
<u>Expense</u>								
Other Expenses								
9100 - Other Expenses	0.00	0.00	0.00	1,275.28	0.00	1,275.28	0.00	(1,275.28)
Total Other Expenses	0.00	0.00	0.00	1,275.28	0.00	1,275.28	0.00	(1,275.28)
Total Reserves Expense	0.00	0.00	0.00	1,275.28	0.00	1,275.28	0.00	(1,275.28)
Total Reserves Income / (Loss)	1,377.32	26,990.00	(25,612.68)	2,854.68	80,969.00	(78,114.32)	323,875.00	321,020.32
Total Association Net Income / (Loss)	18,494.90	26,990.00	(8,495.10)	36,031.02	80,968.00	(44,936.98)	323,875.00	287,843.98

Bank Reconciliation Highland Ranches POA

Account: 1000 -- FCB OPER #4630 -- Operating

Batch	Date	Comment	Reference	Amount	Balance
				Balance per Bank:	265,523.13
Plus deposits and outstanding debits:					
1600923	03/27/2024	ATGPay Online Payment	Credit Card Payment	792.88	
1602532	03/30/2024	ATGPay Online Payment	ACH Payment	192.88	
1588929	03/31/2024	007 Items on Deposit Slip	Cash Receipts	1,985.76	
1602607	03/31/2024	ATGPay Online Payment	Credit Card Payment	200.00	
Total deposits and outstanding debits:				3,171.52	268,694.65
Less outstanding checks:					
1539959	01/16/2024	Associa Sierra North	Check No 00200003	(800.00)	
1541756	01/18/2024	State Farm	Check No 00300002	(946.42)	
1549883	01/29/2024	State Farm	Check No 00300004	(1,040.00)	
1565089	02/09/2024	State Farm	Check No 00300008	(1,874.00)	
1576717	02/27/2024	State Farm	Check No 00300009	(1,129.89)	
1599043	03/25/2024	NV Energy	Check No 00300011	(58.57)	
1600176	03/26/2024	Bruce Clark	Check No 00100018	(607.49)	
Total outstanding checks:				(6,456.37)	262,238.28
				Ending balance General Ledger:	262,238.28
				Difference:	0.00

Bank Reconciliation Highland Ranches POA

Account: 1001 -- FCB OPER Culvert #1628 -- Operating

Batch	Date	Comment	Reference	Amount	Balance
				Balance per Bank:	28,029.22
Plus deposits and outstanding debits:					
No outstanding deposits.				0.00	
Total deposits and outstanding debits:				0.00	28,029.22
Less outstanding checks:					
1558196	02/05/2024	Andrew Butte	Check No 00100000	(2,500.00)	
1558199	02/05/2024	Gregory & Dorothy Cook	Check No 00100003	(2,500.00)	
1558203	02/05/2024	Orick Family Trust	Check No 00100007	(2,500.00)	
Total outstanding checks:				(7,500.00)	20,529.22
				Ending balance General Ledger:	20,529.22
				Difference:	0.00

Bank Reconciliation

Highland Ranches POA

Account: 1325 -- FCB RSRV #4656 -- Reserves

Batch	Date	Comment	Reference	Amount	Balance
				Balance per Bank:	48,667.44
Plus deposits and outstanding debits:					
		No outstanding deposits.		0.00	
		Total deposits and outstanding debits:		0.00	48,667.44
Less outstanding checks:					
		No outstanding checks.		0.00	
		Total outstanding checks:		0.00	48,667.44
			Ending balance General Ledger:		48,667.44
				Difference:	0.00

Check Disbursement Report Highland Ranches POA

Fri Mar 01, 2024 thru Sun Mar 31, 2024

Vendor	Check Date	Check Status	Amount
<u>FCB Bank Culvert Operating</u>			
Owen & Deborah George	0000100008 02/05/2024	Void 03/05/2024	(2,500.00)
Total Computer checks for 02/05/2024			(2,500.00)
Owen & Deborah George	0000100022 03/05/2024	Issued	2,500.00
Total Computer checks for 03/05/2024			2,500.00
Total Computer checks for FCB Bank Culvert Operating			0.00
Total for FCB Bank Culvert Operating			0.00
<u>First Citizens Bank Operating</u>			
Associa Sierra North	0000200009 03/01/2024	Issued	800.00
Total Computer checks for 03/01/2024			800.00
Sunday & Brian Minnich	0000100010 03/04/2024	Issued	8.50
Total Computer checks for 03/04/2024			8.50
Ryan's Rock and Hoe	0000100011 03/07/2024	Issued	33,364.70
Larry Austin	0000100012 03/07/2024	Issued	80.79
J.R Wilson	0000100013 03/07/2024	Issued	83.10
Highland Ranches POA FCB RES 4656	0000200010 03/07/2024	Issued	1,365.00
Total Computer checks for 03/07/2024			34,893.59
Bruce Clark	0000100014 03/11/2024	Issued	173.14
Bruce Clark	0000100015 03/11/2024	Issued	393.48
Total Computer checks for 03/11/2024			566.62
Larry Austin	0000100016 03/25/2024	Issued	243.50
J.R Wilson	0000100017 03/25/2024	Issued	677.60
NV Energy	0000300011 03/25/2024	Issued	58.57
Total Computer checks for 03/25/2024			979.67
Bruce Clark	0000100018 03/26/2024	Issued	607.49
Waste Management	0000100019 03/26/2024	Issued	59.13
Total Computer checks for 03/26/2024			666.62
Ryan's Rock and Hoe	0000100020 03/28/2024	Issued	7,260.00
Total Computer checks for 03/28/2024			7,260.00
Total Computer checks for First Citizens Bank Operating			45,175.00
Total for First Citizens Bank Operating			45,175.00
Total for Highland Ranches POA			45,175.00



3-31-24

██████████ 4630

ASSOCIATED MANAGEMENT INC AGENT FOR
 HIGHLAND RANCHES PROPERTY OWNERS ASSOCIA
 OPERATING
 10509 PROFESSIONAL CIR STE 200
 RENO NV 89521-4884

██████████ 463 0 NOW ACCOUNT

Previous Balance	2-29-24	281,087.47
+Deposits/Credits	24	29,244.64
-Checks/Debits	15	44,820.22
-Service Charge		.00
+Interest Paid		11.24
Current Balance		265,523.13
Days in Statement Period	31	

* - - - - -INTEREST SUMMARY- - - - - *

Interest Earned From	3/01/24 To	3/31/24	
Days in Period			31
Interest Earned			11.24
Annual Percentage Yield Earned			.05
Interest Paid this Year			24.86
Interest Withheld this Year			.00

* - - - - -DESCRIPTIVE TRANSACTIONS- - - - - *

Date	Description	Amount
3-01	Lockbox Deposit	792.88
3-04	Lockbox Deposit	400.00
3-05	Lockbox Deposit	792.88
3-06	Lockbox Deposit	1965.76
3-08	Lockbox Deposit	500.00
3-11	Lockbox Deposit	1189.32
3-12	Lockbox Deposit	792.88
3-14	Lockbox Deposit	792.88
3-15	Image Deposit	792.88
3-15	Lockbox Deposit	617.88
3-15	Image Deposit	200.00
3-18	Lockbox Deposit	6087.52
3-21	Lockbox Deposit	992.88
3-25	Lockbox Deposit	3178.64
3-26	Lockbox Deposit	6210.64
3-27	Lockbox Deposit	200.00
3-29	Interest Pymt	11.24

* - - - - -EFT ACTIVITY- - - - - *

Date	Description	Amount
3-01	HIGHLANDRANCHES VendorPymt 11088946A	193.47-
	-SETT-A228SFTP5	
3-04	ATGPay Online Pa ATGPay Onl HIGHLAND RANCHES PROPE ST-P2S0E9H5P9S6	200.00
3-04	HIGHLANDRANCHES VendorPymt 11088946A	800.00-
	-SETT-A228SFTP5	
3-05	ATGPay Online Pa ATGPay Onl	992.88

Continued on Next Page

ASSOCIATED MANAGEMENT INC AGENT FOR

HIGHLAND RANCHES PROPE
 ST-K2C3N3L6K3M4
 3-05 AVIDPAY SERVICE 8.50-
 AVIDPAY
 705REF*CK*100010*240304*Sunday
 3-05 NV ENERGY NORTH SPCC PYMT 58.68-
 HIGHLAND RANCHES PROPE
 00225005 181449
 3-06 ATGPay Online Pa ATGPay Onl 200.00
 HIGHLAND RANCHES PROPE
 ST-V7R0Z7I6X6T7
 3-07 ATGPay Online Pa ATGPay Onl 66.08
 HIGHLAND RANCHES PROPE
 ST-U8E2K1I4M4Y6
 3-08 HIGHLANDRANCHES VendorPymt 1365.00-
 11088946A
 -SETT-A228SFTP5
 3-08 AVIDPAY SERVICE 33364.70-
 AVIDPAY
 705REF*CK*100011*240307*Ryans
 3-14 ATGPay Online Pa ATGPay Onl 792.88
 HIGHLAND RANCHES PROPE
 ST-X4S3R7I8E3Y1
 3-20 ATGPay Online Pa ATGPay Onl 300.00
 HIGHLAND RANCHES PROPE
 ST-Z6P0W3Z1N1Y9
 3-26 WASTE MANAGEMENT INTERNET 59.13-
 RANCHES POA HIGHLAND
 99713673
 3-26 AVIDPAY SERVICE 243.50-
 AVIDPAY
 705REF*CK*100016*240325*Larry
 3-26 AVIDPAY SERVICE 677.60-
 AVIDPAY
 705REF*CK*100017*240325*JR Wil
 3-27 ATGPay Online Pa ATGPay Onl 392.88
 HIGHLAND RANCHES PROPE
 ST-P1H8C0E7X0K5
 3-27 AVIDPAY SERVICE 59.13-
 AVIDPAY
 705REF*CK*100019*240326*Waste
 3-28 ATGPay Online Pa ATGPay Onl 792.88
 HIGHLAND RANCHES PROPE
 ST-E3V0A7W8D6L5
 3-29 AVIDPAY SERVICE 7260.00-
 AVIDPAY
 705REF*CK*100020*240328*Ryans

* - - - - -CHECKS PAID- - - - -

No.	Date	Amount	No.	Date	Amount
100012	3-13	80.79	100013	3-13	83.10
100014	3-18	173.14	100015	3-18	393.48

* - - - - -DAILY BALANCE SUMMARY- - - - -

Date	Balance	Date	Balance	Date	Balance
2-29	281087.47	3-01	281686.88	3-04	281486.88
3-05	283205.46	3-06	285371.22	3-07	285437.30
3-08	251207.60	3-11	252396.92	3-12	253189.80
3-13	253025.91	3-14	254611.67	3-15	256222.43
3-18	261743.33	3-20	262043.33	3-21	263036.21
3-25	266214.85	3-26	271445.26	3-27	271979.01
3-28	272771.89	3-29	265523.13		

* - - - - -OVERDRAFT CHARGES/REFUNDS SUMMARY - - - - -

	This Cycle	YTD
Total returned item fees	.00	.00
Total overdraft fees	.00	.00

Continued on Next Page

3-31-24

██████████ 4630

ASSOCIATED MANAGEMENT INC AGENT FOR
END OF STATEMENT



3-31-24

1628

HIGHLAND RANCHES PROPERTY OWNERS ASSOCI
 C/O AMI INVESTMENT DEPT
 1225 ALMA RD STE 100
 RICHARDSON TX 75081-2298

162 8 NOW ACCOUNT

Previous Balance	2-29-24	38,027.88
+Deposits/Credits		.00
-Checks/Debits	4	10,000.00
-Service Charge		.00
+Interest Paid		1.34
Current Balance		28,029.22
Days in Statement Period	31	

* - - - - -INTEREST SUMMARY- - - - - *

Interest Earned From	3/01/24 To	3/31/24	
Days in Period			31
Interest Earned			1.34
Annual Percentage Yield Earned			.05
Interest Paid this Year			6.91
Interest Withheld this Year			.00

* - - - - -DESCRIPTIVE TRANSACTIONS- - - - - *

Date	Description	Amount
3-29	Interest Pymt	1.34

* - - - - -CHECKS PAID- - - - - *

No.	Date	Amount	No.	Date	Amount
100009	3-01	2500.00	100020*	3-21	2500.00
100021	3-19	2500.00	100022	3-06	2500.00

* - - - - -DAILY BALANCE SUMMARY- - - - - *

Date	Balance	Date	Balance	Date	Balance
2-29	38027.88	3-01	35527.88	3-06	33027.88
3-19	30527.88	3-21	28027.88	3-29	28029.22

* - - - - -OVERDRAFT CHARGES/REFUNDS SUMMARY - - - - - *

	This Cycle	YTD
Total returned item fees	.00	.00
Total overdraft fees	.00	.00

END OF STATEMENT



3-31-24
 4 [REDACTED] 4656

ASSOCIATED MANAGEMENT INC AGENT FOR
 HIGHLAND RANCHES PROPERTY OWNERS ASSOCIA
 RESERVE
 10509 PROFESSIONAL CIR STE 200
 RENO NV 89521-4884

[REDACTED] 465 6 MONEY MARKET ACCOUNT

Previous Balance	2-29-24	47,290.12
+Deposits/Credits	1	1,365.00
-Checks/Debits		.00
-Service Charge		.00
+Interest Paid		12.32
Current Balance		48,667.44
Days in Statement Period	31	

* - - - - -INTEREST SUMMARY- - - - - *

Interest Earned From	3/01/24 To	3/31/24	
Days in Period			31
Interest Earned			12.32
Annual Percentage Yield Earned			.30
Interest Paid this Year			33.96
Interest Withheld this Year			.00

* - - - - -DESCRIPTIVE TRANSACTIONS- - - - - *

Date	Description	Amount
3-29	Interest Pymt	12.32

* - - - - -EFT ACTIVITY- - - - - *

Date	Description	Amount
3-08	HIGHLANDRANCHES VendorPymt 705RMR*IV*PTR#####3653**1365.0	1365.00

* - - - - -DAILY BALANCE SUMMARY- - - - - *

Date	Balance	Date	Balance	Date	Balance
2-29	47290.12	3-08	48655.12	3-29	48667.44

* - - - - -OVERDRAFT CHARGES/REFUNDS SUMMARY - - - - - *

	This Cycle	YTD
Total returned item fees	.00	.00
Total overdraft fees	.00	.00

END OF STATEMENT