

Highland Ranches Property Owners Association
P.O. Box 1039, Virginia City, NV 89440

October 30, 2007

Dear Homeowners and Property Owners:

The following items are included in this mailing:

2008 Annual Dues Notice*
2008 Budget **
2008 Special Assessment ***
Request to be put on the ballot for the next election ****

Please take time to carefully review these documents and return your annual dues before January 15, 2008.

* The annual dues for 2008 are \$200.00 per lot. There is also an area on the annual dues notice to mark if you would like to make a **separate** donation to VRWPA (Virginia Range Wildlife Protection Association) and/or VHVFD (Virginia Highlands Volunteer Fire Department). The Board will forward any donations received to the organization(s) you choose.

** In accordance with NRS.116, a summary of the budget for the fiscal year 2008 is enclosed. The Board adopted the budget on September 25, 2007. Owners may meet with the Board at our next regular meeting at 6:30 pm on January 29, 2008, at the Highlands Fire Station to discuss the budget. Unless a majority of all owners reject the budget, the budget will then be ratified.

*** This is the final year for the \$300.00 per lot special assessment which was voted on in 2005. This money goes completely to road improvement. Please refer to the attached coupons for due dates.

**** You may also return your request to be placed on the ballot for the next election with your annual dues. **In June of 2008 there will be 2 vacancies on the Board.** Please consider running. The election ballot and proxy for the 2008 meeting will be mailed with the annual meeting notice next spring.

Copies of the agenda and minutes are available on the web at HYPERLINK <http://www.hrpoa.org>. If you do not have access to the Internet, you can have the agenda and/or minutes sent via U.S mail. Please send a self-addressed stamped envelope for the agenda and enclose \$1.00 if you would like a copy of the minutes. Copies of these documents are posted at the mailboxes as well.

Respectfully,

Craig Chancelor
HRPOA Board President

**HIGHLAND RANCHES PROPERTY OWNERS
ASSOCIATION
2008 BUDGET
(TO BE RATIFIED 1/2008)**

INCOME

REGULAR DUES	(\$200 X 506 LOTS)	101,200.00	
SPECIAL	(\$300 X 506 LOTS)		151,200.00**

EXPENSES

BAD DEBT	4,500.00
BOOKKEEPING	4,500.00
CONTRIBUTIONS	1,175.00
INSURANCE	14,000.00
LICENSES/PERMITS	400.00
OFFICE SUPPLIES	1,500.00
POSTAGE	1,400.00
PRINTING	2,000.00
TAXES	175.00
UTILITIES	400.00
AUDITOR	4,500.00
LEGAL	5,000.00
OMBUDSMAN FEE	1,518.00
RESERVE FUND	8,000.00
ROADS	34,632.00
SNOW REMOVAL	17,500.00

TOTAL EXPENSES **101,200.00**

** TOTAL AMOUNT LESS BAD DEBT AMOUNT GOES TO ROADS.

NOTE - ANY TRANSFER FEES, ARCHITECTURAL FEES, REFUNDS, OR UNSPENT BALANCES WILL GO INTO THE ROADS AND SNOW BUDGET ITEMS.

Nomination Form

This form must be received by the Association by March 1, 2008. Any nomination forms received after that date will be invalid. Write-in votes for candidates are not permitted and will not be counted. You must be a property owner in the Highland Ranches by March 1, 2008 and your dues must be current.

Return this form to: HRPOA, PO Box 1039, Virginia City, NV 89440

IMPORTANT: Fill out the Information Request on the reverse side.

Primary responsibilities of the Association include:

- Maintenance of the roads (grading, gravel, drainage ditch maintenance, signs, etc.).
- Snow removal.
- Enforcement of the CC&R's and Architectural Guidelines.
- Collection of dues and special assessments.

Duties of a Director include:

- Attend monthly meetings (Last Tuesday of each month)
- Attend the annual meeting (usually the end of July)
- Attend emergency meetings or executive sessions when or if they are called
- Fulfill the duties of the Officer position assigned by the Board of Directors (President, Vice-President, Treasurer, Secretary, Member-at-large:Architectural Committee Chairperson)
- A general familiarity with the Associations by-laws, CC&R's, and NRS 116 (the Nevada state law that governs property owner associations).

Conflict of Interest

Nevada State Law NRS 116.31034 (5) states that:

“Each person whose name is placed on the ballot as a candidate for a member of the executive board must make a good faith effort to disclose any financial, business, professional or personal relationship or interest that would result or would appear to a reasonable person to result in a potential conflict of interest for the candidate if the candidate were to be elected to serve as a member of the executive board. The candidate must make the disclosure, in writing, to each member of the association in the manner established in the bylaws of the association.”

Note: If you have a conflict of interest and disclose it on the “Information Request” form on the back of this page, this will be deemed to be “in the manner established in the by-laws of the association”.

Term of Office

Two year term. Three positions replaced one year and two replaced in the next year.

Please put my name on the ballot of the (month) election to be a Director of the Board of the Highlands Ranches Property Owners' Association. I have filled out the Information Request on the reverse side of this page.

Signature of Nominee: X _____

Name of Nominee: _____ Date: _____

Address: _____

Phone: _____

Address of property owned in the Highlands _____

Information Request

Many property owners have complained they were not provided with sufficient information about nominees in order to make an informed voting decision. Thus the Board is requiring that all nominees fill out this Information Request form.. This information will be sent to each Association property owner along with the secret election ballot.

Name: _____

Age: _____

Occupation: _____

City and State of Principal Residence: _____

How long have you owned property in the Highlands? _____

Do you live in Highlands: _____ If so, how long: _____

Have you previously served on the Board of Directors or Architectural Committee: _____

Are you related to any other candidate(s) or Board Members: _____

If so, what is the relationship:

Disclosed Conflict of Interest per NRS 116.31034 - see reverse side (put "None" if none):

Why do you want to be a Director (or any other comments you would like to make):

_____ This information will be sent to each Association property owner along with the secret election ballot.

PLEASE RETURN THIS SECTION WITH YOUR REGULAR ASSESSMENT PAYMENT BY JANUARY 15, 2008

(After January 15, 2008 Interest Will Accrue)

OWNERS NAME _____ PHONE NUMBER (optional) _____

**CURRENT MAILING ADDRESS _____

*LOT # (S) INCLUDED IN THIS PAYMENT _____

TOTAL AMOUNT PAID _____

E-MAIL ADDRESS (optional) _____

To expedite delivery of funds: Please make a **separate check for each donation**. Thank you.

_____ Donation to the Virginia Range Wildlife Protection Association (VRWPA)

_____ Donation to the Volunteer Fire Department (VFD)

IF YOU NO LONGER OWN THIS LOT- PLEASE RETURN THIS PORTION SO WE MAY PROPERLY NOTIFY THE CORRECT OWNER.

NEW OWNERS NAME _____ LOT # (s) _____

NEW OWNERS ADDRESS _____ TRANSFER DATE _____

PLEASE RETURN THIS SECTION WITH YOUR SPECIAL ASSESSMENT PAYMENT NUMBER 2 BY April 30, 2008

(After April 30, 2008 Interest Will Accrue)

OWNERS NAME _____

PHONE NUMBER AND E-MAIL ADDRESS (optional) _____

**CURRENT MAILING ADDRESS _____

*LOT # (S) INCLUDED IN THIS PAYMENT _____

TOTAL AMOUNT PAID _____

PLEASE RETURN THIS SECTION WITH YOUR SPECIAL ASSESSMENT PAYMENT NUMBER 1 BY March 28 2008

(After April 30, 2008 Interest Will Accrue)

OWNERS NAME _____

PHONE NUMBER AND E-MAIL ADDRESS (optional) _____

**CURRENT MAILING ADDRESS _____

*LOT # (S) INCLUDED IN THIS PAYMENT _____

*Your Lot number can be found on your invoice.

**Current mailing address is where you would like us to send correspondence which is not necessarily the address of your lot.

YOU MAY PAY \$500.00 (REGULAR AND SPECIAL ASSESSMENT COMBINED) USING ONE COUPON.

YOU MAY PAY YOUR \$300.00 SPECIAL ASSESSMENT IN ONE PAYMENT WITH ONE COUPON.

IF YOU USE AN AUTOMATIC BANK CHECK TRANSMITTAL PLEASE MAKE SURE YOUR LOT NUMBER AND THE WORD REGULAR OR SPECIAL GOES INTO THE MEMO FIELD TO INSURE PROPER CREDIT OF PAYMENT TO YOUR ACCOUNT.