

Highland Ranches Property Owners Association

P.O. Box 1039, Virginia City, Nevada 89440

Board of Trustees Meeting Minutes

August 28, 2007

Craig Chanslor - President
Bill Bridge - Vice-President
Angie Morran - Secretary
Howard Depew - Vice-President (Architectural)
Steve Dragovich - Vice President (Roads)

1. Meeting **called to order** at 6:33 PM. Association members present from sign in sheet: All officers, Janne & Tom Gribbin (VRWPA)(invited), Kelly Brownwell, Bill and Shelley Hansen, Nicole Barde, Lydia Hammack.
2. Motion to approve the **agenda** made by Howard, second by Bill. Approved
3. Motion to approve June **minutes** by Howard, second by Craig. Approved
4. **COMMENTS**
None. Craig noted that comments could be made at the time issues were being discussed by the Board.
5. **VRWPA** - President, Jeanne Gribbin and Treasurer, Tom Gribbin spoke about VRWPA's current projects. At their last meeting Craig Downer spoke about living with bears. Bears coexist with estrays. Black bears are protected and cannot be killed. Keep trash in to avoid having a bear visit. The VRWPA web site is updated. They meet the last Monday of every month. All are invited.
6. **COMMITTEE REPORTS**
 - 6A. **Roads**
Snow equipment is in for service and will be ready. There are 1 1/2 miles of untouched roads left to be done this year. They are: Wildrose (top), Union and Phoneix. Some of the worst wash boarding will be worked on. The county offered the 1 acre Association use of the County truck while theirs is being repaired so we might be able to use it instead of bringing up a rental. The Board feels the Road Committee has done a good job. A property owner asked if radar could be used by the Sheriff's office to cut down on speeding as speeding is the main cause of the wash board roads.
 - 6B. **Architectural**
The plans and samples for Hensing's barn have been received.
The lot approved last month was #18.
Lot 216 has submitted plans, samples and 2 checks.
 - 6C. The **culvert handout** was discussed. Everyone wanted to make sure that it is a suggestion only - not a directive as to how to install a culvert. There were suggestions for wording changes. Angie pointed out this was the third revision and if we kept revising it, it would never get completed. Steve moved and Howard gave a second to a motion to post it on our web site. Passed. Bill will

send it to Lydia in PDF format.

6D. The Board discussed a **Computer Purchase** so that we would always have our data. It was pointed out that when our data is restored, the Board would be given a back up file on a monthly basis. Bill asked if we had received a back up this month. Angie explained that we still were not computerized.

She stated that a copy of Association records going back to January 2007 had been located. Our auditor has the copy and will send it to us as soon as a release form signed by the Board was sent to him. Angie asked the Board to sign the release. She will fax it to the auditor after the meeting and we should have it next week. Angie stated that for now she was comfortable with receiving back ups and not actually owing the software and computer. If for any reason we had to change bookkeepers, we could always acquire the software and hardware and continue on. Should the process for keeping the records change, the issue could be revisited. No further action was taken.

7. **TREASURER'S REPORT**

Lydia gave the Board a report of what \$'s had come in and what had been spent. Copies of our bank statement are attached to the official minutes. We have a past due bill from Canyon Creek - the gravel supplier. There were small amounts unpaid from previous bills. Angie can find no records of conversations between the Association former Treasurer and Canyon Creek other than a letter from Canyon Creek to us requesting we not deduct charges but give them a call to discuss the charges we disagree with and have them re bill. Angie suggested we pay the bill since it would cost us more to go through all the receipts and re validate them than the \$128.00 and change in dispute. The Board agreed and signed the check. Lydia reported that we should not have been paying Storey County the \$33.00 a month for water service. We are not a standard customer. We pay as we use. We will receive a credit. Bill moved to accepted the report. Steve gave a second. Passed.

8. **PRESIDENT'S REPORT**

8A. **Road closure**

The suggested date is the first Saturday in October. (Oct. 6) The VCHPOA have not yet responded to our suggestion.

8B. **Reserve Study**

Seems to be in progress.

8C. **Association Records**

Covered under Treasurer's report. Angie asked if any one thought we could recover any costs we incur. Lydia will keep track of hours spent on reconstruction of data.

9. **Board Member Updates**

Bill will check on the progress of culvert work on lots that have received notices since the Sept. deadline they were given is coming up. Thirty two letters were sent out. Ten have responded. Six have been approved.

Angie reminded the Board that at the next meeting we would have to decided on next years budget, decided on the last year of a special assessment, set a mailing date for dues notices, set a due by date, and if the special assessment were approved, set dates due dates for it as well.

10. **Correspondence**

No new correspondence received. Angie sent a letter to the Sheriff's office stating that we have given Nevada Trail Riders permission to ride through the 10 acre area.

11. **Next meeting** September 25, 2007

12. **Adjournment** Howard moved, Craig seconded, adjourned at 7:40.