

Highland Ranches P. O. A.

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

Date: May 2, 2005

To: Highland Ranches Property Owners
From: Highland Ranches Property Owners Board of Directors

Re: **Annual Meeting & Election of Officers**
Enclosures: Agenda, Proxy with Instructions, Ballot, Small Ballot Envelope, and
Return Envelope addressed to Highland Ranches Property Owners Association.

Dear Property Owner:

The annual property owners' meeting and election will be held on Saturday June 4, 2005 at 10:00 a.m. at the Highlands Fire Station, the corner of Cartwright and Lousetown Roads.

In order for your vote to be counted, you must mail the enclosed ballot or bring it to the meeting on June 4th at 10 a.m. Ballots that are mailed must be received by the Association by June 1, 2005 so they can be counted at the meeting on **June 4th**. Ballots received after that date will not be counted. Per N.R.S.116- Proxies are not valid for electing members to the Board of Directors. A quorum of the members must be present by proxy or in person to hold the annual meeting. Please see the enclosed Proxy w/ instructions for important information about the Proxies we need to hold the annual meeting.

The Ballot Envelopes will be opened and counted at the **June 4th 2005** meeting. Please return your ballot in the enclosed pre-addressed envelope. A quorum of the membership must vote to have a valid election.

The double envelope process is required by law to ensure that the ballot is secret and that the people who vote are members of the Association in good standing. It is important that you follow the directions for voting exactly. The larger envelope includes identification for each lot and will be the outer/return envelope. The second smaller envelope is marked **BALLOT** and will be the inner sealed envelope.

Directions:

1. **Vote your Ballot.** Only official ballots will be counted. Per HRPOA Bylaws -only members in good standing i.e.: have paid all assessments -including fees- may vote.
2. **Seal** your completed ballot in the smaller envelope marked **BALLOT**. You must use this envelope for your vote to count. Do not put any other items in the ballot envelope.
3. **Place** the completed ballot envelope in the larger envelope coded with your **lot number** & addressed to the **Highland Ranches Property Owners Association** and follow the directions below.
 - a) If you **are** attending the meeting in person: either mail in the completed ballot or bring it to the meeting.
 - b) If you **are not** attending in person: also enclose your signed proxy in the outer return envelope and mail.
 - c) If you own more than one lot: you may mail all the completed documents in one big envelope supplied by you. Please make sure you have enclosed for each lot you own: your sealed ballot envelope in a coded outer return envelope.
 - d) All mailed ballots or proxies must be received by June 1, 2005.
 4. If you have any questions, please contact Mike McDonough, Board President at 775-847-7775.
 5. In order to ensure compliance with Nevada law, if you fail to follow these directions, your vote will not be counted.

Thank you,

Mike McDonough
President, HRPOA Board of Directors