

Highland Ranches Property Owners Association

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

Board of Trustees Meeting Minutes

Sept. 25, 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 6:30 PM. Association members present from sign in sheet: All officers, Bill and Shelley Hansen, Christian Meade and Kayla Sneed (Collins Const. -plan review).

2. Motion to approve the **agenda** made by Steve, second by Howard. Approved

3. Motion to approve August **minutes** by Steve, second by Howard. Approved

4. **COMMENTS**

A question was asked about the approval of a culvert on lot 380. A picture was shown depicting free flow. The culvert was deemed acceptable for now.

5. **COMMITTEE REPORTS**

5A. **Roads**

Grading was started on 9/24. We are renting a water truck for a few days. A report on how the remaining \$50,000 for this year was presented (attached to file copy of minutes). The road committee is in favor of collecting the third year of the \$300.00 special assessment (approved in 2006). This Special Assessment can only be spent on road work. Any funds not used in 2008 would be kept in the road budget and used the following year. Howard moved that we rebuild the generator on the grader and install a heater. Steve gave a second. The motion passed.

5B. **Architectural**

Howard and Lillian approved 2 shed plans for 2 houses on Vermillion. One is 24x60, the other is 42x30. Plans and color samples have been submitted. The plans for lot 448 that the representative from Collins Construction wanted to submit did not have the 2 required checks attached. The plans were not accepted. They will contact Howard when the checks are ready.

5C. **Culvert**

Bill needs an inspection done of the lots that were notified of violations. Bill cannot get to it till November so Steve will try and do it in October. Once the lack of correction is noted, a letter will be sent to the owner, with a copy of the fine schedule, telling them that the fines will commence.

6. **TREASURER'S REPORT**

6A. There is no change in the financial status of the Association from last month. No dollars have come in and no dollars have been spent. There are a few small bills pending for payment next week. Angie is in possession of a copy of the backup data received from the accountant. A review of the

data shows that much of the information is there but much it is also in the form of journal entries. For example, billings were not generated from property owner accounts. This year, we will use the old generic billing system. As the payments come in, they will post directly to each account and an invoice will generate. We will also use the return coupons to check the owners data base for accuracy. Angie believes that the billing can go out around December 1, 2007.

7. **PRESIDENT'S REPORT**

7A. **Road closure**

The closure will take place on Saturday, October 13 between 8 and 4. It will be a joint venture of the 1's and 10's. A sheriff's deputy will be present. Craig will organize the schedule for the volunteers.

7B. **Budget**

Angie presented the proposed budget which will go out in the year end mailing. Steve moved to accept the proposal. Craig gave a second. Passed.

7C. **Regular Assessment Mailing**

The package should go out around December 1 or earlier if possible.

7D. **Regular Assessment Due Date**

The due date will be January 15, 2008. The assessment amount will remain at \$200.00. Motion made by Angie and seconded by Steve. Passed

7E. **Special Assessment**

No one moved to change the plan put into effect in 2006.

7F. **Special Assessment Billing and Due Dates**

The bill will go out with the year end mailing. The 300.00 can be paid in one or two installments. The first installment is due March 28, 2008. The last installment is due April 30, 2008

8. **Board Member Updates**

Craig reported that he has a meeting scheduled with the Sheriff to discuss the speeding and reckless driving in the Highlands. Angie reported that the radios in the trucks do not function. Bill Hansen was asked if we should cancel repeater service. He said that the repeater was not being used. Angie will call KDJ and cancel the service.

9. **Correspondence**

An e-mail was received requesting to know if the dues were paid on lot 308. Response sent. An e-mail was received giving comments and suggestions on how to prevent the Association from being deprived of records ever again. Response sent. Attorney Kern sent copies of foreclosure notices filed on 2 properties for non payment of dues and assessments. A thank you was received from Nevada All State Trail Riders. CAU has renewed our insurance at a projected cost of \$3014.00. Mr Ron Kennmark of CAU (702-274-4105) will be doing a walk about this week.

10. **Next meeting** October 30, 2007

11. **Adjournment** Angie moved, Steve seconded, adjourned at 7:55.