

Agenda Post Date: 11-14-11

**NOTICE & AGENDA  
BOARD OF DIRECTORS MEETING  
HIGHLAND RANCH HOA**

The purpose of this notice/agenda is to inform you of the date, time, place and action items of the upcoming scheduled meeting of the Board of Directors. The board meeting will be recorded in accordance with NRS 116. A copy of the audio recording, the minutes or a summary of the minutes of the meeting shall be provided to the unit's owner upon request, in electronic format at no charge to the unit's owner or, if the association is unable to provide the copy or summary in electronic format, in paper format at a cost not to exceed 25 cents per page for the first 10 pages, and 10 cents per page thereafter. An owner may record on audiotape or any other means of sound reproduction a meeting of the executive board if the owner, before recording the meeting, provides notice of his or her intent to record the meeting to the members of the executive board and the other units' owners who are in attendance at the meeting.

**Date & Time:** Thursday, November 17, 2011, 6:30 PM  
**Location:** Highland Ranch HOA Management Office  
5860 Lightning Drive, Sun Valley, NV 89433

**AGENDA**

**Please note action may be taken on any item on the agenda:**

1. Call to Order, Welcome and Introductions, Roll Call / Determination of Quorum
2. Homeowner Comments (Per NRS 116.30183.4(b)) -- Owners have the right to speak to the Board. This period is devoted to comments by units' owners about items on the agenda and discussion of those comments. Except in emergencies, no action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken. Please note that the Board has the authority to limit the time for individual comments. A time limit of 3 minutes has been allotted per owner. No owner can give away their allotted time to expand another owner's time.
3. Minutes - Approval of board meeting minutes of October 20, 2011
4. Financial/Treasurer's Report
  - a) Review and accept current year to date financial reports of the association for both the operating and reserve accounts, including: A year to date schedule of revenues and expenses for both operating and reserve as compared to budget, a reconciliation of both accounts, and the latest account bank statements - *Action: Motion to accept per NRS 116.30183(6)*
5. Old Business
  - a) Review completed action list from previous board meeting
6. New Business
  - a) Audit/Tax Services – Open sealed bids from accounting vendors for selection
  - b) Approval of the 2012 reserve study update as prepared by Better Reserves & 2012 Budgets
  - c) Discussion and possible action on the 'Adoption of the Highland Ranch Park' (volunteer maintenance)
  - d) Discussion and possible action on split rail fencing on Fantasia Court
  - e) Discussion and possible action on Christmas Gift Cards for employees
  - f) Discussion and possible approval of a staff Credit Card Policy
  - g) Review and possible approval of HOA Home Business License Permit Request(s)
  - h) Review the final budget ratification mailing to be sent to owners
7. Other – Non Action Items
8. Homeowner Comments (Per NRS 116.30183.4(b)) - Owners have the right to speak to the Board. This period is devoted to comments by units' owners and discussion of those comments. Same requirements as outlined above in the homeowner comments at the beginning of the meeting.
9. Adjournment