

**Virginia City Highlands Property Owners' Association
Minutes - Monthly Meeting - Tuesday, July 9, 2013
V.C. Highlands Fire Station Training Room**

Present: Dave Thomas, Pat Flanagan, Karlyn McPartlin, Jack McGuffey, and Jim Watson

Absent: None

I. Call to Order, Declaration of a Quorum, and Approval of Meeting Agenda

President Thomas called the meeting to order at 7:05 pm and declared a quorum present.

A motion by Flanagan, seconded by McGuffey to amend the agenda to add Item II, review of the May meeting minutes, was approved unanimously.

II. Review May meeting Minutes

The May minutes state that Thomas announced that he would resign at the end of the fiscal year and that all five board positions would be open for election or re-election. In fact, Thomas will not resign until after the annual meeting and only three positions are open for election. The positions to be vacated by Thomas and Watson will be appointed by the board at that time. A motion by Flanagan, seconded by McGuffey to amend the minutes accordingly was approved unanimously.

III. Approve Minutes of June 11, 2013 Meeting

A motion by McPartlin, seconded by Flanagan to approve the minutes as submitted was approved unanimously.

IV. Comments by Association Members (NRS 116.31083.5)

No comments were offered at this time.

V. Review of Financial Statements

VI. Thomas reviewed the financial statements for the month of June. Total expenses were \$19,764; income was \$8,419. The cash balance at the end of June was \$285,271.

The complete financial statements are available on the association web site at <http://www.vchpoa.org/Financials.shtml>

Thomas noted that Storey County has paid the final rental due for fire station property and reimbursed two quarters of property taxes. The sale of the fire station to Storey County through an eminent domain process is complete and the first installment of \$50,000 was received on July

1. There is \$20,000 more cash on hand than budgeted.

The summer road maintenance program is due to be completed in about two weeks. Ray McPartlin asked why the cost of roadwork is over budget. It was again explained that this was anticipated since some of the work done in the last fiscal year was not paid until the current fiscal year. Jay Carmona asked if renting of construction equipment is more feasible than owning. Thomas stated that this has been explored and found not to be an optimal solution. During the months when weather conditions are most conducive to roadwork rental equipment is often not available and quite expensive.

Due to the amount in the reserve account, some will need to be moved to short or mid-term certificates of deposit in order to remain insured by FDIC.

A motion by McPartlin, seconded by McGuffey, to accept the financial reports was approved unanimously.

VII. Committee Reports

A. Architectural Committee

Rita Lumos reported that there were three applications approved at the July meeting. These included a small storage shed installation, repainting and reroofing of a residence, and a garage addition to an existing residence. A fee of \$75 was received.

B. Road Report

Steve Morrow submitted a written report, which is attached to these minutes as Attachment A.

The crew has been cleaning and repairing association culverts. They were reminded that the purchase of a supply of culverts was approved at the last meeting.

Flanagan stated that the association does not have formal job application forms and job descriptions. Using the Storey County forms as a standard he has revised and adapted them to our needs. He stated that the workmen's' comp carrier requires that we have these in place. The board has not formally adopted them.

McGuffey stated that he would like to have the board discuss these issues with Steve Morrow at his convenience. He has been out of town on business frequently and unable to attend the board meetings.

A motion by McPartlin, seconded by Flanagan to adopt the forms and job descriptions for use pending a meeting with the road manager for further study was amended to defer action until a special meeting with

Morrow and the road committee to discuss them fully. Requirements of the carrier should be supplied at the proposed meeting. The amended motion was approved unanimously.

An owner who works in Human Resources said that employment policies and procedures should be adopted as well. Several commented that the fines for not complying with all regulations are very high. McPartlin stated that the association should do the minimum necessary, not the maximum.

VIII. Unfinished Business

A. County Acquisition of Fire Station Property

As reported during the financial report, the sale is complete. No further action is necessary.

IX. New Business

A. Winter Snow Plow Conditions and Responses

Flanagan requested this item. No discussion or action was taken.

X. Any Other Matters which the Board Members Wish to Discuss

McGuffey announced that he is the secretary of the newly formed Comstock Classic Car Club. The first show and shine meeting will be Saturday, June 13 at Miners' Park. There is a donation of \$25 to join. Proceeds from the first show are to go to St. Paul's Episcopal Church for needed renovations.

XI. Comments by Association Members (NRS 116.3108.3(c))

No comments were offered.

XII. Executive Session to Discuss Possible Violations of the CC&R's, if Necessary

The regular meeting was recessed at 8:30 pm and the board went into executive session.

XIII. In accordance with Nevada Revised Statutes the proceedings of executive sessions are kept confidential. Full minutes of the executive session are available upon request.

XIV. Adjourn

There being no further business, the meeting was adjourned at 9:15 pm.

Respectfully Submitted,
Rita Lumos, Recording Secretary

Attachment A

Road Report

The work for the past month included:

- 1) Blowing out association culvert at corner of Dortort and Delta.
- 2) Completed Phase 1, as presented in the May Road Report, including grading, watering and rolling Adobe, Adobe Spur, Grizzley and Enterprise as needed. Delta was also included in this work.
- 3) Worked on Phase 2 work as presented in the May Road Report including grading, watering, rolling and applying Durablend to Dortort, Sazarac, Agate and most of Empire. The remainder of Empire, Clemens from Empire to Panhandle and Panhandle will be completed through the application of tomorrow July 3rd (Durablend being applied).
- 4) Phases 3 and 4 will be implemented beginning Monday July 8th
- 5) Placards indicating all materials stored on all of the tanks, fire extinguishers in all heavy equipment and in the yard have been installed, Material Safety Data Sheet (MSDS) book is in process of being brought into compliance with the Fire Departments standards.
- 6) Address sign for the yard, 2998 Cartwright road has been installed per the fire departments request.
- 7) Other equipment repairs and maintenance performed as required.

I would like to give special thanks for the hard work of Jim Stewart, Rick Draper and Dave Tallent, the active Summer Road Crew. Jim has done an exceptional job managing the schedule and the crew and is doing his best to stay on budget despite some unexpected road repairs. Rick and Dave are both excellent equipment operators that take their work very seriously as is reflected in the quality of the road work. We are very lucky to have a solid, well rounded crew that can implement the Road Plan as well as focus on equipment maintenance and overall job safety.

End of Road Report

Please let me know if you have any questions.

Regards, Steve

Stephen A. Morrow, P.E.