

**Virginia City Highlands Property Owners' Association
Minutes - Monthly Meeting – Tuesday, October 8, 2013
V.C. Highlands Fire Station Training Room**

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

Julian (Jay) Carmona, Dale Morgan, and Jason VanHavel

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. The agenda was amended to add approval of the minutes of the October 5 special meeting.

A motion by Flanagan, seconded by Watson, to approve the agenda as amended was approved unanimously

II. Approve Minutes of Previous Meetings

A. A motion by Watson, seconded by Flanagan to approve the minutes of the October 5 meeting was approved unanimously.

B. A motion by McPartlin, seconded by McGuffey to approve the minutes of the September 10 meeting was approved unanimously.

III. Outgoing President's Comments

Thomas offered a list of items that the new board must accomplish to stay in conformance with applicable statutes and regulations. The list is attached to these minutes as Appendix A. Also provided was a contact list of association consultants and a letter from the bookkeeper, Lydia Hammack regarding her impending resignation.

Thomas turned over the file of original documents for the sale of the fire station to the new board.

IV. Seating of Newly Elected Board Members

Newly elected and reelected board members Jack McGuffey, Julian Carmona, and Dale Morgan took their places on the board. Outgoing members Patrick Flanagan and Karlyn McPartlin were thanked for their work for the association, as well as all the other board members. Thomas thanked the Steve Morrow, the road crew, Lydia Hammack, and Rita Lumos for their service to the association.

V. Resignation of Board Member(s) and Appointment of Replacement(s)

Dave Thomas tendered his resignation from the board.

Flanagan asked if Steve Morrow is resigning as Road Manager. Thomas said he did not have that information.

Flanagan noted that the road crew has given him the keys to the equipment and yard. He said that they are not resigning, but are awaiting action of the new board to determine if their services are still required. He also noted that there still are not job descriptions adopted for association employees.

Jason VanHavel was appointed unanimously to fill the vacant position.

VI. Election of Officers

Officers were elected by unanimous vote of the board as follows:

President: Julian {Jay} Carmona (Motion by Morgan, seconded by VanHavel)

Vice President: Jason Van Havel (Motion by Carmona, seconded by Morgan)

Second Vice President: Jack McGuffey (Motion by Morgan, seconded by Carmona)

Secretary: Jim Watson (Motion by Morgan, seconded by Carmona)

Treasurer: Dale Morgan (Motion by Carmona, seconded by Watson)

The board asked Rita Lumos to continue as recording secretary.

VII. Comments by Association Members (NRS 116.31083.5)

Karlyn McPartlin announced that the Highlands Halloween party will be October 25 at the Fire Station Training Room at 6:00 pm. Entrance requirement is a bag of candy. She welcomes any help that will be offered.

Community Chest representative Pamela Abercrombie stated that Community Chest is working to reopen the Storey Library. They have received a grant from the Community Foundation of Western Nevada to support this effort and are working to raise matching funds. They hope to be able to hire a librarian in the near future. She will return for a presentation on this project at the next regular meeting.

Dave Abel commented that the board might consider more coordination between the two Highlands property owners associations. He noted that Gary Brownwell is the road manager for the HRPOA and could be considered for the VCHPOA.

Jim Russell asked why the associations didn't receive paving services on Cartwright from the County. That may happen in the future. The previous board voted not to participate this time and to try to find more information about the agreement made several years ago for the County to maintain Cartwright.

VIII. Review of Financial Statements

Dale Morgan reviewed the financial statements for the month of September. Total expenses were \$5,466; income was \$1,601. The cash balance at the end of September was \$255,531. Estimated expenses for October are \$5,682.

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

Morgan will contact Great Basin Credit Union regarding opening an account for the association there.

Jeremy Snell asked if the special assessment would continue for the next year. The assessment and budget were approved at the annual meeting. The amount of money collected in regular dues is not enough to run the association and improve the roads so the continuation of the assessment is necessary at this time.

Donna Fong asked if the funds from the sale of the fire station must be kept in reserve. The amount required in the reserve is set out in the Reserve Study. When the new study is complete there will new estimates of the amount to be kept on hand for the replacement of equipment and capital improvements.

IX. Committee Reports

A. Architectural Committee

Rita Lumos reported that there was one application for a wood fence dog enclosure at the September meeting. The application was approved.

B. Road Report

No road report was submitted.

X. Unfinished Business

A. Entryway Signs

Since McPartlin had left the meeting and could not report on this item a motion by Morgan, seconded by Watson, to table this item until the next meeting was approved unanimously.

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

No board member offered any matters for discussion.

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

No further comments were offered.

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

The regular meeting was recessed and the board went into executive session. New board members were briefed on the status of the current disciplinary actions.

XIV. Adjourn

There being no further business, the meeting was adjourned at 8:45 pm.

Respectfully submitted,

Rita Lumos, Recording Secretary

Julian Carmona, President

Appendix A

Virginia City Highlands Property Owners' Association

Board Actions Required

- Appoint new director(s).
- Elect officers.
- Interface with Jim Poston regarding updates to Association website.

- Provide Jim Poston with email addresses of new Board members. His email address is webmaster@vchpoa.org
- Arrange to have someone pick up mail from Virginia City post office box on weekly basis and send mail to bookkeeper.
- Execute new checking account signature cards.
- Open savings account at new bank.
- Appoint new registered agent.
- File amend list of officers and directors with Nevada Secretary of State.
- Coordinate replacement bookkeeper.
- New Board members must complete Form 602 and file with the Office of the Ombudsman for Common Interest Communities within 90 days.
- New reserve study must be completed no later than 6/11/2014.
- Arrange for production of Association financial statements and actual versus budget comparisons. NRS 116.31083 requires that this be done on a quarterly basis, at a minimum.