

VIRGINIA CITY HIGHLANDS PROPERTY OWNERS ASSOCIATION

Board of Directors Meeting – Tuesday, October 11, 2022 at 6:30pm

MEETING WILL BE HELD IN-PERSON

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V. C. Highlands Fire Station Training Room, 2610 Cartwright Road Reno, NV 89521

A G E N D A

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

(Public Comment / Board Discussion / Possible Action)

II. Pledge of Allegiance

III. Approve Minutes *(Public Comment / Board Discussion / Possible Action)*

1. Meeting Minutes - August, 9, 2022 Meeting
- 2.

IV. Comments by Association Members *(NRS 116.3108.5) (Discussion Only)*

In an emergency, the executive board may take action on an item that is not listed on the agenda as an item on which action may be taken.

V. Financials *(Public Comment / Board Discussion / Possible Action)*

1. Financial Report

Action may be taken on any matters relating to VCHPOA finances

VI. New Business

All action items must be specifically listed

1. Discussion with Possible Action: *(Public Comment / Board Discussion / Possible Action)*

No Meetings for November 2022 (Election Day) & December 2022 (Christmas Break)

2. Discussion with Possible Action: *(Public Comment / Board Discussion / Possible Action)*

Purchase & Installation of additional security cameras for mailbox area to augment existing system

VII. Unfinished Business *(Public Comment / Board Discussion / Possible Action)*

All action items must be specifically listed

- 1.

VIII. Committee Reports

1. Architectural Committee Report *(Public Comment / Board Discussion / Possible Action)*

Action may be taken on any matters relating to the Architectural Committee

2. Road Report *(Public Comment / Board Discussion / Possible Action)*

Action may be taken on any matters relating to the roads

IX. Any Other Matters which the Board Members Wish to Discussion *(Discussion Only)*

X. Comments by Association Members *(NRS 116.31083.5) (Discussion Only)*

XI. Adjourn

Copies of the agenda are posted at the mailboxes. Items may not necessarily be heard in the order they appear. Time limits may be set for public comments at the discretion of the President. Copies of meeting minutes can be found at www.virginiacityhighlands.com

XII. Executive Session

Discuss Possible Violations of CCR's, if Necessary.

A unit's owner has a right to: a) Have a copy of the audio recording, the minutes or a summary of the minutes of the meeting 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; and (b) Speak to the association or executive board, unless the executive board is meeting in executive session.

Virginia City Highlands Property Owners' Association

Minutes - August 9, 2022. In person.

Present: Carmona, Pizzuto, Edlund

Absent: Welch

- I. Call to Order, Declaration of a Quorum, and Approval of Meeting Agenda. Carmona called the meeting to order at 6:32pm. He declared a quorum present.
Pizzuto made a motion to approve the agenda, seconded by Edlund. Motion adopted.
- II Pledge of Allegiance
- III. Approve Minutes of Meeting
Pizzuto made a motion to approve the April 12 meeting minutes, seconded by Edlund. Motion adopted.
- IV. Comments by Association Members (NRS 116.31083.5)
Art Verling commented on the speeding and passing on the roads, and mentioned someone who sped around him by the mailboxes. Bill Lewis from the Architectural Committee said please get the license plate and a description of the car and call Storey County Dispatch on 775-847-0950. They will take a statement and ask if you want to file a complaint. Carmona added that there are two options – a police officer/deputy has to witness a crime or you as a citizen has to give a statement and hand over any footage. A description of the driver is particularly important. Camera footage makes it more likely to be an open and shut case. Carmona did add that there is a severe shortage of deputies and officers across the state. This is a particular issue in USA Parkway where the NHP is involved. But keep reporting incidents because at the end of the month if the Sheriff has a report showing several problems on a particular street, he will address that accordingly and make the best use of the deputies' time. Bill Lewis added that a lot of the time it's kids driving their parent's car and once the parents hear about it then it stops. At the end Carmona mentioned that if you are drinking in VC and realize you have had too much to drink you can call dispatch and a deputy will drive you home. Caidyn Edlund added that dash cams are a great thing to have, especially in a he said you said situation.
- V. Review of Financial Statements
Carmona reviewed the financials from August. Revenue was \$1,030. Carmona stated for new residents that that does not mean anything is wrong, it's just dues are trickling in now so low income is not a problem. Administrative was \$5,534, Roads were \$6,270, Other were \$1,360 showing net loss of \$12,135. Carmona explained that revenue sources are dues, reserve assessment, and then transfer fees (home sales). Administrative expenses are bookkeeper, ombudsman, mailing of newsletters, etc. Road expenses covers vehicle maintenance, road maintenance, materials, wages, payroll taxes, etc. And then other is insurance, fuel, telephone and utilities, etc. Carmona asked if anyone had questions. Connie Finch (sp?) asked about depreciation on fixed assets and Carmona stated that most vehicles are depreciated since they are past the 10 year replacement mark except one vehicle but he said he would check with the bookkeeper for clarification. Carmona stated in reserve fund we have \$188,000 and checking \$207,138.72. Something this board has prided itself on being fully funded in the reserve account. Connie also asked about accounts receivable and whether it was all dues that have not been paid. Carmona stated that yes, it is. Connie stated we have nice balance and good equity. Carmona went back to the dues and said unfortunately with so many house sales, several owners stopped paying dues because they knew they were moving. Also the county owns several lots where dues were not paid and it's not worth us selling them since we're only entitled to a year worth of dues. So the unpaid dues on those lots are just on the books. We do have some residents in collections but we try to avoid having that happen as much as we can.
- VI. New Business
None

VII. Unfinished Business

Appoint Brittany Hill to the Architectural Committee. Carmon thanked Brittany for volunteering. Pizzuto made a motion to approve Brittany Hill as a member of the Architectural Committee seconded by Edlund. Motion Adopted

VIII. Committee Reports

A. Architectural Committee Report

Grace from the Architectural Committee shared the current happenings. We didn't generate any money this month. But we had 2 new roofs, 3 new fences and 2 new repaints. Carmona added that you must check with the county first if you move dirt on your property such as for a driveway, septic, etc. to see if you need a grading permit. Bill Lewis mentioned about having all the relevant information on the website and Carmona stated he's spent a lot of time making sure the website has all the relevant information and encouraged everyone to go on there (www.virginiacityhighlands.com). Connie Finch thanked Carmona for all the information on the website and said it was a work of art. Larry Walker asked what happens if someone knocks down your fence and you're putting the exact same thing up? Carmona stated you're ok because the Architectural Committee already has a record of the type of fence you have. However, If the color is different or if it's taller, go check with the Architectural Committee.

B. Road Report

Road guys have been out taking care of the dirt roads (14 miles) and if it hasn't been yet it's getting graded before winter. We're not blanketing the entire roadway with rock because diesel costs, material costs are through the roof. So it will be in areas as needed. Ryan and his team are cheaper than for us to run our own road crew. So they are not employees of the Association. If you have issues please contact Jay Carmona, don't argue with the road crew. We will also be checking ditches and culverts before winter. For the new folks, understand that the wash boarding happens because people drive too fast and don't use AWD/4WD. Unfortunately the slow thaw also caused pot holes. We believe in less is more and that we don't want to touch the hard pack on the dirt roads unless we have to. Mr Walker talked about the paving at the end of Lousetown by 395 where the asphalt is coming up. Carmona stated that he would have to check with Public Works because that is a county road and he believes it may be on the county road plan for next year. Carmona let the new owners know that the Associations own Cartwright between Lousetown and Saddleback but we have an agreement with the county that they maintain all the paved road.

IX. Any Other Matters Which Board Members wish to Discuss

Pizzuto had a reminder that the Annual Meeting is on August 27 at 10am at the fire house and then the potluck is at the park around 11:45am. Carmona encouraged the residents to attend and reminded people that it is a community wide event so for the 1s, 10s and 40s. He also reminded people there is a walking trail now at the park which Grace Pizzuto and her husband have been looking after and removing rocks from the trail as needed.

X. Comments by Association Members (NRS 116.3108.5)

Art mentioned that he has a laser engraver that goes up to 12x24 if we want wood signs for the park trail. Bill Lewis stated that he's been here for 20 years and that the roads these days are much better than they used to be and also during winter make sure you are in 4WD low if you are going down Cartwright near Saddleback. Carmona and Connie Finch said to avoid Sazarac in trucks in the winter (there is a sign stating that). Carmona also thanked Pizzuto and her husband for all the work they do for the Association and the community (including the Little Free Library and the park trail). Skip stated he attended to thank the board for what they do and asked if the Spaghetti Feed was happening. Carmona stated he would reach out to Al Drake the Volunteer Fire Chief.

XI. Adjourn

There being no further business, the meeting was adjourned at 7:19pm.

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

Respectfully submitted,
Jay Carmona, President

VIRGINIA CITY HIGHLANDS PROPERTY OWNERS' ASSOCIATION

Statement Revenues and Expenses

September 30, 2022

	Month			Fiscal Year-to-date		
	Sep 2022	Sep 2021	Increase/ (Decrease)	Sep 2022	Sep 2021	Increase/ (Decrease)
REVENUES:						
Association Dues (billed)		-	-	57,500	58,100	(600)
Special Assessment - Reserve Fund (billed)	-	-	-	57,500	58,225	(725)
Fees	1,250	1,251	(1)	18,459	22,181	(3,722)
Other Income	-	-	-	5,519	5,900	(381)
Total Revenue	1,250	1,251	(1)	138,978	144,406	(5,428)
ADMINISTRATIVE EXPENSES						
Bookkeeping	-	-	-	8,724	12,215	(3,492)
Ombudsman Fee - NRS 116	-	-	-	6,067	4,968	1,099
US Postage	-	1,264	(1,264)	2,707	5,544	(2,837)
Office Supplies	475	2	473	5,378	4,613	765
Printing & Reproduction	52	177	-	3,038	3,108	(70)
Bank Fees	10	10	-	134	755	(621)
Professional Fees	-	-	-	696	5,946	(5,250)
Other Tax & Licenses	-	-	-	-	2,148	
Total Administrative Expenses	537	1,453	(916)	26,744	39,297	(12,553)
ROAD EXPENSES						
Vehicle Maintenance	-	70	(42)	9,008	12,466	(3,459)
Road Maintenance & Improvements	-	42	-	49,768	7,315	42,453
Materials for Roads	28	-	28	6,078	7,604	(1,525)
Wages & Payroll Taxes, Worker's Comp	-	-	-	2,887	8,186	(5,299)
Other Road Expenses	-	-	-	-	-	-
Other Equipment Costs	-	-	-	-	36,495	(36,495)
Total Road Expenses	28	112	(84)	67,741	72,066	(4,324)
OTHER EXPENSES:						
Insurance	939	-	939	8,296	9,488	(1,192)
Fuel	100	62	38	375	3,850	(3,475)
Depreciation	-	-	-	-	-	-
Income Tax Expense	-	-	-	(6,628)	-	(6,628)
Telephone & Utility Expenses	152	134	18	1,604	1,501	103
Bad Debt Expense	-	-	-	(300)	-	(300)
Miscellaneous (includes snow plowing)	480	300	180	9,528	2,607	6,921
Total Other Expenses	1,670	496	1,174	12,875	17,446	(4,571)
TOTAL EXPENSES	2,235	2,060	175	107,360	128,808	(21,448)
Net Income / (Loss)	(985)	(809)	(176)	31,618	15,598	16,020

Virginia City Highlands Property Owners Association

Balance Sheet

As of September 30, 2022
Sep 30, 22

ASSETS

Current Assets

Checking/Savings

1001 - Checking HERITAGE - 8082 154,203.70

1050 - Savings Reserve HERITAGE - 0835 188,339.55

Total Checking/Savings 342,543.25

Accounts Receivable 27,215.00

Other Current Assets 16,280.55

Total Current Assets 386,038.80

Fixed Assets 150,100.76

TOTAL ASSETS 536,139.56

LIABILITIES & EQUITY

Liabilities 1,923.00

Equity 534,216.56

TOTAL LIABILITIES & EQUITY 536,139.56



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Quotation # SO3509

Quotation Date: 09/27/2022 **Expiration:** 10/27/2022 **Salesperson:** Brady Chambers

Description	Service Address	Quantity	Unit Price	Taxes	NRC	MRC
Install 4 additional cameras in the mail sheds.		1.000	3,024.00		\$ 3,024.00	
One Time Total					\$ 3,024.00	
Total					\$ 3,024.00	

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