

VIRGINIA CITY HIGHLANDS PROPERTY OWNERS ASSOCIATION
Quarterly Board of Directors Meeting – Jan 31, 2023 at 6:30pm
V. C. Highlands Fire Station Training Room, 2610 Cartwright Road Reno, NV 89521
To be held in person

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. October 2022 Meeting Minutes
 - 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** *(Public Comment / Board Discussion / Possible Action)*
All action items must be specifically listed
 - 1.
- 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 to 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 – October 11, 2022. In person.

Present: Carmona, Pizzuto, Welch

Absent: Edlund

- I. Call to Order, Declaration of a Quorum, and Approval of Meeting Agenda. Carmona called the meeting to order at 6:34pm. He declared a quorum present.
Pizzuto made a motion to approve the agenda, seconded by Welch. Motion adopted.
- II Pledge of Allegiance
- III. Approve Minutes of Meeting
Pizzuto made a motion to approve the August 9 meeting minutes, seconded by Welch. Motion adopted.
- IV. Comments by Association Members (NRS 116.31083.5)
None
- V. Review of Financial Statements
Revenue: (e.g., residuals of dues or property transfer fees) \$1,250. Administrative: \$537. Road: \$28. Total other expenses (e.g., tax, insurance) \$1,670. Total \$2,235. Checking: \$154,203.70 Reserve: (100% funded) \$188,339.55.
- VI. New Business
 - A. **No meetings in November and December.**
Carmona stated there will be no meeting in November as it is a polling center for Election Day. And then regarding Christmas break it was proposed we don't have a meeting in December. By state statute we only have to meet every three months so we won't be in violation.
Pizzuto made a motion to cancel the meetings in November and December, seconded by Welch. Motion adopted
 - B. **Purchase and installation of additional security cameras for mailbox area to augment existing system.** Carmona stated that everything there right now is provided by Sky Fiber (internet, cameras, etc.). There is actually free internet at the mailboxes for residents that they can use if they have no internet at home. The reason this has come up is that during a few recent incidents there were blind spots so we propose to add additional cameras. Carmona showed a diagram to the residents attending. He described how one will cover the mail sheds and one will cover cars pulling up on Cartwright. We had one incident where people pulled up and tried to take a mailbox. It will also cover people coming into the mailboxes from Panamint. We are opting for dome cameras that cannot be manipulated and will allow viewing of both doors. This project will cost \$3,000. Carmona had proposed this to the 10s since we normally do a 60/40 split but it was discussed that the 10s currently pay all the power at the mailboxes so it was agreed that the 10s will continue to pay the power and we will cover the cost of the cameras. Connie Finch mentioned that if the 10s continue to pay the power it shifts the risk of future rate increases to them. Carmona agreed and said after 3 years we will be even. Another resident talked about how fake cameras can be a deterrent. Art Verling talked about how one of the lights is not working and how the more light the better. Carmona also mentioned wires got cut in the past and how these wires will be shielded. Chris Pizzuto asked if the 10s are going to bring up power to avoid paying for any other future expenses and Carmona stated that this was being put in writing and also past at the 10s board.
Pizzuto made a motion to install the new Sky Fiber Cameras for \$3,024, seconded by Welch. Motion adopted

VII. Unfinished Business
None

VIII. Committee Reports

C. Architectural Committee Report

Grace from the Architectural Committee shared the current happenings. There was one new build for which we collected \$500. It was on Stallion.

B. Road Report

Not much happening right now since we're in the winter season. There may be one or two roads that need to be addressed. Carmona asked everyone to obey the speed limit to help avoid wash boarding. The plow crews are waiting for snow. A resident asked why we don't wait for rainy days to get out and grade to make use of the moisture. Carmona stated it comes down to timing. There is a very small window to work on the road when it's moist but not wet. Sometimes we are lucky and we can mobilize equipment in time but it would be great if we could do that more often. Carmona reminded residents they pay \$100 per year for road maintenance AND snow plowing per lot which is very reasonable for the services they get. He also mentioned that a water truck uses a huge amount of water which we do not want to do when we have had a drought and wells are running dry. A resident asked which HOAs/agencies look after which roads and Carmona explained.

IX. Any Other Matters Which Board Members wish to Discuss
None.

X. Comments by Association Members (NRS 116.3108.5)
None.

XI. Adjourn
There being no further business, the meeting was adjourned at 6:58pm.

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

December 31, 2022

	Month				Fiscal Year-to-date		
	Dec 2022	Dec 2021	Increase/ (Decrease)		Dec 2022	Dec 2021	Increase/ (Decrease)
REVENUES:							
Association Dues (billed)	58,038	-	58,038		58,038	57,500	538
Special Assessment - Reserve Fund (billed)	58,038	-	58,038		58,038	57,500	538
Fees	750	375	375		6,250	8,000	(1,750)
Other Income	(14)	371	(385)		(13)	378	(391)
Total Revenue	116,812	746	116,066		122,312	123,378	(1,066)
ADMINISTRATIVE EXPENSES							
Bookkeeping	-	2,450	(2,450)		2,100	4,953	(2,853)
Ombudsman Fee - NRS 116		-	-		-	559	(559)
US Postage		-	-		180	1,264	(1,084)
Office Supplies	105	696	(592)		1,574	1,904	(330)
Printing & Reproduction	-	-	-		535	1,028	(493)
Bank Fees	10	10	-		50	50	-
Professional Fees	-	-	-		5,884	321	5,563
Other Tax & Licenses						-	
Total Administrative Expenses	115	3,156	(3,042)		10,323	10,079	244
ROAD EXPENSES							
Vehicle Maintenance	2,046	3,624	(1,578)		11,465	5,178	6,287
Road Maintenance & Improvements	2,064	-	2,064		51,691	8,027	43,664
Materials for Roads	-	-	-		-	1,200	(1,200)
Wages & Payroll Taxes, Worker's Comp	-	334	(334)		-	334	(334)
Other Road Expenses		-	-			-	-
Other Equipment Costs		-	-			-	-
Total Road Expenses	4,109	3,958	151		63,156	14,739	48,417
OTHER EXPENSES:							
Insurance	-	-	-		3,755	-	3,755
Fuel	305	-	305		988	-	988
Depreciation		-	-			-	-
Income Tax Expense		(6,628)	6,628			(6,628)	6,628
Telephone & Utility Expenses	154	137	17		668	573	95
Bad Debt Expense		-	-			(300)	300
Miscellaneous (includes snow plowing)		600	(600)			2,135	(2,135)
Total Other Expenses	459	(5,891)	6,350		5,411	(4,220)	9,631
TOTAL EXPENSES	4,683	1,223	3,460		78,890	20,598	58,292
Net Income / (Loss)	112,129	(477)	112,606		43,423	102,780	(59,357)

Virginia City Highlands Property Owner Association
BALANCE SHEET
December 31, 2022

	<u>Dec 31, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
1001 · Checking HERITAGE - 8082	158,059.02
1050 · Savings Reserve HERITAGE - 0835	152,003.03
Total Checking/Savings	<u>310,062.05</u>
Accounts Receivable	109,857.00
Other Current Assets	<u>31,488.55</u>
Total Current Assets	451,407.60
Fixed Assets	<u>186,700.76</u>
TOTAL ASSETS	<u><u>638,108.36</u></u>
LIABILITIES & EQUITY	
Liabilities	2,195.46
Equity	<u>635,912.90</u>
TOTAL LIABILITIES & EQUITY	<u><u>638,108.36</u></u>

VCHPOA Road Report - January

Plow crews were busy in the tail end of December and most of January. Snowfall was reminiscent of the 2016-2017 storm season. The upper elevations received feet of snow with heavy drifting. Crews were out for days at a time clearing fresh snow and then widening and cleaning intersections. We were able to put our new truck mounted snow blower to use until I lost a chain which found itself wrapped up around the rear passenger tire. The chain ended up taking out a brake line and my truck was sidelined until we were able to get it repaired. Unfortunately we still had roads to widen so we had to hire Adkins Grade with his skid steer mounted snow blower to come out and finish up where I left off. We did need to hire Ryan's Rock & Hoe to come out and help with getting one of our plow trucks unstuck on Delta.

During the beginning of a storm on January 10 our oldest truck in the fleet had the front drive shaft come loose and it smacked into the transfer case which left a big hole and the truck was unusable. We managed to cover our routes with the 2 trucks we had available and some assistance from the 10 acre association. We had some other smaller breakdowns during the December & January months, but these were minimal and did not keep us from clearing snow. Most recently my plow lost functionality and I'm scheduling time to bring it to the plow shop in Reno to get repaired, in all likelihood, its the motor on the plow that needs to be replaced.

Most of our roads look to be in decent shape considering the weather we've had and only the normal wear and tear from winter seem to be present. I will do an inspection once winter is behind us to determine what work needs to be completed in the spring & summer months.