

VIRGINIA CITY HIGHLANDS PROPERTY OWNERS' ASSOCIATION
Monthly Board of Directors Meeting – August 10, 2021 at 6:30pm
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**
(Discussion/Action)
- II. Pledge of Allegiance**
- III. Approve Minutes (Discussion/Action)**
May 11 minutes
- 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. Quarterly Financial Report (Discussion/Action)**
Action may be taken on any matters relating to VCHPOA finances
- VI. New Business (Discussion/Action)**
All action items must be specifically listed
 - A. Discuss joint windshield sticker purchase with the 10s**
 - B. Ratify replacement of bookkeeper**
 - C. Approve proposed budget for newsletter**
 - D. Set date for annual meeting**
- VII. Unfinished Business (Discussion/Action)**
All action items must be specifically listed
- VIII. Committee Reports**
 - A. Architectural Committee Report (Discussion/Action)**
Action may be taken on any matters relating to the Architectural Committee
 - B. Road Report (Discussion/Action)**
Action may be taken on any matters relating to the roads
- IX. Any Other Matters which the Board Members Wish to Discuss**
(Discussion Only)
- X. Comments by Association Members (NRS 116.3108.5) (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. 3 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 – May 11, 2021. In person.

Present: Carmona, Pizzuto, Alcon

Absent: Dosen

- I. Call to Order, Declaration of a Quorum, and Approval of Meeting Agenda
Carmona called the meeting to order at 7:03 pm. He declared a quorum present.
Pizzuto made a motion to approve the agenda, seconded by Alcon. Motion adopted.
- II. Pledge of Allegiance
- III. Approve Minutes of Meeting
Pizzuto made a motion to approve the March 9 meeting minutes, seconded by Alcon. Motion adopted.
- IV. Comments by Association Members (NRS 116.31083.5)
None
- V. Review of Financial Statements
Carmona reviewed the financials from April. Revenue was \$14, Administrative was \$2,767, includes bylaw mailing, Roads were \$696, Other were \$2,251. The bookkeeper explained that Administrative were higher because it included 2 months of salary for the bookkeeper.
- VI. New Business
 - A. Results of Restated Bylaws Vote
We had 299 ballots returned. There were 48 no votes and 251 yes votes. We require 10% of ballots back (so at least 110 votes) and 51% of the returned votes need to be yes votes. We easily achieved that so the Restated Bylaws will be recorded and posted on the website. Carmona stated that some residents had questions but once he explained that we were abiding by NRS they all understood and approved of this restatement. One of the things that confused people was the part that says board members can remove an “officer” from their position. What this mean is that if a board member is in a role of President, Treasurer, Secretary or VP 1 or 2, the rest of the board can get together and remove the board member’s position but they still remain a board member and can vote as normal.
 - B. Discuss Verbiage of No Dumping Signs at Mail Shed
Carmona asked for board members for suggestions. Alcon suggested that it needs to say that anything other than books for the little library are prohibited. She didn’t like the word “dumping” but wasn’t sure of a suitable alternative. Pizzuto suggested it should be short and sweet. Carmona suggested it should just say “no dumping” since it’s the simplest. Carmona opened it to the public. Kassie Swilley suggested “Books Only – No Dumping”. Chris Pizzuto suggested maybe saying “No dumping of personal items”. Amy Farnes suggested saying what is OK rather than what is not. So also liked “Books only”. Carmona suggested we make a motion to order signs and then we can fine tune the verbiage.
Pizzuto made a motion to make signage for the mail shed and will finalize verbiage by the next meeting, seconded by Alcon. Motion adopted.
 - C. Revisit changing time of board meetings
Carmona stated that the Architectural Committee has changed their time to 6:30 as have the 10s board. Alcon stated it made sense to keep our meeting the same as everyone else. Audience members agreed.
Pizzuto made a motion to change the executive board meetings time to 6:30pm, seconded by Alcon. Motion adopted.
- VII. Unfinished Business
None.

VIII. Committee Reports

A. Architectural Committee Report

Grace from the Architectural Committee shared the current happenings. We approved a repaint, a home fencing, solar panels, a patio cover, a new home, a detached garage and a shed and we collected \$665 dollars. One resident, Kassie Swilley had a question about whether they could have the rock-filled obelisks in place of fence posts. Carmona stated they should go by the Architectural Committee and see if they will approve something like that. We also needed to formerly approve the Architectural Committee meeting time change.

Pizzuto made a motion to approve the Architectural Committee meeting time change to 6:30pm, seconded by Alcon. Motion adopted.

B. Road Report

Carmona stated we are chipping into next years budget to allow Ryan's Rock and Hoe to get started on the dirt roads a little early. Using them means we cut down on our workman's comp costs. The bookkeeper asked that he is insured and Carmona stated that he is indeed insured. Other than that there is a road meeting coming up about UTVs from outside of the highlands using our roads. One of the only paths to Virginia City has been closed off by the owner and since there has been an influx of people coming into the Highlands this is a concern. Kassie Swilley asked if it's OK to put a homemade "Dead End" or similar sign at the beginning of their road and Carmona said if it's on their property then he doesn't have a problem with it. Carmona also talked about how the county is going to start working on Cartwright.

IX. Any Other Matters Which Board Members wish to Discuss

None

X. Comments by Association Members (NRS 116.3108.5)

Chris Pizzuto asked about illegal dumping at the slash pile and Carmona stated that the fire department will be locking it at night. Carmona also mentioned he'd picked up a dumped recliner on Hermit and the Swilleys mentioned there was a plastic bumper on the side of the road on Empire.

XI. Adjourn

There being no further business, the meeting was adjourned at 7:38pm.

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

Executive Session to discuss CC&R Violations

Respectfully submitted,
Becky Alcon, Secretary

VIRGINIA CITY HIGHLANDS PROPERTY OWNERS' ASSOCIATION
Statement Revenues and Expenses
May 31, 2021

	Month			Fiscal Year-to-date		
	June 2021	June 2020	Increase / (Decrease)	June 2021	June 2020	Increase / (Decrease)
REVENUES:						
Association Dues (billed)	(50)	-	(50)	58,175	58,225	(50)
Reserve Assessment (billed)	-	-	-	58,225	58,225	-
Fees	6,565	930	5,635	15,589	8,419	7,170
Other Income	4,581	91	4,490	5,841	16,224	(10,383)
Total Revenue	11,096	1,021	10,075	137,830	141,093	(3,263)
ADMINISTRATIVE EXPENSES						
Bookkeeping	1,076	510	566	10,509	8,516	1,993
Ombudsman Fee - NRS 116	-	4,968	(4,968)	-	4,968	(4,968)
US Postage	94	-	94	4,335	2,211	2,124
Office Supplies	699	20	679	1,873	1,847	26
Printing & Reproduction	81	-	81	2,078	852	1,226
Bank Fees	49	34	15	680	589	91
Professional Fees	-	-	-	1,120	8,804	(7,684)
Other Tax and Licenses	-	-	-	827	372	455
Total Administrative Expenses	2,000	5,532	(3,532)	21,423	28,159	(6,736)
ROAD EXPENSES						
Vehicle Maintenance	166	50	116	6,664	9,582	(2,918)
Road Maintenance & Improvements	-	-	-	6,103	10,733	(4,630)
Materials for Roads	-	-	-	5,575	14,881	(9,306)
Wages & Payroll Taxes, Worker's Comp	147	400	(253)	8,084	11,537	(3,453)
Other Road Expenses	-	-	-	-	188	(188)
Other Equipment Costs	-	-	-	29,492	5,583	23,909
Total Road Expenses	313	450	(137)	55,918	52,504	3,414
OTHER EXPENSES:						
Insurance	2,520	1,235	1,285	8,352	7,946	406
Fuel	-	-	-	3,448	1,863	1,585
Depreciation	-	-	-	-	-	-
Income Tax Expense	-	-	-	-	1,829	(1,829)
Telephone & Utility Expenses	135	83	52	1,116	1,118	(2)
Bad Debt Expense	-	-	-	-	-	-
Snow Plowing & Removal	368	80	288	3,161	1,687	1,474
Total Other Expenses	3,022	1,398	1,624	16,076	14,443	1,633
TOTAL EXPENSES	5,335	7,380	(2,045)	93,418	95,106	(1,688)
Net Income / (Loss)	5,761	(6,359)	12,120	44,412	45,987	(1,574)

Virginia City Highlands Property Owners Association
Balance Sheet
As of June 30, 2021

	<u>Jun 30, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
1001 · Checking HERITAGE - 8082	157,817.64
1050 · Savings Reserve HERITAGE - 0835	188,330.26
Total Checking/Savings	<u>346,147.90</u>
Accounts Receivable	
1200 · Accounts Receivable	23,476.00
Total Accounts Receivable	<u>23,476.00</u>
Other Current Assets	12,405.55
Total Current Assets	<u>382,029.45</u>
Fixed Assets	
1300 · Fixed Assets	
1310 · Equipment	269,161.10
1320 · Road Improvements	276,970.74
1330 · Fences, Signs & Other Structures	12,499.28
1340 · Mailbox Enclosures	9,794.41
1399 · Accumulated Depreciation	-418,324.77
Total 1300 · Fixed Assets	<u>150,100.76</u>
Total Fixed Assets	<u>150,100.76</u>
TOTAL ASSETS	<u><u>532,130.21</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	2,131.27
Total Liabilities	<u>2,131.27</u>
Equity	529,998.94
TOTAL LIABILITIES & EQUITY	<u><u>532,130.21</u></u>