

VIRGINIA CITY HIGHLANDS PROPERTY OWNERS ASSOCIATION
Board of Directors Meeting – January 9, 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. July 2023 Minutes
 2. October 2023 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. 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
- 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 – July 11. 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 6:35pm. 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 motion to approve minutes from January 31 2023 meeting (delayed due to weather), seconded by Welch. Motion adopted.
Pizzuto made a motion to approve the minutes from April 11 2023, seconded by Welch. Motion adopted.
- IV. Comments by Association Members (NRS 116.31083.5)
None
- V. Review of Financial Statements
Revenue: \$1,744. Administrative: \$2,038. Road: \$2,809. Total other expenses \$2,343. Total \$7,190. Checking: \$139,266.96. Reserve: \$152,003.03.
- VI. New Business
 - A. Architectural fees. Discussion and possible action regarding adjusting fees.
Carmona stated the board had a discussion regarding raising dues, increased operating costs, etc. and we realized our transfer and architectural approval fees had not been changed since 2003 so we realized that by raising these fees it would help us overcome some inflation costs and those caused by more wear and tear on the roads by the significant increase in residents vehicle traffic. So we discussed raising the transfer fee from \$125 to \$250. This fee is only incurred if you are buying or selling a property. Snell asked if this was comparable to other HOAs and Carmona stated that Biederman (Architectural Committee Chair) had researched and this was still well below the maximum that could be charged.
Pizzuto made a motion to raise the transfer fee from \$125 to \$250, seconded by Welch. Motion adopted.
The next fee discussed was for additions, barns, outbuildings and detached garages. Currently it is \$75 and the board proposed to raise it to \$200.
Pizzuto made a motion to raise the fee for additions, barns, outbuildings and detached garages from \$75 to \$200
The next fee increase was for decks, covered porches, open sided horse shelters, sheds, and solar/wind structures. Currently it is \$30 and we are going to take off the solar/wind structures and raise it to \$100.
Pizzuto made a motion to increase the fee for decks, covered porches, open sided horse shelters and sheds from \$30 to \$100 and removing solar/wind structures from this fee.
The next fee is for new residential house builds which has been \$500 and they propose to raise it to \$5000. Carmona stated that it doesn't impact anyone currently living here. The increase in traffic in the highlands has gotten significantly higher and with that has come speeding and damage to roads. We are also looking at inverted speedbumps on Empire, Sazarac and Dortort and will require signage on each side as well as the cost of installation. Another big rationale for raising fees is that out of the current 700+ homes, over 100 have to have water delivered so as a County Commissioner, Carmona has to look at what options do we have. When the Highlands were incorporated in 1972 the County took the builder to court as they wanted to have all 1-acre lots and the County said that was too many, so they agreed upon 1167 1-acre lots and 500 10-acre lots. In talking with surveyors/planners over the years, they say 1-acre lots with well and septic are doomsday planning with wells and septic being so close to each other. The idea of a building moratorium was passed around but there are legal implications. So the increased fees may cause a slow down in builds and also help to cover the increased costs of maintaining the roads due to the significant increase in residents. Carmona opened for discussion. Bill Lewis from the architectural committee reiterated how the fees have not been raised for a really long time and added that increased building leads to increased large trucks and building equipment impacting our roads, especially early in the season when the ground is still wet. Carmona also pointed out this increase means the annual dues don't have to be raised. In addition each

time fees are changed, new architectural forms needs to be printed, the website has to be updated, etc so it's better to do one large increase rather than several small ones. Snell commented that most residents will understand this raise since it's been so long since it was last raised but also they are all being impacted by the increased traffic in the Highlands and want to make sure the people building up here really want to be here. Pizzuto asked if they should set a date for the new build fee increase to go into effect and the date of September 1 was discussed. Carmona asked if there was a way to inform residents who had already come to the architectural meetings to get initial information about new builds that the fees were going to increase, .i.e., give them some sort of grace period. Pizzuto stated she would put notices up at the mailboxes about the fee increases and Carmona stated it would be put on the chat group. Carmona stated all this has been run by the attorney.

Pizzuto made a motion to increase the new build fees from \$500 to \$5000, effective September 1, 2023. Seconded by Welch. Motion adopted.

- B. Annual Meeting date change. Due to issues with the printer not being able to get the newsletter printed in time the Annual meeting needs to move from August 26 but the potluck will stay the same. Carmona proposed moving the date to September 16, 2023 at 10am. Pizzuto made a motion to move the Annual Meeting date to September 16, 2023, seconded by Welch. Motion adopted.

VII. Unfinished Business
None

VIII. Committee Reports

A. Architectural Committee Report

Grace Pizzuto from the Architectural Committee shared the current happenings. It was a busy June. A few re-roofings and fences and repaints that don't carry fees. We had 2 new garage plans and 3 solar plans approved, 1 deck and 2 new builds. So we took in \$1,270.

B. Road Report

Carmona read the report: Working through the plow trucks and getting ready to send them to Larry the mechanic. Summer road work has almost been completed except for Saddleback, Applegate and Flint. The second phase will be cleaning out all the ditches and marking the culverts so they can come back and clear those. The roads have held up pretty well considering how bad the winter was.

IX. Any Other Matters Which Board Members wish to Discuss

Pizzuto asked about new cameras at the mailboxes. Carmona stated we have 8 cameras there now. So we have good coverage of both sheds and cars coming from both directions as well as the shed across the street with the library. Chris Pizzuto asked if there were signs saying there is 24 hour surveillance and Carmona stated he wasn't sure about the legalities of that and whether it's better for people to know where the cameras are or not.

X. Comments by Association Members (NRS 116.3108.5)

Bill Lewis had a question about people speeding on Adobe that he directed to Joe Welch

XI. Adjourn

There being no further business, the meeting was adjourned at 7:14pm.

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

Minutes – October 10, 2023. 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 6:31pm. He declared a quorum present.
- II. Pledge of Allegiance
- III. Approve Minutes of Meeting
Carmona stated he had not had time to get the minutes from the last meeting done so they would be approved at the next meeting.
- IV. Comments by Association Members (NRS 116.31083.5)
Debbie Ann Formentini announced she was having a haunted house on November 4 to collect toys and cans for less fortunate for the holidays. Carmona stated he would put the word out.
- V. Review of Financial Statements
Revenue: \$4,800. Administrative: \$138. Road: \$68,094 (Ryan chose to bill summer road work in one bill. Drainage is still to be billed). Total other expenses \$7,000 (just got a big fuel delivery, insurance, etc. Checking: \$64,153.00. Reserve: (100% funded) \$152,003.03.
- VI. New Business
 - A. Purchase of a replacement for Plow Truck 3
Carmona stated the time has come to replace the third and final truck that we have had since 2006. The new truck is a Dodge 2500 with 40K miles on it for around \$38,000 and then we'll have to spend another approx. \$10,000 on a plow. We are bypassing fixing some things on the old truck since we're replacing it so Tom will have to tough it out until this truck is ready. Pizzuto asked what we would do with the old truck and Carmona stated that Ryan had asked if he could have the truck in return for work (to be negotiated). Pizzuto made a motion to replace our third plow truck with a 2018 dodge 2500 diesel for less than \$39,000, seconded by Edlund. Motion adopted.
- VII. Unfinished Business
None
- VIII. Committee Reports
 - A. Architectural Committee Report
Grace from the Architectural Committee shared the current happenings. There were just 2 solar approvals and a re-roof for total of \$200 in fees.
 - B. Road Report
Carmona read the report: Ryan has wrapped up summer work, he just has some ditches and culverts to work on and then we'll be ready for winter. Still looking at getting inverted speed bumps for Dortort. The plow trucks are ready to go (other than the one we are going to be purchasing).
- IX. Any Other Matters Which Board Members wish to Discuss - None
None
- X. Comments by Association Members (NRS 116.3108.5)
None
- XI. Adjourn
There being no further business, the meeting was adjourned at 6:42pm.

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, 2023

	Month			Fiscal Year-to-date		
	Dec 2023	Dec 2022	Increase/ (Decrease)	Dec 2023	Dec 2022	Increase/ (Decrease)
REVENUES:						
Association Dues (billed)	57,350	58,038	(688)	58,000	58,038	(38)
Special Assessment - Reserve Fund (billed)	57,350	58,038	(688)	58,000	58,038	(38)
Fees	-	750	(750)	2,165	6,250	(4,085)
Other Income	779	(14)	793	3,784	(13)	3,797
Total Revenue	115,479	116,812	(1,333)	121,949	122,313	(364)
ADMINISTRATIVE EXPENSES						
Bookkeeping	1,899	-	1,899	3,106	2,100	1,006
Ombudsman Fee - NRS 116	-	-	-	-	-	-
US Postage	-	-	-	-	180	(180)
Office Supplies	-	105	(105)	1,309	1,574	(265)
Printing & Reproduction	208	-	-	1,059	535	524
Bank Fees	10	10	-	62	50	12
Professional Fees	-	-	-	192	5,884	(5,692)
Other Tax & Licenses	-	-	-	-	-	-
Total Administrative Expenses	2,116	115	2,001	5,729	10,323	(4,594)
ROAD EXPENSES						
Vehicle Maintenance	35	2,046	(2,029)	12,489	11,465	1,024
Road Maintenance & Improvements	-	2,064	-	67,067	51,691	15,376
Materials for Roads	-	-	-	322	-	322
Wages & Payroll Taxes, Worker's Comp	253	-	253	478	-	478
Other Road Expenses	-	-	-	-	-	-
Other Equipment Costs	-	-	-	-	-	-
Total Road Expenses	289	4,110	(3,821)	80,356	63,156	17,200
OTHER EXPENSES:						
Insurance	-	-	-	5,288	3,755	1,533
Fuel	-	305	(305)	-	988	(988)
Depreciation	-	-	-	-	-	-
Income Tax Expense	-	-	-	-	-	-
Telephone & Utility Expenses	158	154	4	676	668	8
Bad Debt Expense	-	-	-	-	-	-
Miscellaneous (includes snow plowing)	604	-	-	3,649	-	3,649
Total Other Expenses	762	459	303	9,614	5,411	4,203
TOTAL EXPENSES	3,167	4,684	(1,517)	95,699	78,890	16,809
Net Income / (Loss)	112,312	112,128	184	26,250	43,423	(17,173)

Virginia City Highlands Property Owners Association

Balance Sheet

As of December 31, 2023

Dec 31, 23

	<u>Dec 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
1001 - Checking HERITAGE - 8082	81,684.75
1050 - Savings Reserve HERITAGE - 0835	100,862.06
Total Checking/Savings	<u>182,546.81</u>
Accounts Receivable	117,688.71
Other Current Assets	<u>20,230.55</u>
Total Current Assets	320,466.07
Fixed Assets	240,036.49
TOTAL ASSETS	<u><u>560,502.56</u></u>
LIABILITIES & EQUITY	
Liabilities	2,508.21
Equity	557,743.71
TOTAL LIABILITIES & EQUITY	<u><u>560,251.92</u></u>