

VIRGINIA CITY HIGHLANDS PROPERTY OWNERS ASSOCIATION

Monthly Board of Directors Meeting – July 11, 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.

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. Architectural Fees: Discussion & Possible Action regarding adjusting fees

2. Annual Meeting Date: Discussion & Possible Action on Selecting New Date for the 2023 Annual Meeting

3. Equipment Repairs: Discussion & Possible Action regarding repair costs for equipment contracted for snow removal this last season.

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 CC&R'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 – January 31. 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.
Edlund made a motion to approve the agenda, seconded by Pizzuto. Motion adopted.
- II Pledge of Allegiance
- III. Approve Minutes of Meeting
Edlund made a motion to approve the October 11 meeting minutes, seconded by Pizzuto. Motion adopted.
- IV. Comments by Association Members (NRS 116.31083.5)
None
- V. Review of Financial Statements
Revenue: \$116,812 (mainly because of dues). Administrative: \$115. Road: \$4,109. Total other expenses \$459. Total \$112,129. Checking: \$158,059.02. Reserve: (100% funded) \$152,003.03.
Chris Pizzuto asked if we are taxed on our net income and if we are a nonprofit. Carmona explained we are a nonprofit and pay about \$90 per year in federal taxes.
- VI. New Business
None
- VII. Unfinished Business
None
- VIII. Committee Reports
 - A. Architectural Committee Report
Grace from the Architectural Committee shared the current happenings. We didn't have a meeting in January because of the weather. In November we approved a few plans for fences and detached garages. In December there was one new home that didn't get approved as there were a few issues and then a few fences.
 - B. Road Report
Carmona read the report: Plow crews are busy. Snow fall was reminiscent of the 2016/17 winter. Upper elevations received feet of snow with drifting. Crews have been out for days on end. The new snow blower worked great until the chain broke which took out the brake line and the truck was sidelined until it could be repaired. Since we still need to widen roads, we had to hire Atkins Grade's skid steer and mounted snow blower, and Ryan's Rock and Hoe to get one of our plows unstuck on Delta. During a storm on January 10 our oldest truck had the front drive shaft come loose and smack into the transfer case which left a big hole and made the truck unusable. We covered our routes with our other trucks and assistance from the 10s. We had a few other breakdowns during December and January, but they were minimal and didn't keep us from clearing snow. Most recently Carmona's plow lost functionality and it's probably the motor so he's scheduling an appointment at the plow shop in Reno. Most roads are in pretty decent shape considering the winter we've had. Carmona will do an inspection once winter is over. Chris Pizzuto asked about how the snow blower is working, and Carmona said it works well but he wants to make modifications to the paddles on the auger to help chew up the ice banks a bit better. Chris Pizzuto also thanked Carmona for the crew's work plowing his road which is really steep.
- IX. Any Other Matters Which Board Members wish to Discuss
Pizzuto asked if there were updates on security cameras at the mailboxes, but Carmona said he had not received an update yet.

- X. Comments by Association Members (NRS 116.3108.5)
None.
- XI. Adjourn
There being no further business, the meeting was adjourned at 6:47pm.
- 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 – April 11. In person.

Present: Carmona, Pizzuto, Edlund, Welch

Absent:

- 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
Minutes will be approved at the next meeting
- IV. Comments by Association Members (NRS 116.31083.5)
None
- V. Review of Financial Statements
Revenue: \$4,961. Administrative: \$1,110. Road: \$13,343. Total other expenses \$3,260. Total \$17,712. For a loss of 12,751. Checking: \$191,420.23. Reserve: (100% funded) \$152,003.03.
Carmona stated we need to transfer some money from the checking into the savings to cover expenses that should have come out of the reserve account. Fiscally we are doing great. Pizzuto asked how many people we have late on their dues and Carmona stated he would check with the bookkeeper, but he thinks the numbers are pretty low.
- VI. New Business
 - A. Select Annual Meeting Date. Pizzuto stated August 19 is the Spaghetti feed. Carmona suggested August 26. The rest of the board agreed.
Pizzuto made a motion to have the Annual Meeting on August 26, 2023, seconded by Welch. Motion adopted.
 - B. Approval of proposed budget for insertion newsletter for ratification at Annual Meeting. Carmona stated he tightened up some miscellaneous stuff and rolled it into materials and labor.
Pizzuto made a motion to approve the proposed budget for 23/24, seconded by Welch. Motion adopted
- VII. Unfinished Business
None
- VIII. Committee Reports
 - A. Architectural Committee Report
Grace from the Architectural Committee shared the current happenings. It was a quiet month – just one re-roofing.
 - B. Road Report
Carmona read the report: This winter was brutal and we had to hire some external resources. We snapped a plow in half and one of our trucks burned up a transmission that cost \$7,700 to repair. Carmona stated that some roads like Bonanza, Calaveras, Harte and Sazarac have required some emergency work. But all in all, Carmona thinks the roads will be in pretty good shape for summer. We spent \$9,000 on snow removal this month and have already spent \$7000 previously so plow work has been expensive. But it's half what the 10s have spent and it was all absolutely necessary. As soon as the snow melt stops running down the roads Carmona will have Ryan come out and assess for summer road work.
- 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 6:46pm.
- 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

June 30, 2023

	Month			Fiscal Year-to-date		
	June 2023	June 2022	Increase/ (Decrease)	June 2023	June 2022	Increase/ (Decrease)
REVENUES:						
Association Dues (billed)	-	-	-	57,837	57,500	337
Special Assessment - Reserve Fund (billed)	-	-	-	57,837	57,500	337
Fees	1,740	1,030	710	11,060	15,209	(4,149)
Other Income	4	-	4	5,924	5,519	405
Total Revenue	1,744	1,030	714	132,658	135,728	(3,070)
ADMINISTRATIVE EXPENSES						
Bookkeeping	1,225	1,374	(149)	6,948	9,949	(3,001)
Ombudsman Fee - NRS 116	-	-	-	4,968	559	4,409
US Postage	114	1,443	(1,329)	294	2,707	(2,413)
Office Supplies	510	1,330	(820)	3,330	4,450	(1,120)
Printing & Reproduction	179	1,377	-	2,226	2,697	(471)
Bank Fees	10	10	-	120	104	16
Professional Fees	-	-	-	-	321	(321)
Other Tax & Licenses	-	-	-	53	-	53
Total Administrative Expenses	2,038	5,534	(3,496)	17,939	20,787	(2,848)
ROAD EXPENSES						
Vehicle Maintenance	2,188	1,262	926	34,816	7,064	27,752
Road Maintenance & Improvements	621	-	621	66,966	10,749	56,217
Materials for Roads	-	4,820	(188)	2,676	6,050	(3,374)
Wages & Payroll Taxes, Worker's Comp	-	188	-	-	2,887	(2,887)
Other Road Expenses	-	-	-	-	-	-
Other Equipment Costs	-	-	-	-	-	-
Total Road Expenses	2,809	6,270	(3,461)	104,458	26,750	77,708
OTHER EXPENSES:						
Insurance	987	939	48	12,345	5,479	6,866
Fuel	272	-	272	3,283	75	3,208
Depreciation	-	-	-	-	-	-
Income Tax Expense	-	-	-	-	(6,628)	6,628
Telephone & Utility Expenses	187	183	4	1,406	1,255	151
Bad Debt Expense	-	-	-	-	(300)	300
Miscellaneous (includes snow plowing)	897	239	658	12,433	7,717	4,716
Total Other Expenses	2,343	1,361	982	29,467	7,598	21,869
TOTAL EXPENSES	7,190	13,165	(5,975)	151,864	55,135	96,729
Net Income / (Loss)	(5,446)	(12,135)	6,689	(19,206)	80,593	(99,799)

Virginia City Highlands Property Owner Association
BALANCE SHEET
June 30, 2023

	<u>June 30, 2023</u>
ASSETS	
Current Assets	
Checking/Savings	
1001 · Checking HERITAGE - 8082	139,266.96
1050 · Savings Reserve HERITAGE - 0835	152,003.03
Total Checking/Savings	<u>291,269.99</u>
Accounts Receivable	42,713.71
Other Current Assets	<u>13,715.55</u>
Total Current Assets	347,699.25
Fixed Assets	<u>186,700.76</u>
TOTAL ASSETS	<u><u>534,400.01</u></u>
LIABILITIES & EQUITY	
Liabilities	2,412.63
Equity	<u>531,987.38</u>
TOTAL LIABILITIES & EQUITY	<u><u>534,400.01</u></u>