

**Virginia City Highlands Property Owners Association
Minutes – Monthly Meeting, Tuesday November 14, 2006
Virginia City Highlands Fire Station Training Room – 7:00 p.m.**

Present: Bill Lewis, Mike Lupo, Rita Lumos, Mary Tallent-Stewart
Debra Gravenstein

I. Call to order, declaration of a quorum and approval of meeting agenda
President Lumos called the meeting to order at 7:03 and declared a quorum present.

II. Approve minutes of October 10, 2006 regular meeting

- Minutes amended to corrected date of 10/10/06 and under financial statements Lydia Hammack had compiled the data from the assessors, not received it. A motion was made by Bill Lewis with a second by Mike Lupo to approve the minutes of the October 10, 2006 meeting as amended, unanimously approved.

III. Financial Statements (Discussion/Action)

A. Monthly Cash Report

B. Monthly Financial Statements

Lydia Hammack reviewed the financial reports, statements and special assessment figures. There is currently \$18,451.00 in checking which doesn't reflect the rent from the rental house so its actually \$1,000 more. Reserve stands at \$113,611.53. 125 late notices were sent this month. Total expenditures were \$9,981, total receipts were \$22,000.00. November estimated expenses are \$11,899.30, estimated receipts \$28,079.00. We received the refund of \$1,478.00 from the revision in the insurance policy. The total annual premium for the insurance will be \$16,729.83 which is below the budgeted amount of \$20,000.00. This includes removing collision coverage from the water truck, adding worker's comp and increasing replacement cost on the rental house at the fire station. There was no financial report to approve this month, just the cash report so both will be reviewed and approved at December's meeting.

IV. Public Comments

A resident who lives on Delta Road was present at the meeting and asked if it was possible that the snowplows could please plow the easement that actually leads to his driveway. He owns four of the five lots at the turnaround and no one ever makes a pass with the plow there. After having a serious health issue last year, paramedics had to walk up to his home and could not get into the driveway. According to the County this is an easement and Rita stated that it is the Association's responsibility to plow this. Bob Moore inspected the area and will make sure it receives attention.

V. Comments by Association Members (NRS 116.3108(3))

None to report

VI. Committee Reports

A. Architectural Committee

Two sets of plans were reviewed and approved. There is a possible violation of the CCR's.

Clayton Thompson came to the meeting to request a refund of the @100 already paid toward the interim architectural impact fee and waiver of the remaining \$400 as he and his wife are moving back to Hawaii after a tragedy in the their family. His lot is located at 2310 Empire Road. After special consideration and discussion Debra Gravenstein made a motion to refund and waive the above fees with a second by Bill Lewis. Motion unanimously approved. It was discussed that any waiver or refunding of fees would remain subject to examination by the Board on a case by case basis.

B. Road Report

There was a large amount of road maintenance done in October. Bob Moore has been marking culverts for replacement. He has checked thirty nine so far and has ten to replace prior to winter. Two have been replace to date on Calveras and Hermit. Grading completed used twenty-five tons of 1 ½ " drain rock and base at a cost of \$260, trucking cost was \$393 and the grader expense was \$125 to complete the area of Calveras and Bonanza.

The gas tank on the Dodge truck was fixed at a cost of \$350 and the batteries under warranty were replaced, the grader cylinder was welded at \$250, the front loader battery was replaced. There was oil in the radiator in the grader and it was thought that a leak in the cooling system was the cause. This has been fixed and will be monitored. There are three snowplows operational, the sander is working and we have three snowplow drivers. Rock has been placed in the ditches along Sazarac. Grading will continue as long as the weather is good. Bob has authorization to order more culverts. The equipment yard is still clogged with items belonging to others. Rita will send notices to the owners to remove their equipment and junk by December 1, 2006 or the Association will have it disposed of. A motion was made in this regard by Mike Lupo with a second by Bill Lewis. There were three quotes to replace the clutch on the water truck between \$1200 and \$1800. A reputable shop in Carson City was chosen to do the work. The truck is registered. Bob Moore has made laminated maps of the Highlands for plowing purposes. Rita asked about the portable radios for the plow trucks and where they were. There was some confusion regarding prior purchase of the radios and Rita will ask Lydia Hammack if she has a record of same. Bob will check with Gary at the fire station to see if the radios found in the trucks are ours or theirs. It was discussed that using a fire department frequency for radio contact during plowing hours would be beneficial for drivers location and safety.

C. Documents

Keith came across a potential problem regarding possible CCR changes. We can only go to court if the documents require a "super majority" and not "simple majority" of the total number of households. The focus may be on narrowing the scope down to two issues, dues structure and lower majority requirement. The hurdle right now is 51%. There will be a public meeting 11/16/06 at 7:00 p.m. at the firehouse regarding amending dues with notices going out at month end and this will include a questionnaire for feedback. Actual vote will be in February.

No Park Report this meeting.

VII. Old Business

A. Adoption of Long Term Road Plan

Rita read letters and notes from homeowners regarding the road plan and concerns that the plan is misleading and inconsistent with what was presented at the annual meeting in July 2006. The major concern is that their roads will not be fixed and that they are still paying special assessments toward that. Debra Gravenstein stated that no explanation was given for changes and that she did not have input. Discussion ensued regarding what homeowners voted on and what changes had been made. Keith stated that folks received two items to vote on originally and then the LARRRI plan was approved, however, the one on the website is incorrect. Rita Lumos explained the succession of events and the fact that the emulsifier that was to be used was objected to because the chemicals involved and that the LARRRI plan was adopted in its stead.

The Board discussed that the following items be placed into action immediately, 1) Make sure that the webmaster has the correct LARRRI plan and that it is posted to the website. 2) A notice will be sent to homeowners with the next dues billing explaining how the plan was amended and what the actual plan does. Rita will work with Gabriel Venegas to complete a timeline and evaluation. The evaluation will probably not be completed until spring of 2007. Mike Lupo suggested that an undated road report be placed on the website each month. All agreed.

One of the major concerns of homeowners is that they are paying special assessments and that their section of roads will not be improved. No plan was previously adopted stating that all roads in the Highlands would be improved according to the road plan. A motion was made by Bill Lewis to adopt a five year plan beginning July 2006 through July 2010 to improve all roads in the Highlands in accordance with the Road Management Guidelines as set forth in July 2006, funded by future special assessments or dues. Motion was seconded by Mike Lupo. Unanimously approved. Another motion was made by Bill Lewis that an information sheet be sent

to all homeowners regarding the five year plan to clarify the issues and post the correct the LARRRI plan on the website. Motion seconded by Mary Tallent-Stewart. Unanimously approved. A letter will go out December 1st.

B. Mailbox Building Maintenance

Ray Robbins will begin staining the mailboxes the weekend of November 17th. Stain expense was \$623, the electrician to repair the faulty circuit was \$55. The 10-acre association has agreed to pay ½ the costs.

C. Cleanup Day

The trash pick up went well with a fair turnout. Improvement along the major roads is evident. Mike Lupo suggested we have another clean up day in the spring.

VIII. New Business

A. Scanning and Posting Old Association Documents

Short discussion regarding scanning of old documents and dates of retention. A motion was made by Bill Lewis with a second by Mary Tallent-Stewart that we have documents from March of 1994 through 2000 scanned now and post documents on the website from 1979 forward. Unanimously approved.

B. Any Other Matters

Mike Lupo stated that the guardrail on Saddleback and Cartwright is not in good shape. It has been run into and is in need of replacement. Rita said that Storey County Public Works may replace it and she is working on that.

Online banking access to extract monthly statements, download pdf files and download to Quicken for Lydia's use was discussed. Mike will set it up with Lydia.

Rita received a letter regarding foreclosure by the association for non-payment of dues and special assessments on property located at 21470 Saddleback Road, Lot M-339. Proceeds have been turned over to the court to make a decision on who receives them.

IX. Executive session to discuss possible violation of CCR's

Motion by Bill Lewis with a second by Mary Tallent-Stewart to adjourn and go into executive session, approved unanimously.

A complaint has been received of a shed newly constructed on a property line. Bill Lewis went out to investigate. This property owner was also building a chain link fence enclosed in wood along the same property line. He was abusive and threatening to Bill when Bill tried to explain the architectural guidelines. He was advised that he needed to come to the architectural meeting and the homeowners meeting. He has a certificate of occupancy, however there

is still a trailer and trash in the front yard creating an eyesore. Rita will compose a letter addressing the shed, trash, trailer and fencing and send it to this property owner for a response. Bill Lewis filed a report with the Storey County sheriff for information purposes regarding his encounter with the owner.

X. **Adjourn**

There being no further business, the meeting was adjourned at 9:30 p.m.

Respectfully submitted

Mary Tallent-Stewart
Secretary