

CEDAR HIGHLANDS HOA BOARD MEETING MINUTES

252 N 200 W, Cedar City, UT

February 19, 2020 at 6pm

APPROVED

1. **Welcome/Quorum established** – Mike Brask called the meeting to order. Board members present were Jim Hilton, Rob Shelton and Regina Tashjian. LynAnn Imlay was out of town. Other members in attendance were Susan Allman, Jeanne Shelton and Roger Thomas. Mike made a motion to approve January minutes, seconded by Jim. Vote was taken and unanimously approved. The February 13, 2020 joint Cedar Highlands Town Council and HOA Work Session meeting minutes are on the website. As a quorum was not established, the meeting continued informally with the HOA board members and community members present.

2. **PRESIDENT'S REPORT**- Mike had no Presidents Report other than the discussion of road issues which is addressed under ROADS.

3. **NEW BUSINESS**

A. Discuss/Motion/Vote- Governing Documents Violations; warning letters; fines
Block 8, Lot 16- The 2nd violation fine was sent. No payment for either fine has been received.
Block 3, Lot 1- after discussion about sending a formal warning letter for the violation of having a second residence on R1 property, it was decided to table this until Jim conducts research. The STR issue seems to have resolved as the owner advised a board member that a 6-month tenant is renting the premises. We have requested the tenant information to conform to the CC&Rs.

4. **COMMUNICATIONS**

A. With members - discussed in ROADS

B. With Town - discussed in ROADS

C. With attorney – Bruce Jenkins advised Mike that we are handling the violation procedures correctly and imposing a \$500 for each STR occurrence is appropriate. Bruce will charge a \$1800 flat fee to revise & update the CC&Rs and By Laws.

5. **COMMITTEE REPORTS**

A. **Financial**

1. Expenses for review and approval- \$50 to Elaine Madsen for accounting; USPS mailbox renewal \$118; \$42.48 auto-pay for QuickBooks (monthly payment was already approved). Regina made a motion to approve the expenses, seconded by Mike. Vote was taken and unanimously approved.

Rob commented that we are now seeing the savings of not having monthly accounting services and we are in better control of the HOA finances.

2. Taxes- the taxes for a non-profit corporation are not due until October 15, 2020.

3. Delinquent dues and status of 2020 dues collection- The due date for the 2020 dues was February 15. Rob prepared a list of 34 properties that are delinquent. Only 2 properties are more than 1 year past due. Block 11, Lot 11 was in foreclosure and may have sold prior to that. Upon Rob's return from vacation, we will file in small claims court for collection on Block 5, Lot 8 which is 4 years past due. Rob will be out of town for 1 month. Regina will handle Treasurer responsibilities in his absence. Regina will send friendly reminders to those members

that we have an email address. Interest will be assessed if dues are not received by March 16, 2020.

B. ARC

1. New Applications for review and vote- nothing new to report since the prior meeting.
2. Status of existing construction- nothing new to report since the prior meeting.
3. Approve the letter regarding RVs in the winter, to post on the HOA website and to send Via email. Tabled.
4. Review revision of ARC application - Tabled

C. ROADS

CH Town Mayor is away indefinitely due to a family emergency. The mayor asked Mike to handle the roads, in conjunction with the town council, during his absence. Mike said we need to continue the discussion about developing a protocol for construction. The damage to the roads caused by subcontractors is a huge issue, along with the safety hazards and inconvenience they are causing residents when they get stuck or jack-knife. Roger Thomas advised that he has requested his subs come up to job sites early when the roads are frozen and to avoid the mud. After an incident involving one of his subs that caused significant road damage, Roger put down some road base and did some repairs to the area involved. Roger committed to working with the town and HOA to help resolve these issues. One of the causes of the current mud problem was the roads were only plowed for 1 lane on many of the side roads. The snow remaining on the sides of the roads melted causing the mud issues.

Mike discussed some of the points we need to consider that he sent in an email to the mayor prior to the joint TC-HOA meeting:

1. Work we did last year with back hoe, we need to go back in and dig in some ditches for drainage in those S turns the work was done, to keep the water off the road. We could also go thru and check all the culverts in the spring and make sure nothing is blocked for the spring thaw. Maybe we rent a back hoe for a week which also could be used to dig in posts for the signs you spoke about
2. Road dressing after the spring melt and filling of pot holes. Ray Bulloch said that he could rent the roller and use his grader to smooth out the roads for about 4500. If we combine that with some material to fill pot holes and ruts from the winter we would have a pretty good road for spring
3. Knocking off the berm on the 17% grade and grading it level would solve the drainage and mud issue and we could use the good mining tilling's from Ashworth for that.
4. It may make sense to do a fire wise project to cut the trees on the long road up to the meadow where there is no where to go with the snow now, and also the trees on High Cedar View past High Juniper that block the road down to the end from getting sunshine.

Roger suggested that the contractors who have their equipment already on the mountain could mobilize to do some of the work on the roads.

With the roads soft, it may be a good time to press in fractured rock to get structure back into the roads. We need to do repairs that are longer lasting. We need 6-8 inches of road base on top of the fractured rock, then rolled and compressed, to properly build the road. Mark got some prices for approximately \$60K materials for the 2 most problem areas (High Spruce down and around High Cedar View and then at the top 4 cul de sacs). Ray has a vehicle with tires that won't sink into the mud that may be good to put down the fractured rock now.

Suggestion that if the HOA takes over the roads if the town unincorporates, we have a meeting with Ray and have more defined expectations for snow removal to avoid some of the issues we had this season. If we commit to a 5-year contract, Ray has snow blowers that he will refurbish and use to get the snow off the roads. The HOA would need a clause to get out of the contract for failure to perform or in the event Iron County takes over the roads. Each year RFQs have been put out but other contractors are unwilling to be on call 24/7 and do not have the equipment needed to plow.

It was discussed that we probably should revisit the current snow removal policy of calling in the plow if snow totals 6 inches. When there is 4-5 inches left on the road, it results in damage because it takes longer for the road to dry out.

We also need to get rid of the large rocks jutting out that have caused damage to equipment. We should consider hiring someone to jackhammer.

Non-plowed driveways that cause melt onto the roads are an issue. Discussion about sending an informational flyer to members providing guidelines to minimize the damage this creates. If there was a berm near the culvert, that would divert the water into the ditch.

We need to define what work is needed, get the cost for the work, and determine priorities to fit within the budget of the town and HOA.

D. FIRE & SAFETY

Emergency Management Notification- Rob advised that a member suggested text alerts for emergencies. Rob reported on his discussion with the Emergency Management Coordinator (EMC). As not all members go on the HOA website or FaceBook pages for alerts, text alerts could advise residents if a road is blocked or of any other emergency. The EMC is not as concerned during the winter months if the front road is blocked as they have the equipment such as a snow cat to get up to CH using Right Hand Canyon. The EMC's biggest concern is during fire season- evacuating residents and getting fire equipment up the mountain as quickly as possible. Residents are urged to have the Iron County reverse 911. Rob will research having that tie in with Iron County emergency responders in addition to other text alert capabilities. Rob will invite the EMC and perhaps the Iron County Fire Chief to attend the April HOA meeting.

E. **Website-** Mike is the only BIO currently missing

F. **Water-** Jim advised the next CICWD meeting will be held 2/20/20, which he plans to attend. CICWD currently calls Bullochs for snow removal to the water tank, for which CH is billed. Jim will ask CICWD if they are willing to contribute the approximate annual cost of \$7500 towards snow removal.

6. MEMBERS QUESTIONS– Open Discussion

7. Date and Time for Next Meeting – MARCH 25, 2020 AT 6PM

8. ADJOURN- meeting adjourned at 7:37pm

Respectfully submitted by Regina Tashjian, secretary