

APPROVED

CEDAR HIGHLANDS HOA BOARD MEETING MINUTES
Wednesday, MARCH 24, 2021 at 6 PM
Virtual Meeting

1. **Welcome/Quorum established** – The meeting was called to order by Mike Brask. LynAnn Imlay, Jim Hilton, Rob Shelton and Regina Tashjian attended. Other members in attendance were Glen Foss, Kevin Bridges, Manny Mosqueda and Larry Miracle. Mike made a motion to approve February 2021 meeting minutes, seconded by LynAnn. Vote was taken and unanimously approved.

2. **NEW BUSINESS**

A. Discuss/Motion/Vote- Policies & Procedures Manual. Mike said that the CC&Rs allow us to make procedures that align with the CC&Rs. LynAnn suggested we make a calendar of important dates (i.e., corporate renewal, insurance renewals, etc). Jim advised that much of the drafts of the P&P came from other HOAs in Utah and comply with Utah law. A policy or procedure may be established if the CCR&Rs gives the board the authority in that area. Agreed to establish priorities: ARC, Calendar of Key Dates, Sander Fund and to keep the P&P to a minimum.

Draft of 2101-1 discussed. Concerns about "H" and 6 regarding exceptions. Board agreed to Draft 3 of 2101-1 omitting H and 6. Draft 3 has not been on the website for 14 days and cannot be voted on. It also should state the Objective for Policies & Procedures: they are not in addition to or should conflict with the CC&Rs, our governing documents, but are general practices and define actions past boards have taken for the benefit of current and future boards. LynAnn agreed to take on policy 2021-1 and Reggie will assist as needed.

B. Remove Notice of Vote from 2017- Reggie called Iron County Recorder's office re: Record # 00701522 filed 8/11/17. Statutorily, once a record is filed, it is permanent and can never be changed or deleted. Jim asked if a copy of the court judgment in Bible- Brown vs CHHOA can be recorded to show that the was vote done illegally. Reggie stated she would call the Iron County Court Clerk and find out the procedure.

C. Discuss/Motion/Vote – cameras for dumpster area. Today, LynAnn called the county solid waste and was advised they are working on getting signs. She will follow up for status. Cameras need to be good enough to identify the persons or license plate clearly, but we do not know what actions the sheriff can take with that information. Discussion that cameras are a possible deterrent, and the situation may not be chronic enough to justify the expense. It was agreed it is not worth pursuing. LynAnn will also check to see if there is any possibility to move the location of the dumpster.

3. **PRESIDENTS REPORT** – already discussed under 2 A and will share during Road’s discussion.

4. **COMMUNICATIONS**

A. **With members** – Reggie is working with Stephanie Mosqueda regarding delivering welcome baskets to some additional new homeowners

B. **With Iron County** – Reed Erickson is bringing the new Iron County Commissioners up to speed and there have been no meetings scheduled with the HOA. Iron County installed a counter on a tree to get a baseline of winter traffic, which has been removed, after about 2 weeks.

C. **With attorney** – no contact

5. **COMMITTEES:**

A. **Financial** – the February month end financials were reviewed. Mike made a motion to accept the financials, seconded by Jim. Vote was taken and unanimously approved. The 2021 budget is posted on the website.

1. Discuss/Motion/Vote- current invoices for payment.

\$3.50 refund of overpayment to Mike Fay. LynAnn made a motion to approve, seconded by Reggie. Vote was taken and unanimously approved. \$23.88 to Reggie and \$105.85 to Stephanie for welcome basket items. The costs per basket are well within the amount previously budgeted. Rob made a motion to approve, seconded by Jim. Vote was taken and unanimously approved, with Reggie abstaining from vote on her expense.

Bulloch’s #10455 \$2475.40; #10493 \$4228 and #10500 \$464.80 for February & March snow removal. Reggie made a motion to approve, seconded by LynAnn. Vote was taken and unanimously approved.

2. Send 2020 Financials to members- Mike referred to the CC&Rs where an audited report is required when using a trust account, which we do not. The cost to get one is \$3-4K. Audited reports have not been provided to members in many years past. Agreed the financials P&L that we will use for taxes will be sent to all members by March 31 via email and Reggie will send them USPS to those members without email addresses using the HOA debit card.

3. Status 2020 tax return- non-profit returns are due May 15. Elaine is preparing it and will have them done by our April meeting to approve.

B. **ARC**

1. Discuss/Motion/Vote ARC applications- there have been no new applications or completions.

Block 9, Lot 1- the deposit check has not been issued, as following the prior meeting, it was found the slope area was not seeded adequately. Signs of seeding not visible. Linford stated if the hand seeding does not take, it will be redone. Question raised if seeding is enough due to the steepness of that

slope. This area runoff has caused damage to the road, which the HOA has paid to repair. Each owner of a lot is responsible for any damage to the road, even if the owner releases the contractor. Owner's Construction Requirements #2 reviewed. We do not know what engineering was performed, which should have addressed the drainage for slopes to be maintained. Discussion if the contractor fulfilled #2 & 3 by having the correct engineering for proper drainage. Mike will continue discussions with Linford regarding the engineering and geology of that sight. Linford informed Mike there was a crevice with normal drainage that was re-routed. Mike will ask to look at the engineering report and go through the Owner's Construction Requirement document with Linford to see if he properly complied with it. We will not issue the refund until further information is provided. A drainage ditch cut by Linford's crew that appears not to be supported by engineering, does not guarantee the water flow can be handled. After the meeting with Linford, Mike will advise the board of his findings and we can determine via email, prior to the next board meeting, whether or not to issue the refund check.

Discussion of addition "A" to #2 on page 2 of the Owner's Construction Requirements, after the attorney approved the document. It was agreed that the Iron County Building Codes determines that putting a shovel to the ground for grading or digging requires a permit. Page 5, #8 already addresses this. This document has been approved and can now be posted and implemented.

C. Roads – Mike has reached out to the new Iron County Engineer, Richard Wilson, to set up a meeting for guidance prior to making plans for road work with no response as yet. Mike spoke with Ray Bulloch. Ray went through the roads and said it will take 2-3 weeks to get the big rocks out of the road and then filled. This will be about \$67K and the road would have to be closed. Any work on the main road lasts about a month. It is best to first see if Iron County is willing to have a collaborative effort or donate material such as reground asphalt and we can pay to grade it. If we put down 6-8 inches, it would bury the problem with the rocks. If we don't seal it with asphalt or chip seal, the dirt won't withstand the traffic pattern and not last as well. Until Iron County comes forward with a plan for the main road, HOA money is best spent on the secondary roads. The work we did last year on secondary roads has held up well. LynAnn suggested she also attend the meeting with Richard Wilson and Mike regarding road discussions. The Title 5 has not been generated yet that will transfer the main road from CH Town back to Iron County. With a projected wet spring, we need to start planning road work. First, we must find out how we bring the secondary roads to county standards.

The road by Porter needs to be addressed as the natural drainage has been diverted and caused a lot of road damage. LynAnn & Mike will meet with the

members to see what can be done to resolve. Utah State Engineer deals with the diversion of water flow and we may also ask direction from Richard Wilson. Road Committee meeting should occur after the meeting with the county engineer.

D. **Fire & Safety** – Paul Starks is selling his house and is our current chair. We need to start looking for his replacement. Paul will assist on planning FireWise events until he leaves.

E. **Website** – Discussion of recommendations for the WEBSITE changes outlined in Jim’s 3/14/21 email and Kevin Bridges taking over the website responsibilities. All costs for the website should be on autopay using the HOA debit card. Mike made a motion to approve the recommendations as stated in Jim’s 3/14/21 email to be effective tomorrow; keep our current system in place until the transition is completed, and Kevin can make suggestions for further changes he thinks will make us more efficient that will be discussed at future board meetings. Motion seconded by Reggie. Vote was taken and unanimously approved.

F. **Water** – nothing on the CICWCD agenda for tomorrow. Jim will listen to it remotely.

6. **MEMBERS QUESTIONS**– Open Discussion

Member suggested the board be more aggressive for chronic violators of the CC&Rs.

7. Date and Time for Next Meeting – April 21, 2021 at 6pm.

8. Adjourned to Executive Session at 8:49pm

Respectfully submitted by Regina Tashjian, Secretary