

# CEDAR HIGHLANDS HOA BOARD MEETING MINUTES

Wednesday, July 15, 2020 at 6 PM

Virtual Meeting

**APPROVED**

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 Ann Bersi, Larry Miracle, Roger & Tawny Thomas. LynAnn made a motion to approve June's meeting minutes, seconded by Rob. Vote was taken and unanimously approved.

2. **PRESIDENT'S REPORT** – Mike researched the CC&Rs concerning the flow of water. The CC&Rs state the water is not the property of one given lot and cannot be altered. The HOA has the authority to write a letter to the member and ask the stream be returned to original condition. Utah Water Division is the government agency that would handle the situation. The concern is if members build ponds how would any seepage or ground water effect other neighbors. Discussion about the best protocol to handle possible water diversion, building ponds, etc. Rob made a motion for Mike to make personal contact with the member and ask if he had legal right to diverting water &/or make a pond and depending on their response, send a friendly warning letter and contact the Utah State authorities. Motion seconded by Regina. Vote was taken and unanimously approved.

### 3. **NEW BUSINESS**

A. Discuss/Motion/Vote- 2020 Annual Meeting, including Covid19 issues, agenda, cover letter and ballot. Discussion about the most prudent way to handle during a pandemic. LynAnn researched CDC guidelines and having the meeting would be the 2<sup>nd</sup> highest risk level. The food, buffet line and utensils appear to be the most vulnerable point. Mike discussed the situation with our HOA attorney, and he advised that having the annual meeting virtually does meet all the requirements of our governing documents. The financial information could be distributed via email. Floor nominations for the election won't be possible as voting will be via U.S. mail. Jim previously notified members asking if they wanted to be placed on the ballot. Rob made a motion to have the annual meeting virtually. A letter (drafted by LynAnn) will be sent to explain the reason and the ballot will have spaces for write in candidates. Seconded by Mike. Vote was taken and unanimously approved. Discussion regarding the Agenda: Mike will present a budget and discuss road repairs and maintenance. Jim will contact John Schmidt and ask him to make a short presentation. With a virtual presentation, it will be difficult to present a slide show of the materials shown to the board during the recent Fire & Safety meeting. We could put the materials on the website as a download.

B. Discuss/Motion/Vote- should the HOA change the location of the dumpster. The reason to consider was that people are putting large items (furniture, etc.) by the dumpster. The previous location was on the corner of Greenslake and Old Hwy 91. It was moved to the current

location when we became a town. Due to construction in that area, it may be difficult to move it back. Mike made a motion to leave it at current location. Seconded by Regina. Vote was taken and unanimously approved.

#### 4. **COMMUNICATIONS**

- A. With members - member brought up use of main road by outside people using ATVs as it is a public road, yet Iron County does not maintain or plow. From past experiences between the board and Iron County, the best approach is dealing with road issues by the #1 priority which is fire & safety.
  - 1. Notification to members who are delinquent re: suspension of voting rights – Regina drafted a letter that will be sent with the ballot to delinquent members quoting the CC&Rs.
- B. With Iron County - Board members (LynAnn and Rob) are now attending the Iron County Commission meetings to address fire & safety. Rob attended the last commission meeting. The federal, state and local fire people told the commissioners that Cedar Highlands is on the list of most hazardous community in Utah for fire. The commissioners that they want a road to allow fire equipment to come up and also discussed a fire house.
- C. With attorney – Mike discussed the virtual meeting with the HOA attorney and the fees for collections. The attorney will manage and collect delinquent dues and the fees are tied to the collections paid by members.

#### 5. **COMMITTEES**

- A. Financial – Rob presented bills for vote & approval \$384 for CNA Surety which is the bond cost for the board members. Mike made a motion to pay, seconded by Rob. Vote was taken and unanimously approved.
  - 1. Discuss/Motion/Vote- proposal by Jenkins Bagley to handle delinquent accounts- tabled to executive session.
  - 2. CPA to audit HOA financial statement- Mike spoke with a CPA to provide a year-end summary based on QuickBooks is \$300. Discussion of the best way to provide the information to the members with a virtual meeting. To provide all members with knowledge and access, we will present the financials (management report from QuickBooks) at the annual meeting and then post them on the password protected tab on the website. Mike stated the CPA he spoke with stated an audit of year-end financial statement will cost approximately \$2000. Elaine is a CPA and does not do our books. She only answers questions with respect to QuickBooks. It may be totally appropriate to have Elaine perform the audit at year end.
- B. ARC -
  - A member wants to put in an emergency 5k-7k watts, natural gas generator. Jim will find out the noise rating and email to the board.

A member wants to put up a shipping container to use as a storage unit which will be sided to look like part of the house and a roof put on it because of the snow load.

Construction Requirements Draft will be sent to the HOA attorney to review prior to implementing.

C. Roads – As we haven't had rain, we cannot judge how well the road work will hold up. We already approved Bulloch's proposal for doing a grading on the main road. Mike will speak with Ray and have the work scheduled after we have some rain.

D. Fire & Safety – Discussed previously.

Chipping will be done shortly. Jim has prepared a map for locations with wood out for chipping. Jim is posting Red Flag warnings on the website and Facebook pages. Jim and Regina will schedule the meeting with Enoch manager to get information on how to file for a grant for a fire station.

E. Website – Linford will provide a larger map to post on the website.

Discussion about businesses that want to advertise and also the Home page of the website.

Jim is looking into the cause of some email issues as a lot are not getting through.

F. Water – Jim will attend the CICWCD meeting tomorrow and report.

6. MEMBERS QUESTIONS– Open Discussion. Previously discussed.

7. Date and Time for Next Meeting – Annual meeting September 5, 2020

8. ADJOURNED to Executive Session

Respectfully submitted by Regina Tashjian, Secretary