

# CEDAR HIGHLANDS HOA BOARD MEETING MINUTES

Thursday, November 19, 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. Other members attending were Jim Byler, Roger Thomas, Larry Miracle and Stephanie & Manny Mosqueda. LynAnn made a motion to approve the October 2020 meeting minutes, seconded by Jim. Vote was taken and unanimously approved.

## 2. **NEW BUSINESS**

A. Continue the discussion of modifications of CC&Rs and Policies & Procedures Manual.

Discussed the proposed P&Ps that Jim drafted and the best way to draft a P&P for those the HOA had been in place for years. As the HOA website already has 10+ years of minutes posted (2009 to present), Mike feels we already have sufficient background about a prior HOA policy was adopted and can refer to those minutes. A member suggested we put in a clause that current P&P supersede any prior procedures. Rob made a motion to put the DRAFT Policies & Procedures 2020-1, 2020-2 and 2020-3 on the website and then vote on them during the December meeting, seconded by Mike. Vote was taken and unanimously approved. This will invite comments from members. It was discussed that the P&P Manual will hit the important areas that have an effect on the members or financial matters.

Regarding changes to the CC&Rs, discussed sending an email to all members to see if they are interested in doing it. As discussed previously in the October meeting, if we do not receive enough interest, we may not want to spend the time and money if it does not appear we would be able to get 2/3 required vote. Also, we need to see what Iron County and BLM are willing to do regarding the road before any changes are made. Once we have a clear idea on the changes we want to make, then we can advise the members of the reasons why the board thinks modification of the CC&Rs are needed. The best time for a mass mailing may be at the time of the annual meeting when ballot packages are sent to each member. We will continue to keep this on the agenda for ongoing discussions.

3. **PRESIDENT'S REPORT**- Mike advised that he, Larry Miracle and Reggie attended the Iron County Planning Commission meeting November 5 about re-zoning the area formerly in CH Town now that it is returned to Iron County. The Planning Commission is doing their due diligence to make a good decision on the zoning. It looks like they will go back to the zoning prior to CH becoming a town. Most parcels will stay at A20 and the owner would be able to file a request for R5 with proper engineering to support it. Mike spoke at the PC meeting and brought up that the bike & hike trailheads put in by BLM and the main road is designated an ATV trail which brings a lot more traffic with no contribution by anyone other than the HOA for maintenance, improvement and snowplow. Mike asked the PC if these agencies are willing to contribute to the cost of maintaining the main road. Commissioner Paul Cuzzens said he would be addressing these issues with the Iron County Commissioners. Tomorrow, Mike & Reggie will be attending a meeting set

by Reed Erickson with Paul Monroe of CICWCD to discuss water quality, as well as maintenance and snowplow of the road to the water tanks. Mike said we will continue to attend Iron County Commissioner meetings and keep the dialogue ongoing regarding the roads.

#### **4. COMMUNICATIONS**

A. With members- Discussion about sending a newsletter with important information about the community i.e. dogs, update on road, dumpster etc. Many of the members do not read the information already put out. If we do, keep it short with bullet points on issues. Mike brought up liability issues when board members pull people out of ditches, unless we have the people sign a release of liability. Stephanie purchased some welcome baskets that she will fill with information including fire wise brochures, Cedar City activity information, a mug with cocoa, etc. Rob made a motion to set \$20 or less per welcome basket, seconded by Jim. Vote was taken and unanimously approved.

B. With Iron County – Discussion about notifying Iron County about the litter and large items left around the dumpster which is located outside the HOA boundaries. The sheriff has started patrolling the areas with the pullouts due to drug use. We should refer to the appropriate agencies for these type issues.

C. With attorney- there has been no activity. Mike will email the ARC Form to the attorney for review.

#### **5. COMMITTEES:**

##### **A. Financial**

1. Discuss/Motion/Vote- current invoices. \$19.24 for Iron County property tax. Mike made a motion to approve, seconded by LynAnn. Vote was taken and unanimously approved. The Bulloch invoice \$3797 for sanding, plow and pea gravel. Previously, we were never charged the supervisor fee. (\$340). Mike will get a bid from another company to deliver the pea gravel as that charge appears high. Rob made a motion to pay the modified bill, after Mike negotiates it with Ray, seconded by Mike. Vote was taken and unanimously approved. Mike will email the corrected bill to the board.

Discussion about cost to plow to RT Hand Canyon from the meadow and receive reimbursement from Linford. Ray said a light snowplow will cost about \$200 up/back and heavier snow will be approximately \$300 more. Mike will discuss the cost to plow the road to the water tower in the meeting tomorrow with CICWCD for possible contribution from them.

There is no way to run up the block heaters at the bottom of the hill, which costs us 1+ hour to warm up the hydraulics. If the equipment was plugged in near the top, it would reduce our bill about \$380 and Bullochs would then be able to plow downhill on the first run which has advantages. Linford offered a place on his property above the subdivision for Bullochs to stage his equipment and have access to power. Linford would donate the power and area in exchange for Ray to plow that road. There are some issues to consider. It would not be right to leave a high snow pile on the road up to RT Hand Canyon. There is enough open area to create a turn around spot near the meadow because we always wind up with

snowmobiles and trailers parked that block access to some of the homes. Ray will talk to Linford to see if it works out. Ray said up to a foot of snow, his driver would be able to get up to the top where the equipment would be located using the sander truck with chains. If there was major drifting, that may be a problem. The key is not to let the snow get that deep as excessive snowplow time comes if he can't push it with the grader. If there is 5-6 inches of snow, plow should be around the highest road use time. If the grade is plowed and sanded by 7am, it will avoid the cars going in the ditch.

Discussion about getting a long term contract with Bullochs if it will reduce some of the rates. Also, that is what Ray wanted to purchase a snowblower. Problem is there is the unknown of what material and fuel will cost and Ray may want a higher rate up front or a fuel surcharge to cover the potential increased costs. Also, mobilization costs are weather related. If there is a stretch of bad weather, it is easier for Ray to have the equipment chained up on the mountain. If the snowfall is less, Ray will want to use the equipment for other jobs.

2. Discuss/Motion/Vote- Procedure for delinquent accounts; obtain fee schedule from Justin Waymant to compare with Jenkins-Bagley. Mike will speak with Justin to get the information. Jim moved to table until next month after more information is received, seconded by Mike. Vote was taken and unanimously approved.

Reviewed the Management Financial monthly report.

3. Discussion/Motion/Vote 2021 dues. Discussion about collecting dues once only in January. Our current financial situation does not justify an increase. Mike made a motion to keep the dues at \$600, seconded by Reggie. The board is managing the money carefully and not overspending our bank account which allows us to carry over a surplus to the following year in case an emergency occurs.

Mike suggested we create a QuickBooks account for the sander and put the \$1800 received from the sale of the old sander. It is likely we will need to replace it in 5+- years at a cost of around \$9000. Rob made a motion to add \$1500 annually in November going forward and Jim will draft a Policy & Procedure. LynAnn seconded the motion. Vote was taken and unanimously approved. Mike will have Elaine help establish the QB sander account.

## **B. ARC**

1. Establish ARC Committee- tabled

2. Discuss/Motion/Vote ARC applications:

Nelson **Block 9, Lot 1 1247 E Cedar Highlands Dr. *Still needs ditch cleanup and seeding. The Deposit is not being asked for at this time.***

Nye **Block2 Lot 15 1951 S High Cedar View Dr.** Project for an attached garage is complete and has been inspected. Mike made a motion to refund the \$1000 Deposit, seconded by Reggie. Vote was taken and unanimously approved.

Structures approved and under Construction:

Getman **Block 9, Lot 7 2057 S High Mountain View Dr.** Application for an attached garage to match existing home. Work is progressing.

Callahan **Block 2 Lot 3 1811 High Cedar View Dr.** *Approved at October meeting subject to check submittal. Impact fee and deposit are paid as of Oct 23, 2020. Working on a Building permit.*

Williams **Block 2 Lot 34 1005 E Cedar Highlands Dr.** Application for Storage Container with siding to match house and roof to match also. Approved formally at October Board Meeting. \$250 Impact fee and \$1000 deposit paid. Container is now onsite.

Nelson **Block3 Lot 11 2016 High Juniper Dr.** Application for Log Home approved at October Board Meeting. \$1000 Impact fee and \$3000 Deposit submitted. Waiting for Building permit.

Nelson **Block3 Lot 12 1982 High Juniper Dr.** Application for Log Home approved at October Board Meeting. \$1000 Impact fee and \$3000 Deposit submitted. Waiting for Building permit.

New Construction needing approval:

Cole **Block 9 Lot 1 1247 E Cedar Highlands Dr.** A new application submitted for detached garage. The original application was rescinded, although the construction was tentatively approved during October meeting with certain modifications. The new application specifically states wood siding and roofing to match the house. Engineering is part of the Building Permit process to address the snow load. Impact fee and deposit check received, awaiting approval to be deposited. Mike made a motion to approve, seconded by Rob. Vote was taken and unanimously approved.

### C. Roads

1. Establish protocol for snowplow- Already discussed earlier in meeting. If Ray plows the main road up to the top and plows upper section of the HOA, it costs around \$1000 to run the grader on the secondary roads on his way out. If there are 3-4 inches on the secondary roads and 6 inches at top, it may be more effective to blade the roads so it does not turn into mud and cause damage. The road also dries out quicker if the snow is removed. Jim will draft a Policy and Procedure for snowplow. The call for snowplow when there are 6 inches at top row of homes. If the forecast at night is for snow until morning, a call is made to Ray to start the plow around 4-5am. If there is a doubt, Mike will drive the subdivision before 5am as it is best for Ray to get crew out by 5.

2. Discussion/Motion/Vote on Bullochs repair bid for culvert cleaning and other repairs for \$35K emailed to the board. Board members felt the bid was more than we want to do before snow season. Discussion of the work that needs to be done to dig out the ditches filled with silt and clean the culverts blocked. Rob made a motion to approve the proposal for \$2760 (or less if mobilization fee could be negotiated) to clean culverts & ditches, seconded by LynAnn. Vote was taken and unanimously approved.

Mike will go through the subdivision with Ray to check where the culverts should be added or fixed to correct the drainage.

Discussion about the berm on High Mountain View & High Oak which diverts the natural flow of water and causes road damage. Over the winter, Mike will have discussions with the member. It will cost approximately \$5K to fix and also involve BeeHive to move utility lines as they are laying on top of the ground.

Mike has advised Ray that any work done by a homeowner in the HOA easement area must first be approved by the board.

3. Discussion about negotiating 5-year or other long term contract with Bullochs; use of snow blower. Also discussed earlier in meeting. Ray advised Mike he was looking for a used snowblower that he could acquire. If we are able to agree on a rate, with a fuel surcharge if fuel prices increase, that may be in our best interest and easiest to manage. We will continue the discussion as long as Ray is willing to invest in equipment.

We should consider obtaining ONE WAY or DO NOT ENTER signs when certain areas have only 1 lane plowed. Jim will look for signs. Discussion about the cost for the grader to make multiple passes so the snow is moved into the ditches and keep the road 2 lanes. That may also help reduce the cost of spring cleanup. Ray said he has 300 snow sticks that he is willing to give them to the HOA for free.

We also previously discussed a community project to put in snow fences near Manny's property to minimize the drifting. We could probably get the entire project done for under \$1K. Downside is we would need to take it down after snow season and replace it in the fall. It lasts only a couple of years. The homeowner is not happy with the orange fencing. Will explore other options.

D. **Fire & Safety** – Paul Starks offered to assist with Fire Wise next year.

E. **Website** - tabled

F. **Water** - tabled

6. **MEMBERS QUESTIONS**– Open Discussion. All questions previously addressed.

7. Date and Time for Next Meeting – Wednesday December 16 as CICWCD meeting is the 17<sup>th</sup>.

8. ADJOURN to Executive Session- not held.

Respectfully submitted by Regina Tashjian, HOA Secretary