

CEDAR HIGHLANDS HOA BOARD MEETING MINUTES

252 N 200 W, Cedar City, UT

January 22, 2020 at 6pm

APPROVED

1. **Welcome/Quorum established** – Mike Brask called the meeting to order. Board members present were LynAnn Imlay, Jim Hilton, Rob Shelton and Regina Tashjian. Other members in attendance were Bruce & Claudia Evans, Kevin Bridges, Susan Allman, Monica & Tom Wooten, Jim Newberry, Jeanne Shelton, Rick & Lori Silva and Linford Nelson.

LynAnn made a motion to approve last meeting minutes, seconded by Rob. Vote was taken and unanimously approved.

2. **PRESIDENT'S REPORT** - The old sander was sold for \$1800. The Bill of Sale says sold AS IS. As the new sander was purchased through donations from members, Mike suggested starting an account in Quick Books for Equipment Fund that we could put money aside for the future when we need to purchase a new sander, rather than pour money into repairs as we did with the old one. We will have Elaine help us set up the account. Jim made a motion to budget \$1k a year and transfer into the Equipment Account so we have the money set aside to purchase a new sander when needed. LynAnn seconded it. Vote was taken and unanimously approved.

3. **NEW BUSINESS**

A. Discuss/Motion/Vote- Board position temporary vacancy. LynAnn and her husband will be going on a mission beginning April for 6 months. If there is internet availability, LynAnn could participate via email and FaceTime at the meetings. Discussion about whether the vacancy should be filled. LynAnn said she will do whatever is best for the HOA Board. The Board will need one other check signer while LynAnn is gone. Mike will go to the bank and become a check signer. It was agreed that LynAnn is very valuable to the board and she will be able to give opinions on issues via email, which then can be absorbed prior to any vote. Mike made a motion to retain LynAnn on the board and communicate via internet & FaceTime, seconded by Jim. Vote was taken and unanimously approved.

B. Discuss/Motion/Vote- Governing Documents Violations; warning letters and list of questions for Bruce Jenkins. It was discussed that per CC&Rs, 30 day rentals must be reported to the HOA Board. If property owners re-rent the property to another guest within a 30 day period, it remains a STR violation of the CC&Rs.

Reviewed the documentation for a 2nd reservation over New Years for Block 8, Lot 16. The first fine has not yet been paid. We will begin assessing interest. A second invoice for the first fine was resent with the HOA dues. Bruce Jenkins advised that he believes we will prevail if taken to court, with the evidence we possess. We also can assess attorney fees in addition to the fines and interest. Jim made a motion to send the 2nd fine to owners of Block 8, Lot 16, seconded by Mike. Vote was taken and unanimously approved.

Questions on fines discussed. Regina will email list to Mike to forward to Bruce for clarification. Block 3, Lot 1- R1 residential has a 2nd residence that is being marketed and used as a STR that is advertised having a kitchen, bathroom, etc. Article VIII, Sections 1, 2 & 9 are applicable. This is also a zoning issue. Jim and Rob will talk with the owner after the CH Town Council meeting. Regina made a motion to send a warning letter that will be drafted by Mike, regarding the violation for the 2nd residence, seconded by LynAnn. Vote was taken and unanimously approved.

4. COMMUNICATIONS

- A. With members - 2020 HOA Dues invoices have been mailed.
- B. With Town - Ray Bulloch told Mike that he would rather get out earlier to plow because it takes longer to plow if there is drifting or the snow gets harder/crusty and much easier when it is powder. It is best to stay ahead of it and look for problems like drifting to decide when to call Ray for a plow. Ray wants to be notified by 4-5 am in order to get started to open the road.
- C. With attorney – covered during new business

5. COMMITTEE REPORTS

A. Financial

- 1. Expenses for review and approval: Regina- Postage and mailings of 2020 dues \$111.95; \$663 to JenkinsBagley; \$625 to Elaine Madsen for accounting. LynAnn made a motion to approve these bills, seconded by Regina. Vote was taken and unanimously approved. LynAnn met with Robert Cox of HintonBurdick to discuss their final bill for \$1503.74. After discussion, LynAnn made a motion to pay HB \$1103.74 which is their most recent bill less the \$400, we believe is an overcharge. Mike seconded the motion. Vote was taken and unanimously approved.
- 2. 1099s, use of new CPA- Elaine has completed the 1099s and helped Rob and Regina get the errors in QuickBooks cleaned up and brought up to date, in addition to training. We wrote off small interest on the accounts to clean up QuickBooks prior to printing invoices.
- 3. Delinquent dues collection- Franchi is up for sale. Giancaspro will be filed in small claims court after the due date for 2020 dues.
- 4. Postage online- Jim suggested getting stamps online to save some money for our mass mailings. We should look into it further for the annual meeting ballots and 2021 dues. Some mailings require tracking. Jim believes it is a subscription that would not cover special mailings.

B. ARC

- 1. New Applications for review and vote- none
- 2. Status of existing construction- no change for the following:
Block 2, Lot 32; Block 2, Lot 10; Block 9, Lot 1; Block 3, Lot 10; Block 8, Lot 12; Block 4, Lot 1; Block 9, Lot 7
Block 6, Lot 12 Swann- shed. Application was submitted and reviewed by Jim. LynAnn made a motion to approve the ARC submission, seconded by Regina. Vote was taken and unanimously approved.
- 3. Jim reviewed his draft of notice letter about parking RVs on the property (Article VIII, Section 9) from November 1 through April 30 each year. Will put it on February agenda for vote.
Reviewed the draft letter to be posted on the HOA website regarding resuming ARC impact fees, voted on during the December 2019 board meeting. Mike made a motion to approve and post, seconded by Jim. Vote was taken and unanimously approved.

Reminder:

All residents are reminded of the CC&Rs requirements when building or making any exterior improvements/additions/changes to their structure(s). CC&Rs and the forms to submit are listed on the HOA website.

www.cedarhighlandshoa.org

C. ROADS

1. Protocol for road closures- Rob is working with Jim to prepare a plan to use in different situations/emergencies or in the event of road closures. We need to communicate closures with the members. Rob has spoken with the Iron County Emergency Management Coordinator. He advised that the county has the equipment to help us in an emergency. The biggest concerns are in the event of a fire. He would like to attend an HOA meeting to address this issue with the members. April may be the best time for that. Rob will email the draft of his plan to the board for review.

Due to a recent event that caused a lot of damage to a side road from a double rock truck that got stuck in the mud, Mike asked Linford for suggestions on how to work with builders about managing heavy equipment during bad weather or muddy conditions. Linford said to speak with the contractors, but often they do not have control of scheduling equipment or subs.

2. Purchase of A-frame/road closure signs- part of the planning Rob & Jim are working on.

D.FIRE & SAFETY - due to winter weather, nothing at this time. Safety regarding the roads already discussed.

E. WEBSITE- Jim is waiting for bios from Regina and Mike.

F. WATER- website did not notify Jim of the January 16 meeting. Much of the discussion is about the new tank. Within 6-10 months, we can expect some activity about an additional tank. Jim has not yet spoken with anyone at CICWD about money for snowplow to the tank.

6. **MEMBERS QUESTIONS**– Open Discussion. A member asked about the procedure to burn a pile of wood. DNR advised them that they would give them a permit to burn, which differs from how this has been done in the past. DNR would advise us when they will come up (enough snow on the ground and no wind). Jim said he would follow up with Paul Starks who has a direct line with either John Schmidt or Ryan Riddle of DNR and get updated information.

7. Date and Time for Next Meeting – February 19, 2020 at 6pm

8. ADJOURN- meeting adjourned at 8:02pm

Respectfully submitted by Regina Tashjian, Secretary