

# CEDAR HIGHLANDS HOA BOARD MEETING AGENDA

Wednesday, June 24, 2020 at 6 PM

Virtual Meeting

**APPROVED**

1. **Welcome/Quorum established** – Mike Brask brought the meeting to order. LynAnn Imlay, Jim Hilton, Rob Shelton and Regina Tashjian attended. Other members in attendance were Ann Bersi, Kevin Bridges, Tom Wooten, Larry Miracle, Susan Allman, Greg Pierce, Manny Mosqueda and Paul Huddle. LynAnn made a motion to approve May's meeting minutes, seconded by Rob. Vote was taken and unanimously approved.

2. **PRESIDENT'S REPORT** – Discussion about the main road above the 17% grade. Jim spoke with Paul Starks about Linford's offer to donate material which should eliminate a lot of the dust. Suggestion to get a bid from Ray Bulloch as he has the equipment needed to do the project properly. Discussion about having the water truck periodically wet down the road to decrease the dust. The entire board attended a meeting today hosted by Utah Dept of Natural Resources, Iron County Emergency Preparedness, BLM and Cedar City Fire Dept was very encouraging. They are doing clearing out of the fuel load below us. The materials they furnished the board would be a good way to educate the new owners. FireWise brochures that we already have could be given as a welcome kit.

### 3. **NEW BUSINESS**

A. Discuss/Motion/Vote- Discussion about going through the old HOA boxes of materials that each board member currently has and make digital copies of pertinent information for future boards. We currently have all the primary minutes from 2009 to present up on the HOA website. Mike found a good water study that was done years ago that addresses water and drainage issues. After everyone has gone through their boxes, we can have a work meeting to sort and organize what may be worthwhile keeping. We can have ImagePro scan and index it to easily access information. A thumb drive may be the best way to keep it. Treasury has binders of old records and will maintain records/receipts 7 years or less. ARC will permanently keep all records on each property regardless of age. Any studies (i.e. water, geology, etc) performed in the subdivision should be permanently kept. Once we have the records we intend to keep, we can obtain an estimate from ImagePro for the cost to scan and index. Mike made a motion that the board members will go through the old boxes containing records and maintain 7 calendar years and under, except for ARC and studies performed which will be deemed permanent. After which we will obtain an estimate from ImagePro. Reggie seconded the motion. Vote was taken and unanimously approved.

B. Discuss/Motion/Vote- Changes/updates to CC&Rs and attorney expense to do so. Although it is a good idea, there is not enough time to get this done prior to submitting it for a membership vote at the annual meeting. Mike stated Jenkins Bagley advised there will be updates for 2020. We can explain the purpose and cost to the members and get their input if they are interested in updating the HOA governing documents. It was agreed that the board's top priority is fire and roads, which requires a lot of our time and attention. Jim made a motion to table changes

to governing documents to a later date, seconded by LynAnn. Vote was taken and unanimously approved.

C. Discuss/Motion/Vote- agenda items for annual members meeting- we will prepare cover letter for ballot and approve at next board meeting. Mike will follow up for a CPA to audit our financials. Mike will present the financials at the annual meeting rather than pay for a CPA to do so. Primary focus on the agenda will be roads and fire.

1. Discussed the proposed Ballot- it was agreed to change postmark date to August 28. One ballot per lot, as we did last year.

D. Discuss/Motion/Vote- updated Formal Complaint Form- LynAnn made a motion to approve, seconded by Rob. Vote was taken and unanimously approved.

#### **4. COMMUNICATIONS**

A. With members – Member asked for direct access to QuickBooks for dues payments. We are not currently set up to do it and the board agrees we will not change the format at this time and all payments will remain manual.

Manny will arrange for the meadow to be mowed, including upper meadow. There are a lot of rocks that are obstacles for the mower. We may be able to borrow up a dump trailer to pick up the rocks. It may be best to wait until it rains and the ground is soft. Manny will get some prices for mowing.

A member wants to use the meadow June 21, 2021 for his daughter's wedding that will be catered. We should consider a letter of agreement that the meadow will be cleaned. Discussion about requesting a deposit. Right now, board felt if the meadow was damaged or garbage left, it could be handled under the fine schedule.

B. With Iron County- dissolution of the town. Jeanne Shelton & Jim Byler are following up with the court in a few weeks. Iron County has not yet sent the necessary legal documents to the Lieutenant Governor as required. The court has not yet appointed a trustee for the town funds. The website and emails for the town have been closed down.

C. With attorney – we will ask Jenkins Bagley if they will be able to work with the delinquent dues' collections, and the members pay the legal costs. Regarding the delinquent dues on the house that will be auctioned in July, Manny said there may already be a lien on the property, but in foreclosure, HOA lien may not hold up. Mike called the attorney involved in the auction and was told that unless there is a judgment recorded against the property our HOA lien will not be paid. There probably will not be enough money to cover the outstanding debt on the property which leaves the HOA out anyhow.

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

A. Financial- only bill this month was the \$42.48 monthly debit for QuickBooks

B. ARC - No new applications or construction completions have occurred.

1. Review and approve revised Owners Construction Requirements Document. The board received via email the draft with changes made by Jim and some board members. Discussion about additional changes to the document and the need to have our attorney review it to be certain it is appropriate to use. Jim will finalize the document with the changes discussed. Mike made a motion to have

Jenkins Bagley review the final draft of the Owners Construction Requirements Document at the fee schedule agreement previously approved, seconded by Reggie. Vote was taken and unanimously approved.

Discussion about best way to deal with the members regarding drainage problems onto the roads and zoning violations. It was agreed to use the friendly warning letters previously approved by the board.

C. Roads – discussion about when to schedule the general grading we previously budgeted to help with the washboard on the main road. Mike spoke with Ray Bulloch and he felt the best time would be following a major rainstorm that softened the road and settles the new materials put down during the recent road repairs.

Discussion about plowing the road up to Right Hand Canyon and if it would cost less than doing major repairs caused by a lot of snow not plowed on the road. The cost of plowing that road is around \$1000 because that area gets more snow and drifting. The board should discuss this further with Linford as this area is not part of the HOA.

D. Fire & Safety - Discussion about the very positive meeting the board attended today with Iron County Emergency Coordinator, Cedar City Fire Dept, Utah Dept of Natural Resources and BLM about reducing the fuel load and also possible funding to improve the main road to allow easier access by emergency equipment. It was suggested we apply for a grant under the CIB funding for a fire station that CC Fire Dept would man. Rob & LynAnn will attend the county commissioner's meetings. Jim will work on the draft of the evacuation plan. Jim & Reggie will conduct the grant research and meet with the town manager in Enoch who applied for theirs.

E. Website – Jim put in a RED FLAG WARNING area on the web and FaceBook pages.

F. Water – CICWCD is adding a new water tank. Jim will contact them to obtain further information and discuss their reimbursement for snow removal this coming season. Trucks already in the upper meadow starting work.

6. MEMBERS QUESTIONS– Member asked about the fire season and if members are to do clean up on their own property. There is a massive awareness by the state, federal and local government about the need of our community and plan to do a disaster drill. It is a dry year with red flag warnings days. The chipper will be up in July or August.

7. Date and Time for Next Meeting – July 15, 2020 still virtual due to coronavirus

8. ADJOURN- meeting adjourned at 8:11pm

Respectfully submitted by Regina Tashjian, HOA Secretary

