

Cedar Highlands Homeowners Association Annual Meeting Highlands Subdivision, Cedar City, Saturday, August 18, 2007, 12:00 p.m.

The Cedar Highlands Homeowners Association held their annual meeting in the upper common area meadow of the Cedar Highlands subdivision, on Saturday, August 18, 2007. The meeting was called to order by President Jacqueline Tully at 12:00 p.m

Board Members Present: President Jacqueline Tully, Board Members Clive Newell, Linford Nelson, Manny Mosqueda, Bob Havens and Gary Rosenfield

1. **Welcome:** President Jacqueline Tully welcomed the members to the annual meeting and introduced the current Board members. President Tully thanked those present for their service to the Association.
2. **Approval of Minutes:** Richard Dickinson made a motion to approve the minutes of August 19, 2006. Marsha Synko seconded the motion. The vote on the motion was unanimous.
3. **Treasurer's Report:** Richard Dickinson, Board Treasurer, presented the Treasurer's report. A copy of this report is included in the minutes as an attachment.
Financial statements covering revenue and expenses for 2006 and the first seven months of 2007 were presented.
The "general" account is down from a year ago. Snow removal and road maintenance are our biggest expense. .
Mr. Dickinson went over various items in the report, including road costs, membership dues, collections and the costs of water system and road maintenance.
Mr. Dickinson mentioned that he added roads, streets and water @ \$1.00 on his report to acknowledge them as assets.
4. **Committee Reports - Roads:** Linford Nelson, chairman of the Roads Committee, presented his "Roads 2007" report. This information was handed out to attendees and is included as an attachment in the minutes. Gary Rosenfield, Co-Chairman of the Roads committee, spoke regarding the SID that did not get a clear majority vote from the previous year. He also stated that Iron County is not willing to move forward.

The Association members were presented with these three ballot questions regarding the roads:

- a. A special assessment of \$350.00 per lot to pay for road improvements. These funds, in addition to the road maintenance budget will be used to widen and improve the main road from town to Right hand Canyon Road. This vote did not pass. (29 voted in favor and 69 voted against)
 - b. A special assessment of \$164.00 per lot to pay for a survey of Greens Lake Drive from town to the beginning of the subdivision at the lowest cattle guard. Although the county offers no guarantees, this survey is required prior to further discussion with the county for improvement of this section of land. This vote did not pass. (26 voted in favor and 72 voted against)
 - c. If you prefer to continue with the current method of road maintenance, doing what we can within budget allocated yearly from annual dues, you have the option of voting yes for option 4 "status quo". This vote did pass by a clear majority. (69 voted in favor and 29 voted against)
5. **Committee Reports - Water:** Bob Havens reported for the Water Committee. Mr. Haven's chairman of the Water committee presented his "Water Update 2006-2007" report. This information was handed out to the residents and is included as an attachment in the minutes.
Mr. Havens stated that next Spring we should drill the well. There was also discussion regarding a water storage container. Bob Havens will contact Ryan Riddle to get information on an 180,000 gallon tank.

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6. **Committee Reports - Architectural:** Manny Mosqueda, chairman, reported for the Architectural Committee. Mr. Mosqueda presented the “Cedar Highlands Architectural Committee Report.” This information was handed out to the residents and is included as an attachment in the minutes. Currently there are 69 homes in the subdivision, with 9 of those under construction. Manny also stated that there are two other requests submitted.

Currently there are no specific guidelines regarding dumpster time limits. The CCR’s are being looked at and may be amended to outline requirements on this issue.

7. **Committee Reports - Fire:** Clive Newell reported for the Fire Committee. Mr. Newell thanked those members who had turned in the fire wise forms, and asked those present to remember to turn in all receipts for fire retardant devices and the number of hours spent in fire related work. These figures are used for matching grant monies. Mr. Newell, Chairman of the Fire Committee, presented the “August 2007 Annual Meeting Fire and Safety Committee Report”. This information was handed out to the residents and is included as an attachment in the minutes.

Mr. Newell did discuss the possibility of Cedar Highlands putting in a fire alarm.

John Schmidt from the Utah Division of Forestry was a guest and spoke to the residents about the extremely high fire danger all over the Southwest. He gave two words of advice “GET OUT”. The upper meadow will be used for an evacuation site.

The Utah Department of Forestry is treating lots now, by removing excess brush and trees that would fuel a fire. 150 – 200 acres have been treated in the common area. Approximately 50 lots have been treated to varying degrees. Those with homes on the mountain were encouraged to create a 35’ defensible space around their homes, and to thin out dead trees. The best thing for fire safety is to reduce the fuel available for a fire. Mr. Newell said the fire department will save homes if they can, but will abandon them if they are too difficult to save. Having the defensible space makes the home easier to save.

Mr. Schmidt discussed with the residents the amount of money in the form of grants that has been allocated. He complimented the community on all of our efforts and said that we are among the most efficient in submitting our In Kind Match forms.

8. **Miscellaneous Other Business:**

a. **Neighborhood Watch:** Mr. Mark Gowen, Iron County Sheriff, was a guest and spoke to the lot owners. He said that Neighborhood Watch is a great option to get residents involved so that we can fight crime together. He suggested that to make this more effective we should organize sections of the subdivision, elect block captains and create a phone tree. The sheriff would contact the block captains and vice versa. He said that we could go to www.nationalcrimeprevention.com for additional information. Judy Haeberle and Janet Webb volunteered to be in charge of this project.

Charlotte Bible voiced her concerns regarding owners who visit their homes only part of the year. Mr. Gowen stated that we could contact him at (435)867-7500 to register, and they would periodically drive by the residence. He also stated that motion sensors are inexpensive and effective tools.

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Janet Webb voiced her concerns about the people speeding through the subdivision. Mr. Gowen said to write down the license plate number and call it in and they will go directly to their house to address the situation, if the person reporting them files a complaint.

Response time depends on where the officers are at any particular time. Currently they have 2-3 officers for the graveyard shift and 4-5 officers for the day shifts.

Iron County does have an ATV ordinance that can be viewed @ www.cedarhighlandshoa.org

Linda Stetzenbach asked the Sheriff what could be done about barking dogs. He stated that the nuisance ordinance does cover that specific issue. The sheriff will come up but it is much harder in the middle of the day. Nuisance quiet hours are from 10 pm to 6 am.

There were discussions regarding “target practice” within the subdivision. Mr. Gowen stated that hunting with a firearm or a bow and arrow is not allowed. If we suspect that this is happening he said to contact (435) 867-7500 or after hours 867-7550 for an officer to be dispatched.

b. **Grazing of Livestock:** There was discussion on the topic of cattle grazing in the community to qualify for reduced taxes with Greenbelt status. To receive this benefit the animals should be in the community approximately 20 days per year. Grazing may also assist with fire abatement.

Glen Crawford motioned to allow no cattle in the community. Martin Haerberle seconded the motion. The vote on the motion did not pass.

Judy Haerberle motioned to allow grazing in the subdivision. Joy Mohatt seconded the motion. The vote passed by a majority, with two opposing.

c. **Respect you neighbors:** There was discussion about ATVs, with residents asking that riders please obey the posted speed limit.

Ron Reber asked if it was possible to lock the gate to the meadow (at the top of the subdivision) to reduce the number of non-owners driving in that area. The residents agreed to allow the gate to be closed but not locked.

d. **Thistles: Scottish Thistles are illegal in Iron County.** Please remove as many as possible. Please bag these thistles in plastic bags to keep the seeds from spreading. A weed supervisor is available through Iron County. The best time to remove the thistles is in the spring before they begin seeding again.

9. **Beehive Telecommunications Tower:** Prior to the August Annual Meeting, Association members were mailed a ballot as to whether or not they favored negotiating with the Beehive.

The vote passed by a majority to allow the Board to negotiate with Beehive. (59 voted in favor and 37 voted against. The ballot verbiage follows:

a. The construction of a telecommunications tower on our common area by the Beehive Telephone Company. After taking into account lot/home owner concerns from our past mailings, Beehive has agreed to move the switching building and proposed 40 foot tower from the originally proposed site near their current switching building location on High Mountain View Dr. to a site beyond the cattle trail approximately 400 feet to the Southwest of where their switching building currently sits. If a majority of the lot/home owners vote that they want the board to move forward with this project, then we will begin contract negotiations with Beehive after the annual meeting.

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- 10. Board Member Elections:** Vacancies were opened on the board for the position held by Dave Rowles, who resigned, and for the positions held by Linford Nelson, Manny Mosqueda, and Bob Havens, whose terms of office have expired. Mr. Nelson, Mr. Mosqueda, and Mr. Havens ran for re-election.

The meeting was opened to nominations from the floor. Jacque Tully nominated Beth Gaines. Ms. Gaines accepted the nomination. Glenn Crawford nominated Martin Haeberle. Mr. Haeberle accepted the nomination. Jacque Tully nominated Janet Webb. Ms. Webb accepted the nomination. The nominations were closed. Ms. Gaines, Mr. Haeberle, and Ms. Webb spoke for a few minutes on their experience and goals.

The ballots were filled out and counted. Martin Haeberle, Linford Nelson, Manny Mosqueda and Bob Havens were elected to the Board.

Adjourn: The meeting adjourned at 3:10p p.m.

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**Cedar Highlands Homeowners Association
Comparative Balance Sheets
As of July 31, 2007 and July 31, 2006**

	<u>July 31, 2007</u>	<u>July 31, 2006</u>
ASSETS		
Current Assets		
Checking/Savings		
General Checking Acct #468785	47,878.51	65,002.77
Money Market Account - 607564	19,099.20	18,711.47
Water Account #220871	<u>62,552.95</u>	<u>59,645.87</u>
Total Checking/Savings	129,530.66	143,360.11
Accounts Receivable	<u>11,802.00</u>	2841 8,961.00
Total Current Assets	141,332.66	152,321.11
Fixed Assets		
Equipment	1,994.07	1,994.07
Fencing Cost	31,262.56	4600 24,600.64
Gas System	211,220.85	211,220.85
Land - Common Area Parcels	1.00	1.00
Roadways	1.00	1.00
Street Signs	4,788.24	4,788.24
Telephone System	32,670.00	32,670.00
Water System	1.00	1.00
Water System Improvements	3,679.17	3,679.17
Less Accumulated Depreciation	<u>-1.00</u>	<u>-1.00</u>
Total Fixed Assets	285,616.89	278,954.97
Other Assets		
Water Rights	1.00	1.00
Water Source Protection	<u>1,577.52</u>	<u>1,577.52</u>
Total Other Assets	1,578.52	1,578.52
Total Assets	<u><u>428,528.07</u></u>	<u><u>432,854.60</u></u>
LIABILITIES & EQUITY		
Liabilities		
Construction Clean up Deposit	<u>21,750.00</u>	<u>20,750.00</u>
Total Liabilities	21,750.00	20,750.00
Equity		
Capital Contributed - Developer	3.00	3.00
Member Assessment Contributions		
Gas System Assessment	227,294.00	227,294.00
Telephone Assessment	<u>32,670.00</u>	<u>32,670.00</u>
Total Member Assessment Contributions	259,964.00	259,964.00
Retained Earnings	98,980.52	99,982.82
Net Income	<u>47,830.55</u>	<u>52,154.78</u>
Total Equity	406,778.07	412,104.60
Total Liabilities and Equity	<u><u>428,528.07</u></u>	<u><u>432,854.60</u></u>

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**Cedar Highlands Homeowners Association
Comparative Revenue and Expense Statement
For the Calendar Year 2006 and January through July 2007**

	<u>2006 YEAR</u>	<u>Jan - Jul 2007</u>
General Fund Revenue and Expenses		
Revenue		
Interest Income	1,896	2,142
Lien Fees	0	720
Membership Dues	45,210	49,675
Road Impact & Clean-up Fees	6,000	0
Snow Plow Driveways	1,860	4,100
Total General Fund Revenue	<u>54,966</u>	<u>56,637</u>
Expense		
Annual Meeting Expenses	215	130
Bank Service Charges	19	12
Board Meeting Expense	167	282
Insurance		
Liability Insurance	3,326	67
Total Insurance	<u>3,326</u>	<u>67</u>
Internet Service Fee	209	0
Licenses and Permits	0	72
Miscellaneous	12	0
Office Supplies	8	0
Postage and Supplies	707	91
Professional Fees		
Assessment Collection Costs	66	360
Legal Fees	298	737
Secretarial Service	1,682	0
Total Professional Fees	<u>2,046</u>	<u>1,097</u>
Reserve Study	740	0
Road Maintenance	36,778	22,042
Snow Removal	12,720	19,741
Taxes		
Federal	435	0
Real Property	1,000	0
State	76	0
Total Taxes	<u>1,511</u>	<u>0</u>
Total General Fund Expenses	<u>58,456</u>	<u>43,533</u>
General Fund Net Income	<u>-3,491</u>	<u>13,104</u>
Water Fund Revenue and Expenses		
Water Fund Revenue		
Water System Annual Assessment	16,500	33,000
Water System Impact Fee - Meter	27,500	4,500
Water Usage Fees	9,450	20,400
Total Water Fund Revenue	<u>53,450</u>	<u>57,900</u>
Water Fund Expenses		
Electricity - Pumphouse	503	770
Water Master	7,771	14,486
Water Meter Installation Costs	16,200	0
Water System Dues & Licensing	440	548
Water System Maintenance	23,404	2,490
Water Testing	2,644	380
Total Water Fund Expenses	<u>50,962</u>	<u>18,674</u>
Water Fund Net Income	<u>2,488</u>	<u>39,226</u>

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Roads 2007

-Goal of the roads committee - improve the subdivision and BLM roads for increased safety and access for emergency vehicles. Ultimately to county specifications if possible.

-If our roads are to county specifications and we have 50% occupancy then the county may take over maintenance.

-Issues with this plan that the roads committee has encountered so far include

-Cost to get roads to county specifications is significant

-Some portions of the roads are too steep to meet county specifications.

-our subdivision is deemed "summer use only" and winter maintenance may not be available through the county.

-According to Steve Platt, the county engineer our zoning requires pavement not gravel and many homeowners have shown a preference for gravel.

(Maybe a variance is possible)

\$164.00 special assessment - Goes towards an engineering study that may tell us if the BLM portion of the road can be brought up to county specifications.

\$350.00 special assessment - Goes into the general road maintenance budget for widening and improving all roads for increased safety.

Maintenance issues:

-All lot/home owners are responsible for maintaining the culverts and ditches that surround their property. Culverts need periodic cleaning to prevent backup and overflow that can wash out our roads.

-The speed limit is 15mph and 4WD is recommended at all times, failure to follow these rules either in cars or 4 wheelers leads to increased road damage and wash boarding.

Snow plowing

-Snow plowing fees this year will be a minimum of \$20.00 each time the driveway is plowed.

-There will be no one time plows, if you sign up for the service it is for the entire season.

-Snow plow forms and liability waivers (available on the internet) must be signed and returned by October 15th to fax number (435)662-4444.

-No snow plowing will be performed on any lot with out submission of this form.

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Water Update 2006-2007

Water Quality

- Some springs have been re-piped so that there are no leaks
- We shut off springs during runoff periods and flush before reinstatement in order to maintain purity
- A culvert was put in to prevent surface water from collecting over the spring 9 collection field.
- The water is frequently jar tested and chlorine tablets are added to the tanks to protect from bacteria and pathogens.
- A particulate analysis showed that our water sources were at “low risk”
- We have not had a positive routine bacterial test in over 2 years
- A filtration system using charcoal is recommended for homes with copper pipes.

Water system Maintenance

- The pressure reducing valves in the main water system are not all functional.
- Repair and/or replacement of PRV's in the main system is the water committees 1st priority this year and work is currently in progress.
- Cedar Highlands has received permission from the state of Utah to drill a well. The water committee plans to start drilling next year.
- 90% of the time our storage tanks have over 120,000 gallons in them. During peak usage or drought conditions our water storage is less.
- A 500,000 gallon concrete tank for increased storage is also on the list of priorities for our water system some time in the future.

Winter

- With our several weeks of sub zero temperatures this past winter several water lines froze. Extra material has been placed over these areas in an attempt to avoid this problem in the future.
- Water in the upper portion of the upper tank also froze and the water committee is looking into running electricity to that tank in order to use a floating heater. Another solution to this problem is a buried concrete tank that would not freeze.
- The pump house has 4 heaters on 3 separate circuits to prevent freezing and did not have any problems during this past cold spell.

Recommendations for Homeowners

- Make sure your home has a pressure reducing valve, if it does not have one installed.
- Make sure your water heater has an expansion tank, if not replace it or have one retrofitted.
- If you have copper pipes you may want to look into a GE filtration system to reduce leaching.
- Winterize your home by shutting off water, draining pipes and turning your water heater to “vacation” when you are not home.
- If you have not already, insulate over your water meter to prevent freezing.

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Cedar Highlands Architectural Committee Report

Chairman: Manny Mosqueda

1. There are **165 lots** in Cedar Highlands Subdivision.
There are **69 homes** with **9 of them under construction.**
2. New Construction fees are \$4,000.
\$3,000 is Security Deposit and \$1,000 Non-Refundable Impact Fee. Send check to Cedar Highlands Homeowners Association with the Lot & Block on your check. Contact the chairman of the Architectural Committee at 435-662-3333 to obtain the Owner's Construction Requirements and Building Application forms.
3. The Fee Schedule for new garages, out buildings or additions to existing homes is \$1,000 refundable Security Deposit and approximately \$250-\$750 Impact fee depending on square footage.
4. There have been 2 new construction approvals within the last 2 weeks.
Lot 14 Block 2 and Lot 18 Block 8. They should be building soon.
5. In 2006-2007 we also approved the construction of detached garages, additions, outbuildings, sheds, etc.

Remember to contact the Architectural Committee to obtain the application, fee schedule, and Owner's Construction Requirement form for changes in color or exterior additions to your home. Please return the completed applications prior to commencing your project.

6. **Dumpster key:** New homeowners can obtain one dumpster key from **Manny Mosqueda.**
Call 435-662-3333
7. **Neighborhood Watch Program:** Sheriff Mark Gower will give a short presentation with Q & A and fee.
8. Water meter hookup fees are \$4,500. Contact Bob Havens at 435-662-2990.
He issues certificates for the health department after receiving the request for hookup and the money is paid.

Reminder

Remember to contact the Architectural Committee and complete the Owner's Construction Requirements and Application forms prior to commencing construction.

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August 2007 Annual Meeting Fire and Safety Committee Report

1. **Per John Schmidt with Utah Division of Forestry “Fire conditions are currently extreme and unprecedented”.**
2. For up to date fire information visit [Utah Fire Info.gov](http://UtahFireInfo.gov). Double Click the Utah map fire symbol for detailed information about that particular fire.
3. In order for our community to continue receiving assistance from matching federal and state grant money we **must** continue to fill out and turn in all receipts and time. These forms are available on the CedarHighlandsHOA.org. Website.
4. Utah Division of Forestry to continue with lot treatments and fire breaks within our community. BLM will continue to treat areas adjacent to our community and burn slash piles during the winter months. BLM will treat BLM portion of the main Cedar Highlands road.
5. Southwest common area to be treated and used as a fire break. (Approx. 9 acres).

Evacuation

6. Evacuate immediately upon notification. Use upper common area meadow, Aspen grove on upper Right Hand Canyon Road. Fire department will meet us there. Do not block roads leading into or out of development. (Right Hand Canyon Road/Green Lakes/Cedar Highlands road or any other interior roads). Time is of the essence.
7. Evacuate pets and take plenty of water.
8. Use phone tree to alert all neighbors
9. Setup outside sprinkler system prior to evacuation. Do not turn on. Fire department will do this when necessary.
10. Move all combustible materials away from windows. Cover inside windows with aluminum foil to reflect heat.
11. Exterior vents should have metal screening on them to prevent sparks from entering attic.

Prevention

12. Continue to create and improve defensible space around home. At least 30 ft perimeter
13. Remove all ladder fuels. See brochures for more info.
14. Remove all dead vegetation from property.
15. Thin out vegetation.
16. Create firebreak around perimeter of property. (At least 10 ft. at property lines)
17. Replace combustible building materials with non- combustible building materials as much as possible. Turn in receipts for matching grant money.
18. Many lots were treated in last 12 months. All Cedar Highland HOA roads were treated within the right of way of approx 66ft.