

Cedar Highlands Homeowners Association Board Meeting  
2011 S. High Cedar View Drive, Cedar City, UT December 15, 2007 5:45 pm

The Cedar Highlands Homeowners Association Directors held their monthly board meeting on December 15, 2007 at 5:45 p.m. at 2011 S High Cedar View Drive, Cedar City, UT. The meeting was called to order by President Jacqueline Tully at 5:45 p.m.

**Cedar Highlands Board Members Present:** Clive Newell, Jacqueline Tully, Manny Mosqueda and Gary Rosenfield. Bob Havens was out of town but was reached via telephone to discuss the Water Report dated December 13, 2007.

**Others Present:** Richard Dickinson, Tom Kosakowski, John Tully, Stephanie Mosqueda and Beth Gaines.

The minutes were taken by Shelly Newell.

**A. Call meeting to order; Welcome and Introduction of visitors – Jacqueline Tully**

**B. Approval of Minutes:** Manny Mosqueda motioned to approve the October 2007 minutes with one amendment: Clive Newell spoke to John Schmidt with the Utah Division of Forestry regarding approaching the BLM about creating a 40 foot fire break below the subdivision on the BLM land. Clive Newell seconded the motion for this amendment. The vote on the motion was unanimous.

The October 2007 minutes were changed to reflect the amendment

**C. Financial Report –** Richard Dickinson attended this meeting and the 2008 Budget was discussed. A copy of the budget is included in the minutes as an attachment. There was initially considerable discussion on what water expenses we had last year and what potential expenses we should expect in 2008. The major projects slated for 2008 include replacement or rebuilding the 5 PRV's located under the roads throughout the subdivision and drilling a well in the upper meadow. Other continuing expenses include regular water quality testing and maintenance on our system. The board discussed several options to pay for these expenses. Rather than trying to create a special assessment at this time, the board decided to increase dues to cover the added costs.

Manny Mosqueda made a motion to not increase water fees. There was no second to the motion.

Gary Rosenfield motioned to increase the annual water assessment by 10%, up to \$220.00. Manny Mosqueda seconded the motion. The vote on the motion did not pass.

Clive Newell motioned to increase the annual water assessment by \$50 per lot, up to \$250.00 and water usage fees will remain the same. Gary Rosenfield seconded the motion. The vote on the motion passed by a majority vote, with Manny Mosqueda voting against.

The second part of the budget discussion concerned the general fund, which covers all road repairs and maintenance, as well as insurance, fencing, taxes, and any other non-water related expenses. Clive Newell motioned to raise the general fund by 15%. Gary Rosenfield seconded the motion. The vote on the motion was unanimous.

There was also discussion on the current insurance policy. Paul Leddy recommended that the homeowners association also carry an umbrella policy above and beyond the Liability and D&O policies. Paul has done significant research on the best policy and has recommended a policy with American Family Insurance at the cost of \$5,000.00.

Gary Rosenfield motioned to approve an additional \$5,000.00 for \$5 million additional liability insurance. Clive Newell seconded the motion. The vote on the motion was unanimous. Per Richard Dickinson - this amount is still within the budget.

**D. Beehive Telephone** – Jacqueline Tully updated the board, stating that our lawyers have spoken with Beehive, and they have agreed to a permanent hold on the summons response requirement. A new agreement will be drawn up by Beehive. Once our lawyers receive the new contract the board will have an opportunity to review it.

**E. Committee Reports**

**1. Fire**

a. Per Clive Newell, at this time, there is no new information to report at this time.

**2. Water**—Bob Havens

a. The Water Report was distributed to board members. A copy of this report is included in the minutes as an attachment.

b. Tom K. stated that he thinks the water committee, with the aid of Teri Smith, should be able to rebuild the PRV's rather than have to replace them.

c. Patty Fauver, from the Department of Environmental Quality mentioned at the last water meeting attended by Bob and Tom K., that a regulation for the daily testing of chlorine may be enforced soon. Daily testing of water would be difficult with our current system. Bob and Tom are looking into the possibility of an automated system.

**3. Roads** - Linford Nelson

a. The Roads Committee is going to prepare an outline reviewing how they would like to utilize the road budget this year. This outline will include areas that need to be widened as well as ideas for improving the surface of the road.

b. At the last meeting, Linford Nelson said that he spoke with Roger Murie who suggested that we pull the gravel from the side of the road back to the middle of the road. This would cost \$1,600.00. The Board agreed that this would be a good idea if it was done while the road is damp enough for the gravel to become embedded, rather than immediately sliding off. This will be included in the road committee outline.

**4. CC&R's** - Ann Bersi, chair; Teri Saa

Ann was not present to make a report.

**5. Architectural** – A document entitled “ARC comments for Dec, 15, 07 Board meeting” was distributed and is outlined below.

a. Linford submitted plans for a home on Lot 2 Block 4. It was approved on Nov. 14. It is a Log Home with a green metal roof. Linford paid a \$4,000 construction deposit (\$3,000 for Security Deposit & \$1,000 as an impact fee.)

b. Linford submitted plans to build an RV Garage for the Stetzenbachs on Lot 4 Block 10, Just SW of their home. It is 1230 sq. ft. on the main level and 1230 in the Basement. \$1,750 was received, (\$1,000 Sec Dep. \$750 impact fee.)

Approval was given subject to the height of the garage roof not being higher than their existing home roof. Linford said he would meet these conditions. The owners were notified.

c. Returned Sec. Deposit of \$1,000 to Martin and Judith Haeberle, Lot 12 Block 2.

d. Returned Sec. Deposit of \$1,000 to Doug & Elizabeth Templeton, Lot 4 Block 4.

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- e. Returned Sec. Deposit of \$700 to Paul Fife, Lot 4 Block 2. \$300.00 was retained due to the multiple requests from the ARC to keep a clean construction site.
- f. Returned to Linford Nelson Sec. Deposit of \$1,000 for Lot 5 Block 7 and \$1,000 for Block 9 Lot 8.
- g. Signs in subdivision: Notices with a deadline were sent out for homeowners and real estate agents to remove non-compliant signs. Most have been removed.
- h. There are 70 homes in the subdivision. This number includes 7 under construction + 2 new garages.

**F. Other Business**

- 1. Erin O'Boyle sent an email to Jacqueline Tully regarding the CHHOA minutes, asking whether they are public or private. The Board agreed that they are public record.
- 2. Jacqueline Tully is going to speak to the Sheriff regarding the Aragon dog issue. The Board will send a letter to Mr. Aragon regarding three attacks on dogs by his dog.
- 3. Neighborhood Watch – to be discussed at the January 2008 meeting.
- 4. Checking the addresses of current subdivision lot owners should be done annually prior to the HOA dues billing. Richard Dickinson will contact Gayona with Cedar Land Title to send an updated list.
- 5. Manny Mosqueda motioned that our legal name should be Cedar Highlands Home Owners Association, Inc. Gary Rosenfield seconded the motion. The vote on the motion was unanimous. Our attorney will now be our registered agent.
- 6. Linford Nelson mentioned that he would like the meeting to be held on the 3<sup>rd</sup> Saturday of each month unless there is no quorum. This was agreed upon by all members present.

**G. Time and place of next meeting**

- 1. The next meeting date is:
  - a. Saturday January 19, 2008, 6 p.m.  
The home of Clive and Shelly Newell  
2323 S. High Aspen Drive  
Cedar Highlands Subdivision

**H. Adjourn:**

Clive Newell motioned to adjourn the meeting, Gary Rosenfield seconded the motion. Meeting adjourned at 8pm.

## **Cedar Highlands Water Report December 13 2007**

### **Current Status on Water System**

1. As of December 4, 2007 water levels are 30 ft and spilling in both the upper and lower tank. The water is very clear in both tanks. Chlorine demand is met with 2 tablets per week per tank.
  - A. Chlorine is added at the spring 1 and 5 collection boxes.
  - B. Upper tank is being supplied by Spring 5 (<5 gpm).
  - C. Lower tank is being supplied by Spring 1 (>5 gpm)
  - D. Unapproved Spring #1A water is diverted to Crawford's pond.
2. Two meters were installed on High Juniper, November 16 and 17.
  - A. One meter required a tap into the main line.
  - B. The main line on High Juniper past the Tully residence was drained for this procedure.
  - C. Two more meters need to be installed.
3. Water output from the spring 7, 8 and 9 collection box at 2.5-gpm +- is primarily from the upper tank overflow.
  - A. By allowing the tanks to overflow, I am hoping to slow down the freezing.
  - B. The heater in the lower tank will be turned on before Christmas.

### **Government Water Tests**

1. Bac-Ti water tests completed in November and December were compliant with state regulation.
2. *Volatile Organics*, the two tests were compliant with State regulations but spring 5 showed elements that will require further testing. (Freon?)

### **Results of Sanitary Survey completed by the State of Utah on August 18<sup>th</sup>**

1. We received 91 demerit points of out 150. These are the points before any of the corrections. Have not yet received our demerit update.
2. The Spring 1 diversion has been enhanced since the survey and a diversion pond and dam have been built above the spring 1 / 1A collection field.  
John Chartier would like to inspect the pond and the dam.  
He is concerned that water from the pond may migrate into the spring 50 feet below.
3. I am looking into a simpler way to chlorinate our water.

### **System Problems and Resolutions**

#### Lower pressures on the lower water system

1. Still have not been able to lower the lowest 1/3 of the distribution system.  
Cedar Highlands most West PRV shut closed. Water crept past a gate valve by Haeberle making calibration of the fore mentioned PRV impossible.
2. I may be able to calibrate this PRV allowing the proper pressures to 80% of the lower third of the system
3. A low flow bypass PRV and a two 4 inch (fire flow) are assembled, calibrated and ready to be installed in a vault.

4. *Two 4-inch (fire flow) rebuilds and two 1 ½ inch (low flow) rebuilds and the new pilots are purchased.*
5. *We need to install a new door on the pump house.*

## **Work Projects in order of importance**

1. ***Two Water Meters***
  - A. Next spring
  - B. I have 4-meter set-ups.
2. ***System Distribution Pressure***
  - A. Upgrade system to establish correct pressures system wide
  - B. Met with Sunrise Engineering Tuesday October 30, 2007.  
Manny was at the meeting.
  - C. Need to shut off water to rebuild and install new meters.
  - D. *A low flow bypass PRV and a two 4 inch (fire flow) are assemble, calibrated and ready to be installed in a vault.*
3. ***Spring 1A pump***

Needs for this 1 ½” pipe connection from collection box 1A to collection box 1, power from pump house to collection box 1A pump.
4. ***Upper Tank Heater***

Prevent freezing in tank and tank compromise by freezing.
5. ***New Well***

Where to dig well, power needs, storage needs, distribution to which tank.
6. ***SCADA – Supervisory control and data Acquisition upper tank.***

Remote monitoring of tank levels and distribution pressures.
7. ***Storage***
  - A. We are producing just enough for our limited winter demands.
  - B. A 500,000-gallon tank would be nice during fire times and a minimum at build out (150 homes?)
    - 150 homes X 350 gpd per home = 52,500 gpd culinary use.
    - 320,000 gallons storage / 52,500 = 6 days of storage
    - 820,000 gallons storage / 52,500 = 15 days of storage

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12/12/2007 8:47 AM

| <b>Cedar Highlands Homeowners Assn.</b>    |                       |                       |                    |     |       |  |      |
|--|-----------------------|-----------------------|--------------------|-----|-------|--|------|
| <b>2008 Calendar Year Budget Worksheet</b> |                       |                       |                    |     |       |  |      |
| <b>ACTUAL AMOUNTS</b>                      |                       |                       |                    |     |       |  |      |
|  | <b>Jan - Dec 2006</b> | <b>Jan - Nov 2007</b> | <b>2008 Budget</b> |     |       |  |      |
| <b>General Fund Revenue and Expenses</b>   |                       |                       |                    |     |       |  |      |
| <b>General Fund Revenues:</b>              |                       |                       |                    |     |       |  |      |
| Interest Income                            | 1,391.54              | 1,775.81              | 1,500              |     |       |  |      |
| Lien Fees                                  | 0.00                  | 120.00                |                    |     |       |  |      |
| Membership Dues                            | 44,218.75             | 48,839.03             | 57,115             | 165 | 301   |  | 115% |
| Road Impact & Clean-up Fees                | 6,000.00              | 0.00                  |                    |     |       |  |      |
| Snow Plow Driveways                        | 1,860.00              | 4,100.00              |                    |     |       |  |      |
| <b>Total General Fund Revenues</b>         | <b>53,470.29</b>      | <b>54,834.84</b>      | <b>58,615</b>      |     |       |  |      |
| <b>General Fund Expenses:</b>              |                       |                       |                    |     |       |  |      |
| Annual Meeting Expenses                    | 214.63                | 309.93                |                    |     |       |  |      |
| Bank Service Charges                       | 18.75                 | 11.50                 |                    |     |       |  |      |
| Board Meeting Expense                      | 166.85                | 422.80                |                    |     |       |  |      |
| Fencing Exp.                               |                       | *                     |                    |     |       |  |      |
| Officers Acts Insurance                    |                       |                       |                    |     |       |  |      |
| Liability Insurance                        | 3,326.00              | 67.00                 |                    |     |       |  |      |
| Internet Service Fee                       | 208.87                | 43.05                 |                    |     |       |  |      |
| Licenses and Permits                       | 0.00                  | 71.87                 |                    |     |       |  |      |
| Miscellaneous                              | 12.14                 | 290.00                |                    |     |       |  |      |
| Office Supplies                            | 7.96                  | 0.00                  |                    |     |       |  |      |
| Postage and Supplies                       | 706.80                | 108.25                |                    |     |       |  |      |
| Assessment Collection Costs                | 65.80                 | 360.00                |                    |     |       |  |      |
| Legal Fees                                 | 297.73                | 1,055.77              |                    |     |       |  |      |
| Secretarial Service                        | 1,682.00              | 0.00                  |                    |     |       |  |      |
| Reserve Study                              | 740.00                | 0.00                  |                    |     |       |  |      |
| Road Maintenance                           | 36,777.58             | 22,042.00             |                    |     |       |  |      |
| Snow Removal                               | 12,720.00             | 19,741.30             |                    |     |       |  |      |
| Federal Taxes                              | 434.71                | 417.73                |                    |     |       |  |      |
| Real Property Taxes                        | 1,000.39              | 0.00                  |                    |     |       |  |      |
| State Taxes                                | 76.00                 | 72.00                 |                    |     |       |  |      |
| <b>Total General Fund Expense</b>          | <b>58,456.21</b>      | <b>45,013.20</b>      | <b>-</b>           |     |       |  |      |
| <b>General Fund Net Income</b>             | <b>-4,985.92</b>      | <b>9,821.64</b>       | <b>58,615</b>      |     |       |  |      |
| <b>Water Fund Revenue and Expenses:</b>    |                       |                       |                    |     |       |  |      |
| <b>Water Fund Revenues:</b>                |                       |                       |                    |     |       |  |      |
| Water System Annual Assessment             | 16,102.10             | 32,000.41             | 33,000             | 165 | 200   |  | 100% |
| Water System Impact Fee - Meter            | 27,500.00             | 9,000.00              | -                  |     | 4,500 |  |      |
| Water Usage Fees                           | 9,753.15              | 19,350.61             | 19,800             | 66  | 300   |  | 100% |
| <b>Total Water Fund Revenues</b>           | <b>53,355.25</b>      | <b>60,351.02</b>      | <b>52,800</b>      |     |       |  |      |
| <b>Water Fund Expenses:</b>                |                       |                       |                    |     |       |  |      |
| Electricity - Pumphouse                    | 502.69                | 855.34                |                    |     |       |  |      |
| Fencing Exp.                               | 6,661.92              | 0.00                  |                    |     |       |  |      |
| Water Master                               | 7,771.15              | 19,385.79             |                    |     |       |  |      |
| Water Meter Installation Costs             | 16,200.00             | 0.00                  |                    |     |       |  |      |
| Water System Dues & Licensing              | 440.00                | 547.60                |                    |     |       |  |      |
| Water System Maintenance                   | 23,403.79             | 4,145.99              |                    |     |       |  |      |
| Water Testing                              | 2,644.00              | 769.00                |                    |     |       |  |      |
| <b>Total Water Fund Expenses</b>           | <b>57,623.55</b>      | <b>25,703.72</b>      | <b>-</b>           |     |       |  |      |
| <b>Water Fund Net Income</b>               | <b>-4,268.30</b>      | <b>34,647.30</b>      | <b>52,800</b>      |     |       |  |      |