

Cedar Highlands Homeowners Association Board Meeting
1927 S. High Cedar View Drive, Cedar City, UT February 16, 2008 at 6:00pm

The Cedar Highlands Homeowners Association Directors held their monthly board meeting on February 16, 2008 at 6:00 p.m. at 1927 S. High Cedar View Drive, Cedar City, UT. The meeting was called to order by President Jacqueline Tully at 6:10 p.m.

Cedar Highlands Board Members Present: Clive Newell, Jacqueline Tully, Manny Mosqueda, Bob Havens, Martin Haeberle and Linford Nelson.

Others Present: Tom Kosakowski, Judith Haeberle and Stephanie Mosqueda.

The minutes were taken by Janet Webb.

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

B. Approval of Minutes – Martin Haeberle motioned to approve the January 2008 minutes. Linford Nelson seconded the motion. After discussion to change the statement on 2-C of the January 2008 minutes to, “Solar power will not be an option for heating the upper tank,” the vote on the motion was unanimous.

C. Financial Report

1. The “Cedar Highlands Expenses January 2008” was presented to the board. A copy of this is included as an attachment to the minutes. An update was given stating approximately \$53,000 of the 2008 HOA dues has been received to date. Martin Haeberle motioned to approve the report. Manny Mosqueda seconded the motion. The vote on the motion was unanimous.
2. Martin Haeberle made a motion to send out delinquent notices to those who have not paid their 2008 HOA dues. Notices will be mailed on March 1, 2008 stating a 15% late fee will be assessed if dues are not paid within 30 days and a lien will be applied to properties after June 1st. Clive Newell seconded the motion. The vote on the motion was unanimous.

D. Committee Reports

1. Fire - Clive Newell

- a. The Utah Division of Forestry completed their first burn on Sunday, January 20, 2008. Due to high winds, the rest of the burning was not completed.
- b. A Wildfire Council meeting is still planned for April. The exact date has not yet been set.

2. Architectural – Manny Mosqueda

- a. Manny asked Linford Nelson if he had talked to Steve Green about the culvert on the road right-of-way. Linford said he had and would like to wait until after the snow melts to meet with Mr. Green at the property.
- b. Jacqueline suggested that builders meet with the Road Committee to get approval on driveway and right-of-way issues before construction begins.

3. Water - Bob Havens

PRVs:

- a. Jacqueline Tully congratulated the Water Committee for having their first official meeting. She hopes other Committees will follow suit.
- b. The Water Report was distributed to board members. A copy of this report is included in the minutes as an attachment.

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- c. Bob Havens stated that John Tully received estimates on the PRV vaults. One of the estimates is not being considered because the vault is round. The estimate for five (5) 6 x 12 vaults is \$27,000-\$30,000. \$2,500-\$3,000 has been spent on a new PRV and two (2) rebuild kits. Hopefully these previously purchased parts can be used during this project. There was some discussion over who will do the other work once the boxes have been placed.
- d. We currently have five (5) PRV vaults in the subdivision. The six inch Valve on Cedar Highland Drive in front of the Dickenson home has no shut offs above or near it. The closest place to shut off the valve would be at the tank. It needs a shut off valve placed to help the system run more smoothly during times of repair.
- e. Although there is plenty of work to be done on the water system, per John Chartier, not everything needs to be done right now. The Board recognizes that we need to stay within our budget. John Chartier has also requested that all Cedar Highland's water issues be communicated to him through John Tully.
- f. Manny Mosqueda made a motion that we do the 6 x 12 vaults around the five PRVs and as much other work as can be done until the \$30,000 budget is exhausted. The \$3,000 left over from last year's water budget can be used to insulate the vaults and for other work until those funds are gone. Clive Newell seconded the motion. The vote on the motion was unanimous.
- g. Per Martin Haeberle, the work on the vaults can get started in April of 2008. Tom Kosakowski has volunteered to oversee the project and make sure each vault is correctly positioned.
- h. Bob Havens will attend the Rural Water class scheduled for February 26 – February 29, 2008.

Frozen Pipes:

- a. The Board received a letter from Ann Bersi regarding her pipes freezing again this year. A ground heater was rented which did not help to thaw the pipes. A temporary hose was connected which also froze. Martin Haeberle made a motion that this Spring, when the snow has thawed, the section of pipe that continues to freeze will be dug up to determine the cause of the freezing, and be fixed, wrapped and reburied. Bob Havens seconded the motion and the vote was unanimous.
- b. Jacqueline Tully suggested the need to have large expenditures approved by the Board prior to commencement of work. Martin Haeberle said the Water Committee will come up with a procedure by next Board meeting.
- c. Linford brought up discussion of several lots having a hydrant without having a water meter, and the possibility of these hydrants having been placed originally to drain the system. The Water Committee will look into this and report back to the Board at the next meeting.

Well Discussion:

Martin Haeberle said he will work with Garth Green to create an action plan to install the new well. He expects to have this for review at the next Board meeting.

Misc. Water Discussion:

- a. Jacqueline stated there are errors in the report completed by Sunrise Engineering such as referring to Kane County specs. versus Iron County. Clive said the vault size of 4x6 needs to be changed to 6x12 for all vaults. Manny also brought up concerns that the report mentions our current water usage being based on our current 70 lots with homes on them, when we have 165 lots. This does not account for future growth.
- b. Jacqueline Tully suggested that Bob Havens talk to Dustyn Shaffer, P.E., of Sunrise Engineering and have the report amended to correct these errors. Bob Havens said the Engineer has already provided a letter dated January 10, 2008, regarding an error previously noted in regard to our tank size being 160,000 gallons versus the 116,000 gallons mentioned in the original report, and he will discuss the other issues with them.
- c. President Tully asked if anyone was going to be able to attend the water “Refresher Course” offered this month in St. George. Linford Nelson, Tom Kosakowski and Martin Haeberle stated they could not make it. She asked if anyone knew what type of certification Cedar Highlands needed to operate our water system. Tom Kosakowski stated we need one Water Distribution License. A person must pass a test, however, there are no requirements to attend specific classes to obtain this license. Bob Havens mentioned that the requirement is that you have one licensed individual who is available within one hour. President Tully suggested we try to get as many individuals as are willing to be licensed in order to always have back-ups. There is a water “Refresher Course” being offered in August in Salt Lake City. Martin Haeberle and Tom Kosakowski will try to clear their schedules in order to attend.

4. Roads - Linford Nelson

- a. Linford Nelson said that there will be discussion with John, Martin, Roger, himself and others regarding gravel allocation before it is done. Jacqueline Tully said they have received a bill from Roger for \$8,500. Today we were incurring additional charges for Roger as well as the additional truck @ \$75 per hour to push the snow back further on the roads. Jacqueline asked for clarification of whether Roger is “widening” the road, which she thought wouldn’t be done until the snow is gone, or “pushing” the snow further off the road. No clarification was received. Linford stated he thinks we are spending too much time and money on widening the road. The President’s concern is the remainder of the snow plow removal budget being enough to get us through the remainder of the snow season including November and December of 2008. She will be sending Roger a letter regarding the availability of remaining funds for the rest of the year and requesting that he use discretion when deciding what work needs to be done.
- b. It continues to be the Board members’ opinion that Roger can continue to plow private driveways of those not signed up through the Committee, charging his going rate as long as he is not billing the HOA for this time. A new problem occurred in which some homeowners have hired individuals other than Roger to plow their driveways and the work was not being done properly. This has caused other homeowners hardship as the snow was pushed out into the roadways and blocked some driveways

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as well. The Roads Committee will need to send these individuals letters regarding these problems.

- c. Another issue discussed was Contractor, Ty Bullock getting stuck in the snow and utilizing two hours of Roger's time to get him out. Gary Rosenfield will be asked to send Ty Bullock a letter to pay for Roger's time as opposed to the HOA being billed for it. If not paid, it is possible the amount be withheld from his deposit.
- d. Because of the liability responsibility, the Board felt that the owner of record with the Iron County Recorder must sign the Snow Plow Liability form.
- e. Steve Gray sent a letter to the Board asking if we would consider plowing the remainder of Right Hand Canyon Road (approx. six miles) since someone else has been plowing two miles of it. Linford Nelson said he was at the County Commissioner's meeting in which the person that had been doing the plowing was shut down. We will not be plowing Right Hand Canyon Road.

E. CC&R – Ann Bersi

Per note to Jacqueline Tully and Stephanie Mosqueda, Ann Bersi has stated she has reviewed all of the CC&R's and has made the changes to 10 of 17 pages, subject to Teri's review.

F. Other Business

1. Neighborhood Watch:

Janet Webb and Judy Haeberle reported work on a draft letter which will be typed by this coming Tuesday. Board members approved their request to forward the draft to President Tully to represent the Board on approval so it can be mailed to all Cedar Highland homeowners prior to the next Board meeting.

2. Beehive

The Board has heard nothing new from Beehive Telecommunications. We are waiting for Beehive to submit a new revised contract for our review.

G. Public Comment Period: No comments received.

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H. Action Items

- Correct last month's minutes that solar is not an option.
- Bob Havens to have the sunrise engineering report amended to correct all errors.
- Clive Newell to set date for the April fire meeting.
- Linford to talk to builder Ekker regarding right of way/driveway issues in cul-de-sac.
- Road committee to draft procedures for builders to meet with committee for approval of driveway and right of way issues before building begins.
- President Tully to have accountant send out delinquency notices with approved language for overdue 2008 HOA dues.
- Water committee to draft procedures to seek approval before large expenditures occur based on emergency of issue and cost.
- Martin Haeberle to bring draft action plan for future water well to next Board meeting.
- Ann Bersi Frozen water pipe issue to be resolved this Spring (after snow thaw).
- Linford Nelson, etal. to have gravel allocation plan prior to beginning work.
- President Tully to send Roger a letter regarding concerns of remaining snow removal budget.
- Road committee to send letters to individuals plowing driveways and creating other unacceptable road conditions and/or blocked driveways.
- Janet Webb to seek approval of Neighborhood Watch survey of interest draft from President Tully on behalf of Board.
- Janet Webb to produce and mail said letters to all Cedar Highland members.

I. Time and place of next meeting

1. The next Board meeting date is:

Saturday March 15, 2008.

The Home of Bob and Terry Havens

2017 S. High Mountain View Drive

Cedar Highlands Subdivision, Cedar City, Utah

J. Adjourn:

Clive Newell motioned to adjourn the meeting, Martin Haeberle seconded the motion.
Meeting adjourned at 8:10 pm.

Cedar Highlands Expenses & Deposits January 2008

Water Account:

SUU Water Testing	\$ 60.00
Rocky Mountain Power	\$ 130.91
Sunrise Engineering (flow chart, etc.)	\$ 3,000.00

TOTAL **\$ 3,190.91**

HOA Account:

Durham Jones and Pinegar (Lawyer)	\$ 158.00
HOA Board Meeting food for January	\$ 51.95
Roger Murie (snow plowing)	\$ 9,915.00

TOTAL **\$10,124.95**

Deposits:

HOA Dues Deposit 1/22/08	\$11,040.00
HOA Dues Deposit 1/25/08	\$12,064.00

TOTAL **\$23,104.00**

Cedar Highlands Water Report February 16, 2008

Current Status on Water System

- As of February 11, 2008 the water level in the upper tank is 30 ft. The lower tank level is around 25 feet; rising less than 1 foot per day recovering from the seal repair on January 8. The water is very clear in both tanks. Chlorine demand is met with 3 tablets per week plus per tank.
 - Chlorine is added at the spring 1 and 5 collection boxes.
 - Upper tank is being supplied by Spring 5 (>5 gpm).
 - Lower tank is being supplied by Spring 1 (<4 gpm). Decreasing 1 – 2 gpm/month.
 - Unapproved Spring #1A water is diverted to Crawford's pond.
- Water output from the spring 7, 8 and 9 collection box at 2.5-gpm +/- is primarily from the upper tank overflow.
 - By allowing the upper tank to overflow, I am hoping to slow down the freezing.
 - The ¾ inch lateral line from the main line to Ann Bersi's meter is frozen or plugged.
 - Defrosting the soil above this line did not open this line.
 - When I last ran water from her frost free, it ran for several seconds then stopped.

Government Water Tests

- Bac-Ti water tests completed in January and February 2008 were compliant with state regulation.
- The bac-ti tests were taken at the Leddy frost free and the Webb frost free.
- The free chlorine residuals were Leddy 0.6 parts per million, Webb 0.7 ppm.

System Problems and Resolutions

- Lateral freeze or plug of line to Bersi meter.
 - Defrosted road with new soil heating device available from Duane Lyon.
 - Will have to dig down to the saddle connection to inspect and repair.
- We need to install a new door on the pump house.

Work Projects in order of importance

- *Two Water Meters*
 - Next spring
 - I have 4-meter set-ups.
- *System Distribution Pressure*
 - Upgrade system to establish correct pressures system wide
 - We have received bids on valve boxes.
 - These vaults will be discussed for funding.
 - A low flow bypass PRV and a 4 inch (fire flow) PRV are assemble, calibrated and ready to be installed in the vault by the Green residence.
- *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.
- *Upper Tank Heater*
 - Prevent freezing in tank and tank compromise by freezing
- *New Well*
 - Where to dig well, power needs, storage needs, distribution to which tank

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➤ ***SCADA – Supervisory control and data Acquisition upper tank***

- Remote monitoring of tank levels and distribution pressures.

Storage

- We are producing just enough for our limited winter demands.
- A 500,000-gallon tank would be nice during fire times and a minimum at build out (150 homes?)

Fire Hydrants –

- No change.