

Cedar Highlands Homeowners Association Board Meeting
1123 High Cedar Highlands Dr., April 23, 2010 at 6:00pm

The Cedar Highlands Homeowners Association Directors held their monthly board meeting on April 23, 2010 at 6:00 p.m. at the home of Gary and Lauren Rosenfield.

Cedar Highlands Board Members Present: Linford Nelson, Clive Newell, Gary Rosenfield, John Tully, Manny Mosqueda and Beth Gaines. Janet Webb was absent.

Others Present: John Child.

The minutes were taken by Beth Gaines.

- 1. The meeting was called to order at 6:06 p.m.; Welcome and Introduction of visitors – John Tully**
- 2. Approval of Minutes:** Gary Rosenfield made a motion to approve the March 2010 minutes. Manny Mosqueda seconded the motion. The vote on the motion was unanimous.
- 3. Financial Report and Check Register**
 - A. Annual dues and current balances vs. budget--**Beth Gaines distributed copies of the 2010 Balance Sheet Budget Summary produced by Janet Webb. Year to date expenditure totals were added for each budget line item on the summary sheet for the Board's review. The most significant item has been snow removal, having spent \$36,155 year to date, with the budget estimate set at \$25,000. The March checking account reconciliations were reviewed. As of the March account reconciliations, \$107,487 in dues has been collected in 2010 for 140 of the 165 lots. Beth will provide a copy of the budget to Hinton Burdick and request they provide a monthly budget/expenditure report to the Board, and a report indicating delinquent dues with aging debt for placement of liens on property. Owners with late dues will be assessed penalties and interest as stated on the billing notice. For next month, a report comparing 2009's delinquent dues with 2010's will be provided, and will assist in determining whether quarterly or semi-annual payment cycles would be beneficial for dues collection. Beth will ask Hinton Burdick to set up a payment contract with each lot owner that has requested partial payments this year. Beth mentioned the Board's February decision to change the HOA payables list and check signing to once a month pending Board meeting approval (changing from twice monthly with payable lists emailed to all board members for review). Discussion ensued regarding balancing what is most desirable for timely vendor payment and sufficient Board review of payables. Beth made a motion to go back to twice monthly payables, with email review by all Board members, with the caveat that Board members be diligent to review payables lists and ask any questions promptly. Motion was seconded by Manny Mosqueda and passed unanimously.
- 4. Committee Reports:**
 - A. Fire – Clive Newell--**Janet Webb attended a meeting on March 22, 2010 of several entities planning the Emergency Event Drill involving Cedar Highlands subdivision, to be held on Tuesday, April 27, beginning at 9 a.m. It is critical that subdivision owners register their cell phones and/or home phones with the Iron County reverse 911 directory at www.IronCounty.net This is how we will be notified in the event of an emergency requiring evacuation (and for this drill). Notification by phone will direct residents on which evacuation route to take and where to meet up. Manny will post a notice of the upcoming drill on the Cedar Highlands website. The drill will be an opportunity for the agencies involved to see how well their emergency systems in place work, provide staff emergency event training, and help evaluate their agencies' emergency support budgets.

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Residents at home receiving the emergency evacuation call on Tuesday should leave as directed and meet at the church parking lot at 1120 W. Greens Lake Drive, taking care to drive slowly down the gravel road as there will likely be two-way traffic. Manny Mosqueda and George Mason will be present at the parking lot for any questions from residents or the agencies. Beth will send an email notice of the drill to owners on record.

B. Architectural Report – Manny Mosqueda

Manny reported there are still 71 homes in the subdivision, no activity.

C. Water Report –George Mason

- 1) **Recent break update-** Owners of Block 12 Lots 5-9 notified George March 20 they were out of water. After several days of searching for the leak with snow and bad weather hampering efforts, Manny located the leak on High Spruce Circle, lot 16. The leak was on the owner's side of the meter; water was turned off and Manny notified the owner. This is the second leak at this lot. Also, the 5 PRV's have been checked and adjusted as needed with assistance of Terry Smith of Rural Water. Normal water flow to the home on Block 6 Lot 8 has been restored after a winter pipe freeze.
- 2) **Power to well-** Still waiting for the County inspection, which won't take place until the snow melts away, hopefully within the next week. Within ten days of the inspection passing, the power should be on. John Tully will notify the electrical contractor that the service panel is leaning severely, and supports will have to be anchored in concrete.
- 3) **SCADA System-** The SCADA Remote Transmitting Unit (RTU) and antenna have been installed and is transmitting. The sensor for the lower tank has also been installed and will be calibrated when the tank is full.
- 4) **State DEQ Loan Update-** John Tully and Kelly from Nolte Engineering will attend the May 12 meeting of DEQ in Salt Lake City. Cedar Highlands' water system loan application is on the agenda.

D. Roads – John Tully – John met with Phil Schmidt (snow removal contractor) to discuss the need to improve drainage on the gravel road. Poor drainage has created a couple of serious erosion problems due to the extra heavy snowfall this season and plowing techniques. Beth made a motion to authorize spending up to \$500 for gravel to be delivered and spread at the dumpster and at the Taylor's corner to mitigate continually wet areas. Manny seconded the motion, which carried unanimously. John will coordinate the gravel application. The culvert at High Juniper and Cedar Highlands Dr. is plugged, and Linford Nelson will coordinate clearing out the mud and gravel.

E. The interior roads will need to be graded this year as no work was done on them last year. The main road needs considerable work as well, however, with the limited budget we have, we will prioritize areas according to hazardous conditions.

5. Other Business/Discussion –

A. Cedar Highlands Clean Up Day--Beth Gaines volunteered to coordinate efforts for a clean up day to be held in late July or early August. It has been two years since the last clean up day. Beth will email dates to Board members for their preference. Stephanie and Manny Mosqueda have volunteered to feed the crew afterwards.

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B. CC&R's. – Board members completed a revision discussion of the amended and restated CC&R draft provided by John Child, Ann Bersi and Charlotte Bible. John Child was present for the review, and assisted with many board members' questions and made suggestions for the document's amendment process. He will provide the revisions to Ann Bersi to make the recommended changes. The document will then be forwarded to Board members. Additional Board discussion will determine the exact process of providing the document to all homeowners for their review and the timeline for each step in the amendment process.

B. System to Acquire New Board Members- Gary Rosenfield provided the Board with an application form for potential new board members that will be used and placed on the website prior to the next annual meeting notice mail-out. The form asks owners to list their qualifications and interests in running for the Board and requests any potential conflicts of interest be disclosed in writing. The annual meeting will be held Saturday, August 21, 2010, set up at 10 a.m., meeting and lunch at 11 a.m.

6. Public comment period- No public was present at this time in the meeting.

7. Action Items:

- a) Beth to request a budget/expenditure report monthly from Hinton Burdick. Also request list of 2010 dues past due.
- b) Manny to put the Emergency Event Drill notice on the website. Beth to send email notice of drill to owners on record.
- c) Clive to call John Schmidt regarding additional brush burning this year.
- d) John to contact AC/DC Electric to fix the leaning power panel.
- e) Manny to review and post on website the water Customer Confidence Report.
- f) Linford to coordinate culvert cleanout at High Juniper Dr. and Cedar Highlands Dr.
- g) John to coordinate approved blade and gravel work with Phil Schmidt.

8. Date, time and location of May meeting: Friday, May 28 at Janet Webb's home.

9. Adjourn--Motion made by Linford to adjourn the meeting, seconded by Manny with unanimous vote. Meeting was adjourned.