

Cedar Highlands Homeowners Association Board Meeting
2323 S. High Aspen Drive, Cedar City, UT May 17, 2008

The Cedar Highlands Homeowners Association Directors held their monthly Board Meeting on Saturday May 17, 2008 at 6:00 p.m. at 2323 S. High Aspen Drive, Cedar City, UT. The meeting was called to order by Jacqueline Tully at 6:00 p.m.

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

Others Present: Tom Kosakowski, Judith Haeberle, Stephanie Mosqueda, Paul and Diane Leddy, Jim and Lee Shasky and John Tully. Elaine Monaco arrived at the meeting later.

The minutes were taken by Shelly Newell.

- 1. Call meeting to order. Welcome and Introduction of visitors – Jacqueline Tully.**
- 2. Approval of Minutes:** Clive Newell motioned to approve the April 19, 2008 minutes with one amendment. Please remove *“The Utah Division of Forestry will do chipping during the neighborhood clean-up day slated for Memorial weekend, Saturday May 24, from 10 to 3.”* Manny Mosqueda seconded the motion. The vote on the motion was unanimous.
- 3. Financial Report –** The “Cedar Highlands Expenses and Deposits April 2008” was presented to the board. A copy of this is included as an attachment to the minutes.

A listing of the nineteen owners (Who own of a total of 24 lots - 11 vacant and 13 with homes) who have not paid their 2008 HOA dues was presented to the Board. Jacqueline Tully will contact the accountant and instruct him to send final notices to these 19 owners. The notice will state that their bill will be sent to collections if not paid by July 1, 2008. Notices will be sent certified mail, return receipt requested.

Manny Mosqueda stated that the collection agency that Cedar Highlands HOA will be using is as follows:

Abraham Roth & Assoc Inc.
5640 Old Sunrise Hwy
Massapequa, NY 11758
877-482-2740

4. Committee Reports

a. Water—Bob Havens

1. Bob Havens was not present at the meeting. He did email the Water Report dated May 13, 2008 to all board members. A copy of this report is included in the minutes as an attachment.
2. Mountain Valley Excavation replaced two of the Pressure Relief Valves. Tom Kosakowski and Bob Havens were on hand to assist.
3. Tom Kosakowski recommended that we purchase one new PRV and we can rebuild the remaining two. Clive Newell motioned to purchase one new 4” PRV out of the 2009 budget. Manny Mosqueda seconded the motion. The vote on motion was unanimous.
4. On Bob Haven’s invoice there is a line item called PRV’s with an amount of \$350.00. Jacqueline Tully will speak to Bob to clarify what he was working on in regard to the PRVs.
5. Paul Leddy suggested that the Water Committee should write a job description for the Water Master, and that Bob Havens should also write his current job description.

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6. Bids are required for digging up the pipes at the Ann Bersi residence because of freezing last winter. Digging and repairs from the meter to the main road would be the responsibility of Cedar Highlands HOA; any probing from the meter to the house would be the responsibility of Ann Bersi. Martin Haeberle volunteered to get this bid plus additional bids for two water meters discussed last month.
 7. Jim and Lee Shasky attended the meeting. They had sent an email to the board dated May 14, 2008 regarding "Shasky House – Deposit Refund & Water Pressure." A copy of this email is included in the minutes as an attachment.
 - a. The Shasky's were given their Building Deposit Refund
 - b. With regard to the water pressure, Bob Havens stated that we are required to supply 35 pounds. Currently the pressure is at 45 pounds. Lee Shasky stated that originally there was too much pressure so the contractor built the system based on this pressure. Martin Haeberle stated that the contractor is required to account for the worst case scenario. The Shasky's are going to contact their contractor regarding options. Martin Haeberle also mentioned that another possible option could be to purchase a demand pump for their residence.
 8. Martin Haeberle updated the board on the status of gathering three bids for the well project. He stated that Thayer- Heath is scheduled to call him next week. Anzalone has faxed their bid and currently are the lowest. Grimshaw-Martin has also forwarded their bid. All of them know we would like to get moving on this quickly. Once all the bids are received Martin is going to provide an overview with pros and cons from each bidder to the board by e-mail. At that time the board can decide which company they feel would serve us best.
 9. Stephanie Mosqueda volunteered to meet with Eldon Schmutz for water witching. The cost is \$150.00-\$200.00. The witching will be done first and then the board can decide on the company to use for drilling.
 10. Martin Haeberle has volunteered to attend the water classes in Sandy UT in August. The CHHOA will pay tuition, room and board.
- b. Architectural – Manny Mosqueda**
1. There are 70 homes in the subdivision, which includes the five under construction.
 2. The Shasky residence at Lot 14 Block 2 is completed and their \$3,000.00 security deposit has been returned.
 3. Martin Haeberle motioned to send Mr. Green a letter stating that if his driveway culvert is not fixed prior to a date set by the Board, the HOA will complete the repair using his construction deposit money. Clive Newell seconded the motion. The vote on the motion was unanimous.
 4. The roads committee and architectural committee are going to get together to detail where the culverts should go. John Tully and Linford Nelson volunteered for this.
 5. Manny Mosqueda is going to send a letter to the Taylor's regarding the dumpsters. He is also going to send a letter to Ekker (Huddle) regarding the dumpster and the rock on the right of way.

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c. Fire – Clive Newell

1. The Wildfire Council meeting was April 19, 2008. John Tully held the meeting in Clive's absence. The "Wildfire Council Meeting" minutes are included as an attachment to the minutes.
2. One request was that road signage to identify addresses and dead end roads be put up.

d. Roads - Linford Nelson/Beth Gaines

1. Inspections on cul-de-sacs were completed by Linford Nelson, Manny Mosqueda and Beth and Stan Gaines. Linford Nelson is going to meet with John Tully and Manny Mosqueda about the radius of the cul-de-sacs. Clive Newell is going to speak with Ryan Riddle as well to discuss what amount of space the fire engines need to turnaround.
2. Beehive Telephone is going to supply specifications regarding using the old PRV cases to secure the underground phone lines.
3. Recent grading of the main road was done by Jeff Hunter of Mt. Valley Excavating was discussed. Paul Leddy complimented the board on the main road, and stated that the best option isn't always the lowest bidder but the one able to perform the best work. Paul stated that we should always make sure we pick a contractor with insurance. He will look at the certificate of insurance. Lee Shasky said that she agreed 100%, and that the roads are better than ever. Elaine Monaco also spoke and stated that she "loves the roads, the best in 11 years."

It was pointed out that the bid from Jeff Hunter was \$6,000.00 for grading which wasn't the lowest offer but in the end the actual job ended up costing \$4,000.00.

4. Linford Nelson stated that Roger Murie was not responsible for damaging the green gate entering the upper meadow common area. Linford Nelson motioned to repair the gate. The company that Linford would like to do the work is named HGH Services (Linford owns part of this company). Manny Mosqueda motioned not to put the gate back up. Martin Haeberle seconded the motion. Clive Newell and Jacqueline Tully voted for the motion. Linford Nelson voted against. The motion passed by a majority vote.
5. Clive Newell and John Tully will prepare criteria for road improvements such as width, grade and traffic impact during construction.
6. Manny Mosqueda motioned to accept Jeff Hunters offer of \$6,000.00 to \$7,000.00 for grading work on all of the interior roads, which does not include the "no name road" (upper meadow road) or adding any gravel. Clive seconded the motion. Martin Haeberle and Jacqueline Tully voted in favor the motion. Linford Nelson voted against. The motion passed by a majority vote.
7. The estimate from Jeff Hunter for the 4/10 mile widening project, through the narrowest portion of BLM is \$11,000.00. The entire road is 3.3 miles. It is within the budget to do a project such as this, which addresses safety issues, widening and drainage. A portion could be done each year and eventually the road would be in much better shape. Manny Mosqueda motioned to approve the widening project. Clive Newell seconded the motion. The vote on the motion was unanimous.

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8. Beth Gaines created a scope of work document which includes normal maintenance that we need every year on our roads. This covers both snowplowing and all general work done. A copy of this document is included in the minutes as an attachment. John Tully will get bids from several contractors for this work.

Beth Gaines and/or Manny Mosqueda will be responsible for calling for snow plowing. This will occur when the snow has accumulated between 4"-6". The company will have three hours to respond and will start from the top and come down. Clive Newell motioned to approve the snow removal portion of the "scope of work" with the removal of the association coordinating the snow plowing of driveways. Driveways are to be contracted by each homeowner separately. Martin Haeberle seconded the motion. The vote on the motion was unanimous.

At the upcoming Annual meeting the board will notify the residents that snow plowing will no longer be offered by CHHOA. The residents will deal directly with a contractor for snow plowing their driveways. John Tully did mention that these fees will be bid on an hourly rate for use of equipment, not a flat annual fee, as snow removal varies.

9. Two month ago the following motion was made: "motion was made by Clive Newell to get estimates from Jeff Hunter of Mountain Valley Excavation and other excavating companies in the area to provide improvements to the road base, plus bar ditches and a crown after the PRV work is completed, and possibly to provide snow removal next year. A five year contract for summer and winter maintenance will be considered". Martin Haeberle motioned to amend two months ago to get three bids for the Scope of Work to be presented at the June 2008 meeting. Clive seconded the motion. The vote on the motion was unanimous
10. There were discussions about where would be the best place for the next widening project. Clive Newell and others feel that below the cattle guard or at the very bottom of Greenslake Drive would both be suitable second projects.

5. Other Business

a. CC&R's - Ann Bersi

1. At last months board meeting Ann Bersi asked each committee to review their section of the CC&R's and report any changes needed to Manny Mosqueda by e-mail no later than May 15, 2008. Per Manny Mosqueda no emails were received

b. Community Work Day – Jacqueline Tully

1. The community work day is scheduled for Saturday May 24, 2008. Everyone willing to volunteer should meet at the upper meadow at 9:30 AM. A barbeque will follow around 3pm at the Tully residence. Currently she said that about 20-25 people have volunteered.

c. Annual Meeting discussion – Jacqueline Tully

1. Beth Gaines, Clive Newell and Jacqueline Tully will be up for re-election if they choose to continue on the board.
2. Jacqueline Tully asked each committee chair to prepare and complete an outline of accomplishments for the year and goals for the following year and bring it with them to the next board meeting June 21, 2008.

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d. Beehive – there is no news

6. Public Comment Period

No comments from the public.

7. Action Items Review

- a. Get well witched – Stephanie Mosqueda
- b. Water master job description – Bob Havens
- c. Time sheet changed to a description of each job – Bob Havens
- d. Look into grants at SUU – Shelly Newell
- e. Discuss culverts – John Tully and Linford Nelson
- f. Taylor and Huddle dumpsters – Manny Mosqueda
- g. Discuss with Fire dept the radius for cul-de-sacs – Clive Newell
- h. Email a list of possible well drillers and their bids to the board – Martin Haeberle
- i. Newsletter for annual meeting– Jacqueline Tully
- j. Outline for each committee for newsletter – committee chairs
- k. Get bids for “scope of work” document – John Tully
- l. Haul away broken green gate – need a volunteer
- m. Get bids for Ann Bersi project and the 2 pending water meters – Martin Haeberle

8. Time and place of next Board meeting:

Saturday June 21, 2008 at 6pm

The Home of Tom Kosakowski and Janet Webb
838 E. Cedar Highlands Drive, Cedar City, Utah
Block 6 Lot 2, Cedar Highlands Subdivision

9. Adjourn:

Clive Newell motioned to adjourn the meeting, Manny Mosqueda seconded the motion.
Meeting adjourned at 9:00 pm.

Cedar Highlands Expenses & Deposits April 2008

Water Account:

| | |
|---|--------------------|
| Rural Water Association dues for 2008 | \$ 150.00 |
| Rocky Mountain Power | \$ 179.62 |
| Bob Havens Water Master (Mar. 15 to April 15) | \$ 1,350.00 |
| SUU Water Testing (Invoice 8098) | \$ 30.00 |
| SUU Water Testing (2007 invoice SUU did not send) | \$ 15.00 |
| TOTAL | \$ 1,724.62 |

HOA Account:

| | |
|--|--------------------|
| Durham Jones (lawyers) | \$ 245.00 |
| Ann Bersi Construction Deposit Refund | \$ 1,000.00 |
| HOA Board Meeting food and drinks | \$ 43.65 |
| Dickinson/Desjardin services (accountant) | \$ 443.51 |
| IRS Taxes | \$ 570.85 |
| Roger Murie blade and pickup work March 17, 2008 | \$ 1,250.00 |
| Gravel to fill hole by the HOA dumpster | \$ 30.00 |
| TOTAL | \$ 3,583.01 |

Deposits to HOA Account:

| | |
|--|---------------------|
| HOA Dues Deposits for April 2008 | \$ 3,781.00 |
| Total of all HOA Dues deposits to 5/17/08 | \$106,834.00 |
| 17 owners have not paid 2008 dues (not including previous years) | \$ 14,924.00 |

Article I. Cedar Highlands Water Report May 13, 2008

(a) Current Status on Water System

1. As of May 13, 2008, the water level in the upper tank is 30 ft. The lower tank level is 25+ feet.
 2. The water is clear in both tanks. Chlorine demand is met with 4 tablets per week per tank. Shock had to be added to both tanks to reach disinfection break point.
 3. Chlorine is added at the tanks.
 4. Upper tank is being supplied by Spring 5 (>5 gpm).
 5. Lower tank is being supplied by Spring 1 (>10 gpm). Changing flows.
 6. Spring #1A water was used for 3 days to supplement refilling the lower tank.
 7. Some water was transferred from the upper to the lower tank.
- Water output from the spring 7, 8 and 9 collection box at 2.5-gpm +/- is primarily from the upper tank overflow.
 - A leak in the Beasley PRV pilot line allowed the PRV to open. Over-pressure in the middle pressure zone exceeded the 70 PSI at the pressure relief draining the lower tank to 15 feet.
 - The fire hydrant Pressure Relief did its job, preventing over pressure of the zone.

(b) Government Water Tests

1. Four Bac-Ti water tests completed in May 2008 were compliant with state regulation. Post PRV construction.
2. The bac-ti tests were taken at the Haeberle frost free, Hampton frost free the Bersi frost free and the James frost free. All tests passed.
3. The free chlorine residuals were Haeberle 5 mg/L, Hampton 0.1 mg/L, Bersi 0.1 mg/L and James 6.1 mg/L.
4. All tests were taken after the PRV construction.

(c) Work Projects in order of importance

1. **System Distribution Pressure**
 - A. Upgrade system to establish correct pressures system wide
 - B. Two of five PRV vaults are completed, three to go.
 5. A Singer PRV installed at V8000 above Hampton is in the process of being rebuilt.
 6. Parts for this rebuild had to be used on the Beasley PRV pilot line repair.
- **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.
- **Two Water Meters**
 - A. This spring
 - B. I have 4-meter set-ups. One will be used in the pump house to monitor spring 1 flow.
 - C. One may installed to monitor spring 5 flow.
- **Upper Tank Heater**
 - No change.
- **New Well**
 - A. Martin met with the well contractors.
 - B. The well location will be at 37° 37' 58" N, 113° 2' 9.7" W by the upper tank.
 - C. Find it with Yahoo or Google maps.

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- **SCADA – Supervisory control and data Acquisition upper tank**
 - D. Remote monitoring of tank levels and distribution pressures. Lightning will be a real problem.
 - (d) Collateral Damage
- **Air in the system:** Air creates lots of problems when it reaches a house, similar to vapor locks in a car. Three home's that I am aware of lost all water pressure to the house until the air passed the pressure regulators
- **Cloudy water:** Air in the water is harmless; it just makes it look like non-fat milk.
- **Less Pressure:** Homes built above the street no longer have the super high pressures feeding the homes. We are still exceeding the code pressure of 35 PSI to the curb / meter with no less than 45 psi.

Wildfire Council Meeting

The Cedar Highland Home Owner Association held a meeting with the Department of Nature Resources represented by John Schmidt. On Saturday April 10 at 1500 hours.

Cedar Highlands Homeowners present: Ann Bersi, Martin Haeberle, Bob Havens, Paul Leddy, Jim and Lee Shasky, Tom Kosakowski, John Tully and Manny Mosqueda.

Call meeting to Order: Introductions to new homeowners

Reports

1. John Schmidt advised the HOA could schedule a “chip fest” for brush accumulated by the homeowners.
2. ‘In – kind’ time should continue to be sent to Clive Newell.
3. Road signs advising of “dead end” and “no outlet” should in place to better assist the emergency crews as well as the public in the event of a fire.
4. Fire proof address signs should be posted at the street edge to better assist fire crews.

Financial Report

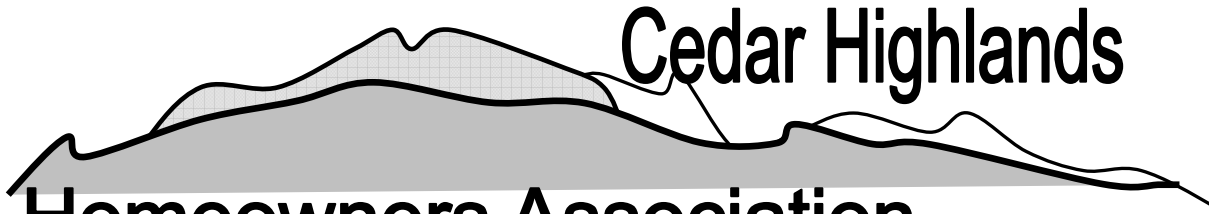
1. The balance of \$36,500 of in kind monies remains available for the Homeowners
2. The total grant money allowed is \$40,000 – More is available if needed.
3. John Schmidt also discussed a possible new tax break for fire prevention.
4. The Fire Council may apply for grant money “directly”. John Schmidt advised the HOA should contact SUU Community Out Reach or the Insurance Company for our home for possible assistance.

Action Items

1. The Fire Plan must be E-Mailed or Mailed to the Home Owners and put on web site
2. Comments are needed from the Community – how to improve and where help may be needed
3. Real time Fire Drill should be scheduled
4. Engine Training should be scheduled for next year – to teach community members
5. Road widths and grades should be improved for emergency vehicles access and evacuation.
6. The HOA and community members should contact Ryan Riddle for acquiring a ‘water pump truck’ for emergency use.

Addition Information

1. Continue to create a defensible space
2. Clear fire wood from on top of and under decking
3. Create a family emergency plan
4. John S. provided videos and booklets on Wildfire and “Firewise Landscaping” to be distributed to homeowners.
5. John discussed at length that structure fires more commonly follow wildland fire by 6 hours. Continued vigilance by the homeowner and fire crews required during this time.



Cedar Highlands Homeowners Association

www.cedarhighlandshoa.org
P.O. Box 1921
Cedar City, UT 84721
(435)662-3333

May 19, 2008

Scope of Work Greenslake Road and Secondary Subdivision Road Maintenance Cedar Highlands Subdivision

This scope of work is regarding year-round maintenance of the 3 ½ mile mountain gravel road starting from the end of the paved portion of Greenslake Road (Road) in Cedar City to the end of the gravel road adjacent to the “C Trail” parking lot at the top of Cedar Mountain. It also includes approximately 4 miles of secondary gravel roads throughout the subdivision.

Work will entail the tasks described below. Additional work desired by the Homeowner’s Association (HOA) not included in the below scope will be detailed and bid separately on a per job basis.

1. **Spring Maintenance:** From a start date provided by the HOA and when snow has substantially melted from the mountain, contractor will re-establish a crown on the road, blade the entire length of the road, and clear the ditches to establish proper drainage of the road. Gravel will be added to the road surface at the direction of the HOA.
2. **Fall Maintenance:** From a start date provided by the HOA, contractor will re-establish a crown on the road, blade the entire road, and clear the ditches to establish proper drainage of the road. Gravel will be added to the road surface at the direction of the HOA.
3. **Snow Removal:** Snow removal will be requested when there is snow accumulation of 4”-6” on the main road and secondary roads. Contractor will be contacted by either Manny Mosqueda (435) 662-3333 or Beth Gaines (602) 616-5576 when snow plowing of the roads is needed. Contractor will begin snow removal within 3 hours of notification.

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Snow removal will start at the top of the mountain and precede downward, clearing Greenslake Road entirely before secondary subdivision roads. Contractor's snow removal equipment may be stored in the common area near the top of the mountain. Snow stacking areas will be designated by the HOA.

Contractor will leave 1"- 2" of snow on the road surface where possible when providing snow removal to preserve the road structure.

Contractor may be called back to remove additional snow if significant drifting occurs.

A sand/cinder spreader (HOA's equipment) will be made available to the contractor for use to improve icy road conditions for the days following snow removal on all hills and turns where it may be needed.

4. **Snow Removal of Homeowners' Driveways:** Contractor will provide optional driveway snow removal for subdivision homeowners. Homeowners may contact the contractor to secure snow removal services. Homeowners are under no obligation to use contractor's driveway snow removal services.
5. **Other Work:** Additional work not specifically described in this scope may be needed by the HOA, and will be bid separately, on an as needed basis.