

CEDAR HIGHLANDS HOA BOARD MEETING MINUTES

252 N 200 W, Cedar City, UT

November 20, 2019 at 6pm

APPROVED

1. **Welcome/Quorum established** –Mike Brask called the meeting to order. Board Members present were LynAnn Imlay, Jim Hilton and Regina Tashjian. Other members in attendance were Larry & Dayleen Miracles, Monica & Tom Wooten, Rick Silva, Linford Nelson and Manny Mosqueda. Mike made a motion to approve the October 2019 minutes, seconded by Jim Hilton. Vote was taken and unanimously approved.

2. **PRESIDENTS REPORT-** Discussion regarding 2020 dues. If we collect the full dues, the HOA would have money to do some needed projects to fix the side roads. If the town is dissolved, the HOA would need to budget for snowplow and road repairs to get us through until the 2021 dues are collected in February 2021. The current HOA Budget is \$18K. Deducting \$4k for terminating monthly CPA use, the hard expenses without any snow removal or roadwork is \$14K. If the HOA only collects \$200 as it did for 2019, that is only \$33,000 and the HOA may not have enough money to handle the snowplow and road repair expenses or any emergency that may come up. Most members are not happy with only doing periodic road repairs and Mike suggested that we may be in a better place if we were to grade the roads every 6-8 weeks to smooth out the high points. This should include a water truck and roller for repairs, which would cost approximately \$4500, in addition to any road material that is put down. If we do it a minimum of 3 times over the summer would be \$13,500 plus materials, as well as other needed repairs on the side roads. Keeping the ditches and culverts clear for drainage helps with the road and is an additional expense. Regarding the snow plowing this season, Bullocks should push the snow out and away from the road to avoid the melt we had this past season, which damaged the road. Mike and Mark Imlay have discussed projects to fix the most problem areas, which are at the top with the 4 cul de sacs (off High Mountain View) and High Cedar View Drive from High Spruce Circle and around. The projected cost of repairs done right includes putting enough base down could easily burn through \$100k. Discussion ensued regarding billing for the full dues in January and collecting half then and collecting the other half, if needed. A cover letter should be included with the dues invoices to explain the dues and amount we are collecting. We should send the second bill via email in June to save the cost to mail. Jim made a motion to increase the 2020 dues to \$600, and collect \$300 in January and if the town goes away or in the event of an emergency or road repairs on the secondary roads, we would collect the \$300 balance June 30, 2020. LynAnn seconded the motion. Vote was taken and unanimously approved.

Discussion about the sander. Mike has spoken with Mayor Byler and Ray Bullock about getting the new sander on his truck. The town has a contract with Bullock Dirt Works for the entire 2019/2020 snow season.

3. NEW BUSINESS-

A. Discuss/Motion/Vote 2020 dues- covered during the Presidents report.

4. COMMUNICATIONS

A. With members – violations of CC&Rs or By Laws; friendly or warning letters to be sent. There have been numerous member complaints regarding dogs. Iron County Sheriff can be contacted, but preferably, the dog owners should be contacted directly to try to resolve the problem.

Rob drafted a Complaint Form for members to use which is posted on the website.

Jim (ARC) proposed Friendly Reminder Letters for: 1- Landscaping issue- board agreed not to send until Jim goes through the prior minutes approving the construction and the ARC file. Also, there are other properties that have landscaping with sprinklers. The board agreed we should not single out one owner. Table for now. 2 & 3 -grading the front- YES to send; 4- Shed-Yes to send; 5- house painted with color change- house is up for sale and owner is out of state with ailing relative– tabled for now. When emails are available, Jim will email and Regina will send the letters US Mail.

B. With Town- Discussion whether the HOA should charge the town rent for use of the HOA sander, which was purchased through donations by HOA members. This rent would be for the depreciation of the sander, as the wear and tear on it gives it about a 5-year life before major expense is incurred to repair it, along with the cost of repairs and maintenance. A use agreement is a good idea for the town to return it in good condition. The issue will be discussed with the town to see if some agreement can be reached for \$1600 approximate (depreciation for one season use of the sander based on a 5-year life). If the town agrees, we will write up a use contract.

C. With attorney - Review and discussion of the written warning letters prepared by Randy Allen. The legal expense was approved in the October board meeting. The board agreed it would be more effective if the attorney sends the letters. Small modification will be made on page 1 paragraph 4 that repeats the quote of the CC&Rs. Regina will address with Randy.

5. COMMITTEE REPORTS

A. Financial – presented by Regina in Rob's absence

1. Expenses for review and approval- \$1188 CPA bill. Mike has contacted HintonBurdick to discuss as the bill appears high. This bill is mostly charges to convert QB to an online account and close out the CPA file. Mike read the email from Barbara with explanation of the charges. There will be another \$400-500 bill for the training. Mike will contact Robert to negotiate the bill. Jim made a motion to approve \$85 to Cedar Land Title and \$1188 or less to CPA, contingent upon Mike's negotiations with Robert. Seconded by LynAnn. Vote was taken and unanimously approved.

Mike also suggested using Elaine Madsen in the future, as she is a QuickBooks trainer. She would be a good resource at a much cheaper rate than HB.

Regina gave HB the debit card information to pay the monthly QB fee.

B. ARC

1. New Applications for review and vote- none

2. Status of existing construction- No change for the following: **Nelson Block 2 Lot 32 ; Thomas Block 2 Lot 10; Nelson Block 9 Lot 1; Henson Block 3 Lot 10.**

Butler Block 8 Lot 12. Getman- Block 9 Lot 7 has not yet started construction.

Palanza Block 4, Lot 1 shed is almost finished.

***All residents are reminded of the CC&R requirements when building or making any exterior improvements/changes to their structure(s). CC&Rs and the forms to submit are listed on the HOA website (www.cedarhighlandshoa.org).

C. **ROADS** – discussion occurred during President’s report.

LynAnn mentioned that she & Mark have not yet scheduled a Road Committee meeting as the towns are currently responsible for the roads and no work can be done until after winter.

D. **FIRE & SAFETY**- we are currently out of fire season which ended November 15. DNR does burning of woodpiles in the winter. Jim will speak with Paul Starks to see if any of the piles can be burned. Property owners can go to the website and download the DNR request form for piles on their properties.

Jim reminded everyone about the Iron County Preparedness App which should be on his or her phones.

E. **WEBSITES**- Jim reminded everyone to submit their bios to him to post.

It is \$11 month per board member to have archive ability. It amounts to \$660 annually. It was decided to hold off this expense at this time.

F. **WATER** – Jim is on the CICWD meeting notification. There hasn’t been any meetings recently. Jim will check into water usage information and water quality.

6. **MEMBER QUESTIONS**- member brought up speeding on the roads.

7). **Date and Time for Next Meeting** – Monday, December 16 and 6pm

8). Adjourned at 8:23pm.

Respectfully submitted by Regina Tashjian, Secretary