

Cedar Highlands Homeowners' Association

Board Meeting

February 9, 2017

The Directors of the Cedar Highlands Homeowners' Association (CHHOA) held their monthly board meeting on 2/9/2017 at the home of Beth and Stan Gaines. Board Members present: Beth Gaines, Linford Nelson, Linda Stetzenbach, Steve Swann, and Roberta Williams. Julie and Mike Brask, Bob Lange, Paul and Debby Starks, and Regina Tashjian attended as property owners.

1. Call to Order: The meeting was called to order at 5:21 p.m.

2. Approval of Minutes: A motion to approve the January 2017 minutes was made by Beth and seconded by Steve. The minutes were approved unanimously. Roberta is working with Manny to transfer the website domain from GoDaddy to Site Builder. Roberta will maintain the cedarhighlandshoa.org site once the transfer is completed. Roberta has also revived the Cedar Highlands HOA Facebook page with current information for our community.

3. President's Report:

Steve distributed the agenda for the meeting and welcomed the guests. Steve began the meeting by handing out a map of Cedar Highlands showing street names and current house numbers. We may need to look at zeroing out the current house numbers and re-numbering once we become a town. Steve then explained that the agenda would include information on UPS and Position Descriptions.

- UPS Negotiation & Reminder for Phone #

Steve talked with Tony at UPS about returned package problems for residents here in Cedar Highlands. All residents are reminded to have their phone numbers on any UPS label so they can contact you instead of returning your package. Steve also talked with Tony about starting UPS delivery in our community during the summer months and once roads are fixed.

- Position Descriptions

Steve brought up that the By-Laws position descriptions may need to be updated. The Vice President had been maintaining the cedarhighlandshoa.org website but once the VP resigned, the Secretary took on that role along with maintaining the Cedar Highlands HOA Facebook page. The Secretary is now handling communications as that position describes so there is no need for an update at this time.

4. Committee Reports:

Financial

- Current Balances

Beth reported on current balance financials. She stated that 85% of dues have come in and as a result we have \$22,124.86 in our Money Market Account and \$65,604.73 in our General Account. Total Cash balance is \$87,729.59 (see attachment).

- Budget

Beth handed out the Cedar Highlands HOA Budget sheet showing the 2016 Budget and January 1 – December 31, 2016 Actuals (see attachment).

- ARC Deposits

Steve would like to have the ARC deposits shown in the balance report to show true cash value and to note who they are from so that we can track the refunds and not count them as available funds.

Architectural (ARC)

- Linda reported that there was one ARC submission. Block 8, Lot 19 (Mike & Jacqueline Tucker) submitted construction plans that meet the CC&Rs. Roberta moved to accept the plans. Linda seconded, and the board approved the submission.

All property owners 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

Fire

- Nothing new to report. Members would like clarification on where the controlled burn will be at the end of the month. Roberta will find out from John Schmidt. Stewart Williams would like someone to replace him on the fire committee. Linford volunteered.

Roads

- Current status of the road is mud due to melting snow. The road needs to be graded better so water drains to each side, not down the middle of the road. There is a very bad area near the green water tower which will need a culvert in the future.
- Steve and Linda met with Ray to go over homeowner concerns from the last meeting.
- Speed limit is 15 mph in our community. Please go slow.
- We encourage every homeowner to install an 18" minimum Poly culvert pipe across each driveway entrance to facilitate drainage and not build up water on the road. Be sure to place some large rocks at each entrance of the pipe to limit debris buildup in the opening. This will reduce mud on the roads and help the drainage of your property. Also, please mark each street end of the pipe with a 4' snow marker with either reflective tape or a reflector on

the top section. This will help to ensure that the snow plows do not damage you culvert pipe. The best price we have found in town for a 20' x 18" poly pipe is Peterson Plumbing for about \$240 and they will deliver. Let us know if you find a better deal.

5. Property Owner Questions:

- Paul Starks wanted clarification on the budget and legal fees of \$8,665. Steve stated that we had to provide paperwork for a discovery process and that increased our legal fees. The legal fees also include liens.
- Bob Lange introduced himself as a newcomer. He stated that he was unaware of where to find information on how set up water, trash, etc... here in Cedar Highlands. Bob mentioned that he found the HOA website and discovered some information there. Beth runs the community Welcome Wagon where he would receive additional information. Bob would like to add horses and a corral on his property and was referred to the CC&Rs and ARC.
- Mike Brask asked about the legality of incorporation and the number of board members at that time. He asked if it could unravel incorporation. The votes of the board were never more than one abstention or one nay. Steve stated that Incorporation is finalized when the new town council is elected and the final paper work is completed by the Town council and the Lt. Governor's office. Currently the HOA board has nothing to do with the incorporation process. Unincorporation is a long process similar to the process of incorporation and must be conducted by the town council and the voting residents.

6. Next Meeting:

The next meeting is scheduled on March 16, 2017 at 5:00 p.m. at the Williams home (Block 6, Lot 3).

7. Adjourn:

Linford made a motion to adjourn, Beth seconded and the meeting was adjourned at 6:23 pm.

Respectfully submitted by Roberta Williams, Secretary.