

# Cedar Highlands Homeowners' Association

## Board Meeting

January 19, 2017

The Directors of the Cedar Highlands Homeowners' Association (CHHOA) held their monthly board meeting on 1/19/2017 at the home of Linda and Klaus Stetzenbach. Board Members present: Beth Gaines, Linford Nelson, Linda Stetzenbach, Steve Swann, and Roberta Williams. Julie and Mike Brask, Mike Ford, and Regina Tashjian attended as property owners.

**1. Call to Order:** The meeting was called to order at 5:00 p.m.

**2. Approval of Minutes:** A motion to approve the November 2016 with minor corrections and December 2016 Executive Session minutes was made by Linda and seconded by Beth. The minutes were approved unanimously.

**3. President's Report:**

Steve distributed the agenda for the meeting and welcomed the guests. Steve began the meeting by announcing that Manny Mosqueda had resigned as a Board member. There was discussion about who would take on maintenance of the website and ARC approvals. Roberta volunteered to take the web site and Linda volunteered to take the ARC responsibilities. Steve then explained that the agenda would include information on Board positions, Election status, Bike Race, legal update and BLM Access Road Adjustment.

- Board positions

Steve handed out copies of the By Laws Article VI and XI. There is no record of minutes when the board went to 7 members and the By Laws were never amended. Article VI states that the affairs of the Association shall be managed by a Board of five (5) directors each of whom must be a Member of the Association so we are going to continue to abide by Article VI with the current Board members.

- Election Status

Steve reported that the county verified all candidates. Primary election will be held on 14 August for Mayor since there are four candidates (Jim Hilton, Ben Rich Jordan, Julie Brask, and Steven C. Swann). Ballots will be mailed out the last week of July/first week of August. No primary is need for the 4 year and 2 year council positions. The following people are candidates for the 4 year council position (Pam Capone, Susan G. Allman, Mike Brask, and Beth Joanne Gaines). The following people are candidates for the 2 year council position (Ben R. Jordan Jr, Linda D. Stetzenbach, and Paul G. Starks). There will be a meeting held by a neutral group a few weeks before the August election to introduce the candidates

and provide a forum for questions and answers. The information on that meeting will be sent from those involved in its organization. The General election will be held in November for all candidates. Another candidate forum will be held before the General election for all candidates involved. All candidates are responsible for their own campaigns and information dissemination. Signs may be set up, but only on private property (Not BLM or HOA property) with the approval of the property owner. Signs must be taken down within 5 days after the General election. Any removal of legitimate campaign signs is considered a misdemeanor. If anyone feels that a candidate has solicited inappropriately on their property, please refer the incident to the sheriff's department.

- Bike Race

Steve handed out map to show the Cedar City Fire Road 100k race route planned for August 19<sup>th</sup>, 2017 (see attached). If the race goes through private property, the race organizers need to get permission. If the race goes through the main road, they need to get permission from the Board. They are asking for road closure on a Saturday for the entire day. Deborah Bowling from Planet Ultra Inc will attend a future meeting.

- Legal Report

Steve reported that communication is ongoing between the HOA attorney and Bill Bible's attorney. The HOA attorney responded to their letter two weeks ago. We have yet to receive a response from Bill Bible's attorney.

- BLM Access Road Adjustment

Steve handed out a map to show a possible alternate route to the BLM Access Road due to the designation of the corral area as a cultural area (see attached). We are working with GoCivil Engineering to re-do the right of way and consider an alternate route that works within grade requirements.

- The HOA annual meeting was discussed. It will be held on Labor Day weekend as it has in years past. This year's annual meeting will be on Saturday, September 2, 2017. Starts at 11 am with a potluck picnic then HOA meeting at the home of Rob and Darcy Yates (Block 4, Lot 17). There will also be a candidate forum for town elections as well as two director position elections; Linford Nelson and Steven Swann are up this year.

#### **4. Committee Reports:**

##### Financial

###### a) Current Balances

- Beth reported on current balance financials showing \$22,121.20 in our Money Market Account and \$17,249.96 in our General Account. We have payments due in the amount of \$4,717.76. This leaves a Total Cash balance of \$34,653.30.

## b) Budget

- Beth handed out the Cedar Highlands HOA Budget sheet listing the 2014 Budget, 2015 Actuals, 2016 Budget and 2017 Budget. 2016 Actuals will be provided by our Accounting Firm when completed. 2017 Budget shows General Revenue of \$83,490 and General Expenses of \$83,425 (see attachment).
- There was discussion about tracking storm costs for each year and Linda will track that information from now on.

## Architectural (ARC)

- Nothing new to report since Linda took over ARC and received paperwork from Steve.

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](http://www.cedarhighlandshoa.org)

## Fire

- Roberta reported that John Schmidt (Utah Division of Forestry, Fire and State Land) could not attend the meeting but had nothing to report. Roberta emailed the 2 page letter/form to all owners with a valid email address. Owners can request that Forestry personnel enter their property to evaluate their lot for fuels that should be removed. In addition, if the property owner cannot conduct the work needed they can give permission for Forestry personnel to remove fuels such as trees and brush to assist in making their property "fire wise". Roberta will mail the letter/form to those without a good email address. The letter/form is located under the FIRE tab on the HOA web site ([www.cedarhighlandshoa.org](http://www.cedarhighlandshoa.org)).

## Roads

### a) Snow Removal Criteria given to the Board from Jay:

- When I have over five inches at my house, it is time to plow. The homes above me will have a lot more than five inches.
- If the temp is below freezing, you will need to sand the roads after you plow.
- If the snow is 4 inches or less, you need to do a heavy sanding.
- Everyone pays for a plowed road, so every road should be passable.

b) Mike Ford and Regina Tashjian stated that they are having problems with the snow removal on their road. Bullocks are plowing up the road and removing the natural drainage pattern. It is all gathering in front of Regina Tashjian's home and will cause damage once it starts melting. Steve and Linda will meet with Ray and Shane to walk the road and identify the problem areas. There are additional areas in the HOA that will also be addressed with Ray and Shane. Steve encourages everyone to put up reflectors at each end of your culvert so Bullocks

will avoid that area when plowing. This information will be placed on the web site.

## **5. Property Owner Questions:**

- Julie Brask asked about road base being removed by Bullochs. Linda will set up a meeting to do a walk thru with Steve and Bulloch management of some areas to address the concerns of road base trimming and road plowing to ensure the right procedures are being followed.
- Linda Stetzenbach raised the issue of a huge hole at the end of the road past the green water tower. Steve will look at it and the maps to see who is responsible for that area and come up with a plan.
- Mike Ford asked about the trees removed and marked for removal on the main road. He does not want to see them removed as they help prevent erosion and he would rather hit a tree than slide down a hill. Steve stated that he was approached by several residents about the icy patches caused by those trees. One member suggested some tree removal; the board considered it and voted to remove a test section. The trees were marked and some volunteers cut some of the trees. Bad weather prevented the completion of the cutting. The rest will be worked on when weather permits. The trees are not located on personal property and may be replaced eventually by the town after road work is completed, with maple or other trees that will not create icing or mud patches. It is noted that the removal of the trees has reduced icing and helps the road to dry faster, thus reducing sliding and mud in those areas.
- Mike Brask asked for clarification on legal update. Steve stated that we have a few individuals that are trying to find out names and how people voted on incorporation. We have followed our attorney's advice and this is an ongoing issue with correspondence between both parties. There is no legal action yet.

## **6. Next Meeting:**

The next meeting is scheduled on February 9, 2017 at 5:00 p.m. at the Gaines home (Block 11, Lot 3).

## **7. Adjourn:**

Linda made a motion to adjourn, Linford seconded and the meeting was adjourned at 6:31 pm.

Respectfully submitted by Roberta Williams, Secretary.