

Cedar Highlands Homeowners Association Board Meeting  
838 High Cedar Highlands Dr., July 23, 2010 at 6:30pm

The Cedar Highlands Homeowners Association Directors held their monthly board meeting on July 23, 2010 at 6:30 p.m. at the home of Janet Webb and Tom Kosakowski.

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

**Others Present:** George Mason, Tom Kosakowski.

The minutes were taken by Beth Gaines.

1. **The meeting was called to order at 6:37 p.m.; Welcome and Introduction of visitors – John Tully**
2. **Approval of Minutes:** Manny Mosqueda made a motion to approve the June 2010 minutes, with a typo correction of the date, 2010 on page 2. Janet Webb seconded the motion. The vote on the motion was unanimous.
3. **Committee reports**

**A. Water--George Mason's Report--**Both water tanks are full and the lower tank is overflowing. Weekly samplings of chlorine residuals for upper and lower systems were adequate. The monthly bacteria tests for June and July were negative. The ongoing water leak on (Lot 34 and Block 2) was finally repaired by Dave Miller (CDR Homes), the original contractor for the property, after 3 different attempts to locate the problem over the past year. A 2" brass nipple was found to be corroded, creating a hole in the threads which resulted in the leak. Mr. Miller indicated he would absorb the repair costs. Beth Gaines made a motion to pay Mr. Miller for his time and efforts. There was no second. Linford Nelson made a motion to wait for a bill from Mr. Miller before making any payment. Motion seconded by Janet Webb. Motion was approved with 4 aye votes and one abstention. The electrical panel for the pump passed inspection, and the well was pumped at a low rate (to prevent burning up the pump motor) for 3 1/2 days. The pump produced a large amount of particulates, producing around 35 gallons per minute. Water samples from the new well were analyzed and found to be within EPA guidelines,

**1. Nolte bid process for well:** George is working with Kelly Crane, Nolte Engineering, on the pump house project plans and bids. Bids were received and tabulated. The lowest three bids were presented to the board with Precision Pipeline as the lowest bidder. Janet Webb moved to approve Precision Pipeline as the lowest bidder, seconded by Beth Gaines. The vote passed unanimously. After a review of the bid line items, Janet Webb moved to exclude from the bid the chain link fence at \$13,600. Motion seconded by Gary Rosenfield, passing unanimously.

**2. Division of Drinking Water Loan Agreement:** John Tully reported on the numerous requirements the board must fulfill before closing on the \$250,000 pump house project loan (Federal Water Rescue Bond). The HOA is required to retain an attorney for the HOA and pay the State's attorney to coordinate the legal requirements for the loan with the State of Utah. The HOA has provided the past three years of financial information, copies of the Articles of Incorporation, By-Laws, and details of our water rights. The Board is expecting to close on the loan within the next 30 days. Gary Rosenfield moved to pay a \$2,500 retainer to Sanders and Ruesch for their services on the loan agreement process, seconded by Manny Mosqueda. Motion passed unanimously.

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**3. Linford Land Use Agreement:** John Tully reported that he and Linford Nelson will meet to finalize discussion on the agreement and report back to the board next month.

**B. Roads--**Beth Gaines reported that Clean Up Day is scheduled for Saturday July 24, and is expecting a good turnout for the project.

**C. Financial Report and check register:**

**1. Balances, collections, liens:** Beth Gaines reviewed the financials for the General Checking balance, Water account balance and. Money market account. Beth will email board members an exact water account balance to date early next week. Janet Webb and Beth Gaines met with Robert Cox and Stephanie of Hinton Burdick to review requirements for monthly financial reports and to review the annual financial statements being produced for the 2010 Annual Meeting. Robert Cox offered to be present at the Annual Meeting to review the report with homeowners. Janet motioned that Robert Cox present the financial report at the Annual Meeting in August. Manny Mosqueda seconded the motion, which passed unanimously. Manny reported that 14 liens have been placed on property owners that have not paid their dues. It is \$30 to place a lien, and \$30 to have it removed. Hinton Burdick has been notified to begin charging interest on unpaid dues effective May 1, 2010. Two property owners have made partial payments of 2010 dues. Beth Gaines motioned to use the 72 hour water shut off notice for homeowners with unpaid balances, seconded by Janet Webb. Vote passed unanimously. Beth will check with Hinton Burdick on their balances due, and report to board members to initiate water shut-off process if dues have not been paid in full. Janet will prepare the 72 hour shut off notice and Manny will deliver the notices to the homes. Before requesting George Mason to shut off water, Beth will ensure there is still an outstanding balance owed.

**2. Budget vs. Actuals:** Beth reviewed the Statement of Revenues, Expenses and Changes in Fund Balance report prepared by Hinton Burdick. For budget year 2010 to date, expenses have exceeded revenues budgeted by \$16,308, chiefly due to higher than anticipated expenditures for snow removal and legal fees.

**D. A.R.C.--**Manny suggested the board send a welcome letter to go with CC&Rs to all new owners. Gary Rosenfield will follow up to produce a page of Cedar Highlands Subdivision Rules--dot points outlining the major important points of the CC&Rs with reference to more detail included in the CC&Rs. A recent new owner (Block 3 Lot 1) has made many changes to the exterior of their home without A.R.C. committee approval. Manny will contact the owner and provide a copy of the CC&Rs along with the architectural review process guidelines. Beth Gaines volunteered to provide each new owner with a copy of the CC&Rs.

**4. Annual Meeting Plan--CC&Rs plan, volunteers for setup--**The annual meeting will be held Saturday, August 21 at 11 a.m. Janet will email for board member review the draft agenda, meeting notice and ballot, prior to finalizing mailing of these items. Committee chairs will be prepared to provide key point summaries of activity for the past year. John will request Ann Bersi and John Child present CC&R changes at the meeting. The revised draft CC&R document will be posted on the web for member review after the annual meeting. There will be another mailing to vote on CC&R revisions later in the year. John will contact Rob Yates to coordinate set up and break down of shade covers for the meeting. Janet will coordinate

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sign-in, ballot collection, and address and email updates of members at the meeting. Beth will ask for volunteers for organizing lunch and assigning grill duties. Linford will get portable toilet for the meeting. Linford volunteered to deliver rocks to the common area for placement underneath the aspen fence posts in time for Clean-Up Day.

**5. Public comment period-** There were no comments from the public.

**6. Action Items:**

- a) Manny to deliver water shut-off notices.
- b) Janet to prepare water shut-off notices upon verification from Beth of balances remaining.
- c) Beth to verify with Hinton Burdick balances owed by two partial payment owners before shut-off notices are delivered and before shut-off is initiated by George Mason.
- d) Beth to request Robert Cox of Hinton Burdick to present financial statements at annual meeting.
- e) Beth to secure volunteers for food and grill duties for annual meeting.
- f) Gary to draft a Cedar Highlands Subdivision Rules document with references to CC&Rs with assistance from John Child.
- g) Beth to provide CC&Rs to all new owners.
- h) John to coordinate closing of water loan with Nolte Engineering, secure a Fidelity Bond for board signatories on water loan and contact Paul Leddy to provide a BBQ for annual meeting.

**8. Date, time and location of September meeting:** Meeting particulars will be determined after the August board election.

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