

# Cedar Highlands Homeowners' Association

## Board Meeting

November 17, 2016

The Directors of the Cedar Highlands Homeowners' Association (CHHOA) held their monthly board meeting on 11/17/2016 at the home of Roberta and Stewart Williams. Board Members present: Beth Gaines, Manny Mosqueda, Linford Nelson, Linda Stetzenbach, Steve Swann, and Roberta Williams. Jim and Cynthia Byler, Mike and Lynn Ford, Phyllis and Colin Irvine, Janice Swann, Janet Webb, and Stewart Williams attended as property owners.

- 1. Call to Order:** The meeting was called to order at 5:13 p.m.
- 2. Approval of Minutes:** A motion to approve the amended October 2016 Meeting minutes was made by Manny and seconded by Roberta. The minutes were approved unanimously.

### 3. President's Report

Steve began the meeting by announcing that Jay Hampton had resigned as a Board member as he had taken a job in Bryce UT that would necessitate his absence for an extended period. Steve then distributed the agenda for the meeting and welcomed the guests. Steve then explained that the agenda would include information on the response to the legal request for Board documents, the vote status of the incorporation proposition, the proposal for an increase in the HOA dues, status of requests for snow removal/road maintenance bids, the proposed new road access, and discussion of a director for roads to replace Jay.

- Report on Materials Requested

Steve reported that the materials requested by property owner Bill Bible regarding communications concerning incorporation between members of the Board were gathered and submitted to the HOA attorney (Ben Ruesch, Sanders, Ruesch & Reeve PLLC).

- Incorporation Vote Status

Steve reported that to date 69 of the 75 possible ballots for incorporation had been counted. Three (3) ballots had been disqualified. The current tally was 44 yes votes and 25 no votes. This equates to a probably passage of the proposition with a 65% of the vote. There should be an update to this tally on November 18<sup>th</sup>. The vote will be certified on November 22<sup>nd</sup>.

- Proposed HOA Dues Increase

A proposal for an increase in the 2017 dues from the current rate of \$440.00 to \$506.00 was presented and discussed. Dues had not been increased since the subdivision water had been transferred to the CICWC and the increase to \$506

represented a 15% increase, the maximum allowed yearly according to HOA covenants. These additional funds would be used to offset winter road snow removal and sanding. Linford suggested that the reserves be used instead of a dues increase. However, Beth reminded the Board that the reserves are the lowest she can remember. She cited that this is likely due to the costs of extensive road maintenance this year, the recent payment of the insurance premium for the HOA, and extra recent expenses of the HOA attorney. A motion to increase the dues as presented in the proposal to \$506 was made by Linda and seconded by Beth. The motion passed with one no vote.

- Road Bids

Steve reported a list of 13 local companies who he had contacted requesting they submit a bid for upcoming winter snow removal. Two (2) companies did not respond and four (4) declined the offer to submit a bid. Of the seven (7) who agreed to receive a request for a bid four (4) declined to submit a bid, one did not respond, to the request, and a bid from one who responded is still pending. Therefore, only one company (Bulloch) completed the bidding process. See Roads below for discussion of upcoming snow removal.

- New Access Route

Steve discussed the proposed new access road to the subdivision at the lower cattle guard as drawn by GoCivil Engineering to comply with Class A county road requirements including minimum road width and grades no greater than 10 percent. Manny will put the map from the corral/hairpin turn to the lower cattle guard on the subdivision web page ([www.cedarhighlandshoa.org](http://www.cedarhighlandshoa.org)) in the **ROADS** link.

- Director for Roads

Steve asked if any current Board member would volunteer to replace Jay as the Director for Roads. Linford stated that the HOA needs someone to get complete accountability for each project done on the roads with a detail as to work performed and hours sent. Linda agreed to be the roads contact if Roberta would take on the role of Secretary. Roberta agreed. Linda then made that motion, Beth seconded and the motion passed. Linda agreed to get the requested accountability and would discuss with Ray the details needed. Steve asked the Board to discuss criteria for snow removal via email and develop criteria to be followed when requesting snow removal/sanding activity.

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

##### Financial

###### a) Current Balances

- Beth reported on current balance financials from Barbara (Hinton Burdick) showing approx. \$44,000 in reserves.

b) Dues

- See President's Report above for discussion of increased costs of road maintenance that will result in a 2017 dues increase. Manny will compile the latest property owner address listing and Beth will alert Barbara to mail the dues letter the last week of December 2016. The 2017 dues of \$506 will be due by February 1, 2017 at which time delinquent property owners will be assessed a penalty.

- Beth reported that there are two properties (Block 5, Lot 1 and Block 6, Lot 1) remain delinquent for the 2016.

Roads

a) Road Maintenance

- See President's Report above and Upcoming Snow Removal below for discussion of increased costs of road maintenance.

b) Upcoming Snow Removal

- Steve reported that Bulloch submitted the only new winter snow plowing bid. After negotiations an amended bid was received. Steve reminded Ray that the HOA wishes that some snow be left on the road as the HOA does not want the grading to remove the crown of the road that has recently been applied. A motion to accept the one-year bid for snow removal from Bulloch was made by Beth, seconded by Manny and passed by the Board.

Architectural (ARC)

a) New Building

- Manny reported that an application for new construction had been received from the property owners of Block 3, Lot 13. The application included the required check of a \$4,000 security deposit (\$3,000 of which is refundable), architectural drawings, and color selections. Manny made a motion to approve the application, Steve seconded, and the Board approved. Manny will notify the property owners.

- Manny reported the lot at Block 4, Lot 13 has sold.

- The owners of Block 6, Lot 3 will submit a letter to the Board stating that the construction of their detached garage is complete so that they can receive refundable security deposit.

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) in the **CC&Rs** link and the **ARCHITECTURAL** link, respectively.

## Fire

- Stewart Williams had handouts on fire wise activities for property owners. Guidelines describing how to prepare brush piles for chipping and where to place them on property owner's lots are given on the HOA web site ([www.cedarhighlandshoa.org](http://www.cedarhighlandshoa.org)) in the FIRE link. Activity for reducing fuels can be reported by contacting Stewart directly ([stewbobbi@gmail.com](mailto:stewbobbi@gmail.com)).
- Stewart will forward a 2 page letter/form to Manny from the Utah Division of Forestry, Fire and State Land that property owners can use to 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." Manny will add this letter/form to the FIRE tab on the HOA web site ([www.cedarhighlandshoa.org](http://www.cedarhighlandshoa.org))
- Linford requested that John Schmidt (Utah Division of Forestry, Fire and State Land) come to a future BOARD meeting to discuss fire prevention criteria. Stewart stated that John and his personnel were in the neighborhood talking with property owners during the recent wild fire, but Stewart will follow up with John coming for a return visit to an upcoming Board meeting.

## **5. Property Owner Questions**

- Janet Webb reported that recently she encountered a large group of runners jogging up the main road on the wrong side of the road causing a potentially dangerous condition. She suggested that the Board contact the schools and alert coaches that the road is an access route to numerous residences and there is frequent vehicle traffic in both directions. Roberta agreed to contact the two local high schools (Cedar High and Canyon View) and the Southern Utah University regarding safety of pedestrians on the road.
- New property owner Jim Byler asked if he asphalts his driveway he would need to submit an ARC application. The Board agreed that this should be done. Jim said he will be considering some changes to his driveway in the summer and will submit a form if he decides to make changes.
- Janet Webb asked how many fire hydrants were in the subdivision. Steve reminded everyone that fire hydrants are the responsibility of the Central Iron County Water Conservancy (CICWC) as all water-related issues.
- Janet also reported that some property owners had received incorrect water bills recently and if the water usage is grossly high the owner should contact the CICWC as there apparently was a malfunction in the recent billing and CICWC will adjust the bill.

## **6. Next Meeting**

The next meeting is scheduled on January 19, 2017 at 5:00 p.m. at the Stetzenbach home (Block 4, Lot 10).

**7. Adjourn**

Linda made a motion to adjourn, Linford seconded and the meeting was adjourned at 6:34 pm.

Respectfully submitted by Linda Stetzenbach, Secretary.