

## **Cedar Highlands Homeowners Association Board Meeting October 17, 2013**

The Directors of the Cedar Highlands Homeowners Association (CHHOA) held their monthly board meeting on 10/17/2013 at the home of Rob and Darcy Yates.

Board Members present: Earl Christison, Beth Gaines, Jay Hampton, Manny Mosqueda, Linford Nelson, Linda Stetzenbach and Rob Yates.

1. **Call to Order:** The meeting was called to order at 5:02 pm.
  
2. **Approval of Minutes:** A motion to approve the September minutes was made by Earl and seconded by Beth. The vote to approve was unanimous.

### **3. Committee Reports:**

#### **Financial**

##### a) Balances

Beth presented the financials received from Barbara Hansen (Hinton Burdick) detailing the account balances as of September 30, 2013. The balances did not include the expense for road base materials applied to sections of the main road above the lower cattle guard. Board members volunteered their time for the labor.

##### b) Annual Dues

The financial report showed the fewest unpaid balances that board members could recall, demonstrating that the letters from the HOA attorney to property owners with unpaid dues appears to be having a positive effect.

##### c) Hinton Burdick Compensation

Beth and Manny reported that they met with Hinton Burdick regarding the company's significantly increased workload in the last four years including the many additional duties that Barbara has undertaken for the HOA. The board approved a rate of \$350/month for one year, beginning January 1, 2014. This figure is up from the \$227/month they had been receiving. Hinton Burdick will send the HOA a letter of understanding prior to the end of the year.

#### **Roads**

##### a) Main Road

Rob has applied to the Bureau of Land Management for approval for the HOA to cut into the hill to improve the line of sight at the steep grade just below the lower cattle guard. If the HOA proposal is approved the work will be done within 30 days and supervised by Rob. Rob said that the engineering design for main road re-alignment should be released to the HOA by the end of October.

b) Other Road Issues

Rob reported that the HOA is two years into the 5 year contract with Bulloch for snow removal.

**Architectural**

a) Committee

The CCHOA board members will review and approve, or request that submissions be modified, to comply with the HOA Codes, Covenants, and Restrictions (CCRs).

b) Construction

Manny will draft a letter to all property owners reminding them of the HOA CCRs, the requirements for completing and submitting the ARC form for any new construction or exterior modification to an existing dwelling, and that ARC approval must be obtained in writing prior to any such work being performed on the property. The board will discuss the letter at the November meeting, and if the board approves it, the letter will be sent to all property owners. Manny and Earl will meet with the property owner of Block 3, Lot 3 regarding ARC concerns and report back to the board at the November meeting. Linda will draft a letter to the property owner in Block 11, Lot 11 concerning cleanup of his recent driveway construction and need to re-plant areas that were disturbed. The board will discuss this letter at the November meeting, and if the board approves the letter will be sent to the property owners.

c) Fencing

Linda will present a draft letter to the property owners of Block 12, Lots 5-9, and 13-15 and circulate it to the board for review prior to the November meeting. This is in response to the Board's concern that the fencing project by owners may have resulted in some areas of the fencing not meeting county specifications for height, and that some areas may not be on the owner's property or may be on the road right of way. It will include the request that the owner have a certified surveyor complete a survey and move fencing as needed.

d) Little Free Library

The Eagle Scout project to construct a Little Free Library at the corner of High Mountain View and High Cedar Highlands Drive on the border of Block 4 Lot 11 with that property owner's approval is completed. The library is a kiosk for residents to exchange books and magazines, and serves as a location to distribute information to property owners.

**Fire**

a) Control Burns/Chipping

Linford reported that the Department of Natural Resources (DNR) plans to chip brush/slash piles within the subdivision in October and to burn as needed around Thanksgiving /Christmas when there is snow cover. Beth gave Linford a list of subdivision lot and block numbers that he will add to the signup list from the annual meeting.

**4. Other Business**

The board will discuss at the November meeting the 2014 budget and dues, and on enhancement of the upper common area.

**5. Next Meeting**

The next meeting is scheduled for November 21, 2013 at 5pm at the home of Earl and Melba Christison (Block 2, Lot 16).

**8. Adjourn**

The meeting was adjourned at 6:31 pm.

Respectfully submitted by Linda Stetzenbach, Secretary.