

**CEDAR HIGHLANDS HOA BOARD MEETING MINUTES****Wednesday, July 21, 2021 at 6 PM**

Cedar City Library, 303 N 100 E, Cedar City, UT 84721

And Virtually- link is on HOA website

**1. Welcome/Quorum established** – The meeting was called to order by Mike Brask. Board members in attendance were Tom Wootton, Regina Tashjian and LynAnn Imlay (attended virtually). Other members in attendance: Sharon & Greg Dietel, Debra & Jeff Hartman, Glen Foss & Cindy Temple, Nick & Patti Palanza, Roger Thomas, Monica Wootton, Kerry & Julia Smith, Cary Wood. Attending virtually: Danyelle Bettencourt, Phillip Miller, Larry Miracle, Tawny Thomas, Manny Mosqueda, Jim Bell, Clayton Douglass, Bill & Ankara Rosser, Jim Hilton, Eva Danto. Mike made a motion to approve June 2021 meeting minutes, seconded by Tom. Vote was taken and unanimously approved.

**2. NEW BUSINESS**

A. Discuss/Motion/Vote- Approve cover letter & Ballot Changes for Annual meeting. Reggie reviewed the ballot changes adding Floor nominations in first paragraph and Director Votes. Tom made a motion to approve the ballot, seconded by Mike. Vote was taken and unanimously approved. The cover letter for delinquent members regarding suspension of voting rights and the cover letter with agenda was reviewed. Tom made a motion to approve, seconded by Mike. Vote was taken and unanimously approved.

B. Discuss Policies & Procedures we wish to implement. LynAnn will tweak the P&P currently posted on the website. Reggie reviewed the June 2020 minutes, and discussed a P&P for maintaining important documents/records/invoices and following through with those procedures outlined. LynAnn will work on it. Reggie will get the list of important dates to LynAnn.

**3. PRESIDENTS REPORT**

Mike has been working on what it takes to contract engineering work if we do improvements on the secondary roads to get report including proper drainage. Mike has reached out to Platt & Platt and GoCivil. They probably won't be able to do any studies until late fall or winter. Dallas at GoCivil said they will look at our subdivision with a Phase 1 and Phase 2 approach. Phase 1, they will use existing maps and documents for a baseline to come up with a map of where the roads would have to be within the boundaries, and material cost to bring the roads to county standards. Dallas' rough cost estimate for Phase 1 is between \$4k and \$6500. That information will allow us to go to contractors and get a basic cost range for the project. The Phase 2 level deals with about 4 miles of secondary roads and whether roads are located within actual Right of Way vs being cut in outside of ROW. We are looking at about \$30K for a 25-30 page plan set at \$1K per page to design, draft construction drawing for scope of the work needed. They will look at drainage and do watershed analysis for storm drain/culvert sizing at a cost of about \$5k.

Having a Phase 1 & 2 approach will allow us to get a rough idea of the cost to improve the secondary roads to give to the members. If we do not have 2/3 of members approve, then we don't have the expense of Phase 2.

Mike also reached out to Kelly at Sunroc. With a Phase 1 report, they could give us some numbers for double chip seal, road base or asphalt to give us an idea of cost.

With the recent rain, we see that we will not be able to control erosion with a gravel road. With chip seal, every few years we would have to put another coat on it to build it up. Sunroc may be able to do the work next year, but we may not be able as a community to get the approval.

The main road we will need to work with the county. From prior studies by Sunrise Engineering, any work by the county on the 17% grade will use the 2 lots they own. The cost from those studies was \$785K to take out that section, which is on the county.

The engineering report does not have an expiration, unless there are changes to the roads. What will change is the cost for any material increases.

Member asked if that includes surveyor cost. Mike will get back with GoCivil and ask.

At the annual meeting, we will ask members if they want to proceed with obtaining Phase 1 studies. Mike will get a second quote from Platt & Platt. Platt said they are not available to start a project until October. GoCivil could start Phase 1 now.

We will try to get the fire hydrant study and Sunrise Engineering done by the town to be a part of any work we do.

#### **4. COMMUNICATIONS**

A. **With members** – we have many new members that were surprised by the damage caused by recent flash floods.

LynAnn followed up on the concern voiced by members in the past about mosquitos. LynAnn found out Iron County does have a department that handles mosquito abatement. They do work pending number of complaints. Discussion that we do not know if chemicals are used and there are natural springs located in the area. LynAnn will follow up and ask if there would be any environmental impact for this service.

B. **With Iron County** – nothing this month

C. **With attorney** – conversations regarding collections issues.

#### **5. COMMITTEES:**

A. **Financial** – Reggie presented the June financial report. Reggie advised we need to have new signature cards for Tom and LynAnn to sign checks. Reggie should not sign if she is issuing them. Mike will print the letter and Tom, Reggie and LynAnn will go to the bank.

B. Discuss/Motion/Vote- current invoices. CNA Surety Bond \$384 which is the bond for the board of directors. Justin Wayment for April 2021 services for collection efforts \$245. Mike made a motion to pay both bills, seconded by Tom. Vote was taken and unanimously approved.

#### **B. ARC**

1. Discuss/Motion/Vote ARC applications

All new application along with documentation have been submitted to the board via email for review. The ARC committee has recommended approval to the board for the following:

Hernandez

Block 8 Lot 7 1159 Cedar Highlands Dr.

ARC application submitted July 2, 2021. Pre-built shed request to be placed at the rear of driveway on property. Shed is approximately 179 sq. ft., and colors have been chosen to match the home. Reggie made a motion to approve, pending receipt of deposit, seconded by LynAnn. Vote was taken and unanimously approved.

Pierce

Block 6 Lot 3 813 E. High Mountain View Dr.

ARC application submitted June 30, 2021. Driveway modification and direction change, excavation of rear of lot and dirt relocation from portions of lot to other areas on lot to accommodate this modification. Engineering has been performed by Aggressive Excavation. Nothing involving drainage is being modified or impacted. Reggie made a motion to approve, seconded by LynAnn. Vote was taken and unanimously approved.

Hartmann

Block 12 Lot 3 2285 S. High Oak Dr.

ARC application submitted July 1, 2021. Driveway modification (pouring concrete) to enhance property and ease of parking. Pre- approved by Jim Hilton, concrete work was scheduled for 19 July. Provided approval to homeowner prior to this meeting with the caveat that any/all future applications must be approved by the board prior to work being scheduled. \$750 Impact fee and \$1000 Deposit paid. Reggie made a motion to approve, seconded by Mike. Vote was taken and unanimously approved.

### **Structures Complete:**

Cole/Nelson

Block 9 Lot 1 1247 E Cedar Highlands Dr.

Barn/garage has been completed; HOA board members were provided a tour. Drainage mechanisms were installed by homeowner to the satisfaction of the HOA Board. House completed. This encompassed 2 projects (2 deposits); deposits have been withheld until drainage issue has been resolved. Per Roger, before certificate of occupancy is given by the county, a final grading letter must be submitted by the contractor. Iron County Building Dept will not give their final approval on the barn/garage until they are satisfied the drainage issue onto the lot below has been resolved. The drainage from the house during storm was handled by the culvert. Tom made a motion to reimburse Linford's deposit and hold the barn/garage deposit pending county approval, seconded by Mike. Vote was taken and unanimously approved.

Getman

Block 9, Lot 7 2057 S High Mountain View Dr.

Verified to appear complete by ARC committee member. Garage is attached to home and matches home color. *NO HOA Impact collected per the November 7, 2018, Board decision.* We only need to close out. Reggie made a motion to close, seconded by Tom. Vote was taken and unanimously approved.

### **Structures approved and under Construction:**

Callahan

Block 2 Lot 3 1811 High Cedar View Dr. - Communications attempted, no current status as of 7-19.

Nelson

Block3 Lot 11 2016 High Juniper Dr.- Construction underway.

Nelson

Block 3 Lot 12 1982 High Juniper Dr. - Awaiting construction commencement. Unknown if county is holding up construction.

Williams

Block 2 Lot 34 1005 E Cedar Highlands Dr. Container has had siding installed to match the house. Roof still needing completion

2. Cedar Highlands Community Entrance Sign discussion. Tom proposed the ARC Committee get some bids for entrance signs and bring information to the annual meeting to see if the members want to spend the money for new signs. The ones we have are in bad shape. The upper sign would be re-located in the meadow.

### **C. Roads**

The Roads Committee has been reinvigorated and there are new participants. Thanks to Nick Palanza & Greg Pierce for going around looking for trouble spot and freeing up some culverts after the storm.

Yesterday, we found the 24-inch culvert on the main road above Cole near the cattle grate by the meadow plugged and apparently has been that way for 15 years. No one including Ray Bulloch has known about it. This has caused a lot of damage as the amount of water could not get through the lower culvert. Ray put this on his list of work to do.

The recent storms caused a lot of wash outs especially on High Mountain View. There is so much erosion the phone cables are laying in the ditch and exposed. Mike called Beehive and the road from the water tower to the antenna shack used to be 2-3 ft ditch. This has filled in which caused the water to run down the middle of the road. Because the ditch was full, it was causing all that water to cascade into a member's yard. This was the reason he put in the rocks and backfilled to stop the erosion of that road. There are also 2 culverts above that property that are plugged. If the issues are repaired, it should stop most of the erosion. With the material we will get from CICWCD due to the water tank leak, we can use that have the pitch put back in the road to help the flow of water. Beehive is relocating their phone lines. Member suggested that as they walk the roads and see blocked culverts, to give that information to Mike to mark on the map he has made to identify the ones needing to be cleared. Beehive also located another exposed cable and working on fixing it.

Ray Bulloch had grader free and did some work. Ray will be back to clear ditches and culverts probably 3<sup>rd</sup> week of August. He will bring boulders to put around the culverts. Ray will call in blue stakes for the ditches before clearing the ditches.

CC&Rs state the culverts and ditches on member's properties are their responsibility to keep clear. Do not put chipping material in the ditches. If members maintain their ditches and culverts, then it will help us find out where the problem with water flow lies. During extenuating circumstances following flash floods, the HOA paid to clear culverts when it effects the road. Bullochs charges \$250 for a homeowner to have their culvert cleared.

With gravel roads, during heavy storms, the water is more than what the ditches and culverts can handle which is a problem we have been chasing for many years. Heavy storms can cause water to run down an area it hadn't before. Until we do some road improvements, the best we can do is keep the ditches cleared and grade the roads.

The homes that have sloped driveways, the water coming down is not going into the ditches and flowing into the road causing damage. The way to divert the water flow away from the road is for members to put a speed bump so the water flows off to the side and into the culvert.

D. **Fire & Safety** – Tom spoke with John Schmidt, DNR. John said do not leave dead wood to be chipped as it damages the chippers. They can only chip green wood. The dead wood should be taken to the dump. John also stated if a member has dead trees, call DNR and they will take them down and have a proper way to dispose. DNR has started chipping already at the top of the subdivision. Tom is continuing conversation to schedule further chipping dates in the fall. Tom will ask John Schmidt about the Matching Funds Forms. Pioneer Day is July 24 and fireworks may be a problem. The Hartmans and Silvas have helped with patrols on holiday weekends to deter use of fireworks and put up NO FIREWORKS signs throughout the mountain.

E. **Website** – Kevin is unavailable tonight. Tom advised he is working with Kevin for fillable forms online.

F. **Water** – already discussed in roads about the materials owed. They are coordinating with Ray Bulloch for when it can be put down.

6. **MEMBERS QUESTIONS**– Open Discussion

Discussed annual meeting plans. May not need to mow the meadow as the grass is low. Patti Palanza and Sharon Dietel volunteered to assist with planning. Set up will start at 9. LynAnn has the large canopies. Reggie will use the HOA debit/credit card to pay for the majority of expenses and coordinate with Patti and Sharon.

7. Date and Time for Next Meeting – annual meeting September 4.

Respectfully submitted by Regina Tashjian, HOA Secretary