

## **MEETING MINUTES AUGUST 8, 2024**

*(These minutes have been reviewed and approved by the Cedar Highlands HOA Board and serve as the official summary of the meeting which includes the official audio file)*

Cedar Highlands HOA

### **AUGUST MEETING**

Thursday, August 8, 2024, at 6:00 PM

Cedar City Public Library, 303 N 100 E, Cedar City, Utah

#### **START RECORDING**

#### 1. **WELCOME** (Establish Quorum of the Board)

Stan opened the meeting and welcomed everyone. He also noted that Board member Tom Wootton would not be in attendance because he was in Las Vegas for work-related training.

#### 2. **APPROVAL OF THE AGENDA**

Patti requested to additional items be added to the consent agenda for action. One was a reimbursement of \$500. to Rick Silva for the cost of new boulders set to protect a road turn corner on the main road. Second was for payment for new locks for the dumpster for \$32.02. On a motion by Patti and second by Lori the board approved these additions.

#### 3. **PUBLIC COMMENT:** During Public Comment members may address the Board on matters under the authority of the HOA including items on the agenda and items not on the agenda. The Board is not authorized to act on items not on the agenda. Public comment is limited to 3 minutes per person (yielding time to others is prohibited) and 10 minutes per topic, unless extended by the Board officer presiding over the meeting. Members requesting to speak during public comment will state their name and residential address for public record. In accordance with our Cedar Highlands HOA Bylaws, any other discussion or comments from attendees must be approved by a majority vote of the Board.

Debra Hartman requested to speak and questioned the use of the term “forensic audit” as presented by the board last meeting. She went on to cite a number of detailed protocols involving a deep analysis of financial records/transactions and software generated reports from data in the HOA financial system.

Stan clarified that the term was applied but that our HOA did not have a financial system, rather there we a series of boxes with paper records that were woefully disorganized and unkept. Stan took responsibility for applying the term financial audit knowing we would not be able to carry out all actions of a more sophisticated audit due to such poor records. Stan further suggested we refer to the board report as a “post-mortem” report with findings from this five-year review. Patti further explained numerous aspects of the review conducted and some of the difficulties in review records at a more sophisticated level when few such records existed and those that were there were often inaccurate and/or incomplete.

Debra also questioned if the \$500. Reimbursement to Rick Silva for boulders were the same boulders that Lori Silva had previously stated that she and Rick had paid for.

Stan confirmed this reimbursement was for the personal payment by Rick Silva of \$500. The Silva's did not request reimbursement but under the circumstances the Board still approved the reimbursement because they had paid this HOA expense out of their personal funds.

4. **CONSENT AGENDA – SEE EXHIBIT A**

Stan reminded everyone that the Consent Agenda would be longer this evening due to the routine business carried out during the July recess. This CA represents June and July transactions carried out by the Board.

Stan further highlighted the Consent Agenda actions to pay Tractor Works for the culvert/drainage repairs being completed as part of the Board-approved Summer/Fall Roads Repair Proposal.

5. **ACTION ITEMS**

- a. Treasurer- Monthly Report and action on all financials and approval to pay bills.

Patti presented the standing report as Treasurer accounting for all transactions reviewing bank statements, balance sheets and overall summary of all revenues and expenses to date. On a motion by Stan and second by Lori the Board voted to approve the Treasurer's Report as presented. Following this report there was a request from Chad Atkin in the audience to open the floor for a clarifying question regarding the financials. Stan moved and Lori second to open the floor for Chad's question. Referring to one example Patti shared of a non-refundable deposit being incorrectly refunded to a homeowner for home improvement project completed. He asked if the Board intends to recoup that non-fundable deposit and whether or not the homeowners brought this error to the HOA's attention when they received over-payment in return. Stan shared that this error occurred two years ago and due to the chaotic nature of the financial records it was highly likely that other such errors were made and it was not worth the HOA's time and recourses to pursue recovery of these funds.

6. **COMMITTEE REPORTS TO THE BOARD**

- a. Fire/Safety– Debrief recent Fire Alerts/Communication *Tom & Lori*

On a motion by Stan and Second by Patti the Board approved opening the floor for an update from Administrative Officer Greg Pierce to share an update on the progress to secure a fire safety grant from the federal government. The following is the full text from Greg's report:

**Fire Committee Report 8/8/24**

The fire committee's most recent meeting was on 10 July. The new fire plan continues going forward in the process for the United States Department of Agriculture Forestry Service Grant under the Community Wildfire Defense Grant Program. The community wildfire defense grant program is hung up on getting documentation, supporting our electronic ID to be granted by the sam.gov

organization. Our most recent submission of three documents had one turned back because the state bank of southern Utah abbreviated the word ASSOCIATION. We are endeavoring to obtain a statement from SBSU with no abbreviations going forward. Still waiting on the chipping and shredding of our piles of branches etc. and Tom Wooton had me reach out today to both John Schmidt and Chris Petersen about when the crews could be expected to be here. It could be as early as tomorrow or as late as about two weeks from now. Priority has devolved almost solely to firefighting support. Chris Petersen also noted that the actual chipper shredder is broken and in the repair shop with no ETA. Anyone wanting to create more piles please let me know and I will include them on a list to Chris Petersen as long as I have your actual address. This would be the address that you would use if you wanted to find the house using Google as an example.

- b. Roads –Report on Summer Roads Repairs *Lori & Stan*

On a motion by Stan and second by Patti the Board opened the floor for Lori to enlist support from fire committee members in attendance. Lori again reviewed the items on the earlier Consent agenda relative to Tractor Works and the repairs done so far this summer. She reported that all is going well. She shared that two unexpected projects were added when we discovered two main-road culverts that could not be blown out due to years of solid obstructions and had to be replaced. She summarized that we are halfway through our project list, still focused on private road repairs first, and currently focused on culvert, ditches and drainage improvements. The project budget approved by the Board is \$90K and our running total for expenses is currently \$40,140.

- c. ARC (action on applications/refund approvals) – *Patti & Tom*

Patti presented the monthly ARC report. She reorganized the format so the new applications for approval are at the top of the report followed by approved project in progress and completed ARC projects listed last. There were no new ARC applications requesting approval this month.

- d. CCR/Bylaws –Report on Nominations for Board Elections- *Stan*

Stan reminded us that the CCR/Bylaw Committee has been dormant this year and hopes to resume meetings next HOA year.

- e. CICWCD/ CH HOA Water Tank & Fire Hydrant Agreement – *Greg Pierce & Lori*

On a motion by Stan and second by Lori the Board approved opening the floor to call on Greg Peirce again for a report on the progress of the Water Tank/ Fire Hydrant Grant Agreement with CICWCD. The report was as follows:

#### Water Committee Report 8/8/24

I spoke with the project engineer, Curtis Nielson, and he is expecting the final blessing from the federal government any day. He mentioned other projects for Iron County similarly being held for final blessing, so it's not just our project being singled out. Once the United States, Department of Agriculture releases the project, The water guys can go out for bidding. I suggested an update on the project be considered for our yearly meeting and submit that idea to Stan at this time.

**7. INFORMATION ITEMS**

- a. Beehive Technologies Update – Spring 2025

**Stan Shared that Beehive technologies in the process of complying with the Environmental Impact requirements from the state and the timeline to clear this process will push the start of their new Utility box to next spring.**

- b. Update on Loafing Shed Proposal: Connecting w/ BLM

**Stan reported that Lori has secured a new contact with BLM for us to pursue a request for approval to place a loafing shed on the property just across from the dumpster. We will continue efforts to meet with our new BLM representative.**

- 8. NEXT MEETING – ANNUAL MEETING SATURDAY AUGUST 31, 2024, at 11:00 AM@ MAIN STREET PARK, DOWNTOWN CEDAR CITY.**

**Stan reminded everyone of the new location for this year’s annual meeting. He apologized to those who are disappointed we are not meeting in the meadow. Stan shared that the Board made this decision previously with the understanding that the earthwork on the Water Tank would be underway. In preparation for this the HOA paid for and reserved the Lions Club Pavilion at Main Street Park.**

- 9. ADJOURN. END RECORDING**

**Meeting was adjourned at 6:55 PM.**

# Exhibit A

## CONSENT AGENDA – HOA Monthly meeting of August 8, 2024

### June 13 - July 1

- a. Maverick Gas reimbursement for transport of HOA culverts = \$241.01
- b. Western Legacy Accounting= \$657.50
- c. Reimbursement for cash required to purchase HOA culverts (Patti Palanza) = \$3400.

### July 1 – August 1

- d. Intuit Accounting monthly subscription = \$64.05
- e. Walmart Office supplies = \$68.15
- f. Image Pro copies of member lists = \$5.50
- g. USPS Certified mail for delinquent dues = \$8.05
- h. Reimbursement for sign solar lights (Chad Atkin) = \$84.52
- i. CNA Surety annual premiums for Fraud Insurance = \$384.
- j. Tractor Works – Culvert at 4-way intersection = \$2500.
- k. Tractor Works – CH Road ditch fill w/rock = \$10,000.
- l. Tractor Works – Culvert extension & rock wall = \$4475.
- m. Tractor Works – Recover cattle guard at the top = \$1000.
- n. Tractor Works – Replace blocked culvert on HCVD below Katz = \$3300.
- o. Tractor Works – Mid HCVD/ Slayden's = \$2865.
- p. Tractor Works – 24" culvert + grading/ Danto's = \$6900.

### August 1 – August 8

- q. Intuit Accounting monthly subscription = \$69.39
- r. HOA Monthly meeting minutes for June 13, 2024
- s. ARC Application Approval – Palanza Re-build following garage fire.
- t. Reimbursement for HOA boulders = \$500. (added this evening)**
- u. Payment for Dumpster locks = \$32.02 (added this evening)**