

# ANNUAL MEETING MINUTES AUGUST 31, 2024

Cedar Highlands HOA

## ANNUAL MEETING

Saturday, August 31, 2024, at 11:45 AM

Main Street Park (Lions Club Pavilion), 303 N 100 E, Cedar City, Utah

### START AUDIO RECORDING

Meeting called to order at 11:45 AM

1. **WELCOME** (Establish Quorum of the Board)
  - a. Introductions & Appreciation

**Stan opened the meeting with a welcome and thank to all in attendance for coming. He personally thanked each Board member for their service this past year. He thanked the Board member's spouses for the support they provide when HOA responsibilities result in sacrifices of other activities/priorities in their lives. He thanked the Administrative Action Officers (Greg Pierce, Lisa Hatch, and Ankara Rosser) for their support of each of their board members and the work of the Board as a whole. He thanked all of the HOA members who serve on the HOA Committees (ARC, Fire & Safety, Roads, Water, CCR/Bylaws, and the Nominating Committee) and thanked those who provide website/technology support for the HOA.**

- b. Approval of the Agenda

**Stan explained the agenda approval action and asked fellow board members if there were any additions to the agenda prior to the start of formal action. Patti presented an updated list of the most recent expenses paid by the HOA and ask that they be added to the Consent Agenda. On a motion by Tom and second by Lori, the Board voted unanimously to include the additional items on Consent Agenda.**

2. **CONSENT AGENDA**
  - a. Exhibit A (see attached)

**A full list of the items on the Consent Agenda is attached on Exhibit A and the additional items added at the start of the meeting. On a motion by Patti and second by Tom the board voted unanimously to approve the Consent Agenda as amended.**

3. **ACTION AGENDA**
  - a. ARC Report for August – *Patti*

**Patti gave a brief explanation of the ARC report and then highlighted the new ARC applications submitted most recently for Board approval. On a motion by Stan and second by Lori the Board voted unanimously to approve the ARC Report.**

- c. Presentation of 2024-25 HOA Annual Budget – *Patti*

**Stan briefly outlined the annual budget cycle and the timing between our HOA calendar year and the financial fiscal year. He clarified that the current 2024 budget rolls over in September and**

becomes the baseline for the 2025 budget. Patti presented the current financials including all expenses and revenues for the past month. She presented the balance sheet for the budget including year-to-date balances in total revenues and expenses. She noted that the HOA total fund balance of \$66K would carry us through the next three months. She clarified that in October/November the Board will discuss and consider additional budget actions including reallocation of funds between account lines to more accurately represent recent spending trends and any possible increase in revenues if an annual dues increase is approved. Stan clarified that it is the board's intent to send out the required 30-day announcement of annual dues invoices in the month of December. The following 30-day window will be to send out and receive dues will be in the month of January 2025.

4. **BOARD REPORTS TO THE MEMBERSHIP**

a. **CICWCD/ CH HOA Water Tank & Fire Hydrant Agreement – *Greg Pierce/ Curtis Neilson***

HOA member Greg Pierce reported on his activities as the HOA point person for the Water Tank & Fire Hydrant Project. Greg worked to establish a primary contact with the CICWCD and regular monthly interactions to keep abreast of the progress on the project. Greg introduced Curtis Nielson, the lead engineer serving ICWCD on this project for a brief status update. Curtis reminded us that this project is one component of a multi-part project being conducted by CICWCD throughout the wider county service area. This, combined with the government requirements of the USDA have taken the past year to work the grant through the federal funding allocation process. He clarified that CICWCD has no other funding available for this project and until the grant funds are allocated which is why the CICWCD cannot begin any part of our project. He shared good news that the year-long allocation approval process is now at the finish line, and he expects funding to be released and in the hands of CICWCD within the next eight (8) weeks. He ensured our members that CICWCD is fully aware of the importance to our community of the 20 new fire hydrants and this would be the first priority for project funding once allocated. Curtis and Stan responded to member questions regarding the proposed placement of the new fire hydrants and how long their installation will take once started. Stan reminded us that in our formal agreement there is a requirement that the CICWCD install all of the new hydrants within the first 24 months of the projects formal start. Curtis stated that he did not anticipate installation of the new hydrants to take that long once funding is available. [See map below of fire hydrant locations.](#)

b. **Summer/Fall Roads Repair Update – *Stan & Lori***

Stan provided a brief outline of the policy the Board implemented to develop and approve a Summer/Fall Roads Repair Plan. Stan shared briefly that the Roads Committee spent a couple months in early spring doing ride-arounds to identify areas of needed road repairs. The committee then put all of their findings on a master list and began to prioritize the items based on Board-approved criteria. The criteria include to address issues on all private roads first, address culvert and drainage problems next, then address issues of driver safety on our roads, delay any surface work until after the height of monsoon season, and finally work within available funding for the year. Lori then shared the list of items on the Board-approved plan and a list of all the items completed to date including expenses for each. She presented an exhibit (binder) to be circulated among the attendees that was prepared by Lisa Hatch. This exhibit included pictures, locations, descriptions of all the road improvements completed. Stan

reminded everyone that the main road belongs to the county/BLM and is not HOA property. This complicates any efforts to address problems on this road. The county/BLM will not service the road because it does not meet maintenance standards for road construction/safety. They will not fund improvements of this road because we are a seasonal community and do not have sufficient full-time residents to justify expenditures when compared to their many other priorities. Stan shared that the HOA efforts to maintain the main road are an additional expense beyond caring for our private roads. Greg Pierce added that any HOA work done on the main road comes with substantial risk because once we apply services to the road, we have liability for any problems/accidents arising on the road. Lori introduced Joe Portolese of Tractor Works who serves as our vendor for annual road services. Joe then spoke about the plans to address as many of the worst areas on the main road as possible using rock displacement actions and patch work surfacing and grading. This is necessary at a minimum to ensure he can use his plow equipment effectively in the winter without damage to the blades. Stan addressed further questions from members about the actual costs of reconstructing the main road to bring it up to code, the county requirements for being designated a residential community rather than a seasonal community. Lori closed the presentation by thanking the roads committee and expressed special appreciate for the work, expertise, and commitment by Joe and Tractor Works to serve our community. To see the 2024 Summer/Fall Roads repair Update click on the link below:

<https://www.cedarhighlandshoa.org/wp-content/uploads/2024/08/2024-Roadwork-CEDAR-HIGHLANDS-HOA.pdf>

d. Fire Safety & Seasonal Reminders – *Tom*

Tom reported on the status of the Fire Committee and their regular monthly meetings. He reminded us of the Fire Safety Tips sent out via mass text and the Seasonal Reminder sent out as well. He shared that the Committee continues through the support of Greg Pierce to apply for federal grant funds that will support the costs of individual residential fire suppression units to be installed on owner's homes if they desire.

e. Beehive Technologies Update – Spring 2025 – *Tom*

Tom reported that Beehive Technologies is in the process of meeting the requirements of an Environmental Impact Report on the placement and construction of their new service box. The project is scheduled to be installed next spring. More information about service packages offered to residents will be forthcoming.

f. Progress Report on 2024 Board Goals – *Board*

Stan referred to the handouts and a detailed copy of the 2024 Goals Update on the goals set by the Board back in January. He noted the major achievements this year and shared that the Board will again review/revise and adopt new goals for 2025 in January.

5. **2024 BOARD ELECTIONS**

- a. Explanation of 2024 Nominating Committee results and introduction of presumptive appointees to the Cedar Highlands HOA Board of Directors – *Stan*

Stan referred to the detailed handout provided in the information packets previously sent to all members via mass text and also shared in hard copies at the meeting. He further explained the sequence of events and legal authority to declare volunteer nominees to be approved by Board action when there is an uncontested election. Stan introduced the two presumptive appointees incumbent Lori Silva and new nominee Jim Helsper. Stan asked Jim to introduce himself. Jim shared that he is a retiree from Aero Space program, married and lives in St George. They have a home in Cedar Highlands and spend time here regularly on weekends, holidays and other seasonal visits. Jim emphasized that he hopes to make meaningful contributions and be part of a positive board team.

b. Call for Nominations to be Elected to the Board of Directors – *Stan*

Stan then opened the floor for nominations of any member volunteers who wished to be placed on the ballot for election. There were none.

b. Action to approve results of Board Election process – *Board*

On a motion by Stan and second by Tom the Board voted unanimously to approve the approve by acclamation, the election of Lori Silva and Jim Helsper to the HOA Board of Directors.

There were no further interactions of relevance to items on the meeting agenda or of interest to member attendees at-large. The meeting was adjourned at 1:17 PM.

6. **NEXT ANNUAL MEETING** – Saturday, August 30, 2025, Main Street Park (Lions Club Pavilion), 303 N 100 E, Cedar City, Utah

7. **ADJOURN. END RECORDING**

## **Exhibit A**

**HOA Annual Membership Mtng of August 31, 2024**

## CONSENT AGENDA

### August 8 – August 31, 2024

1. August 8 HOA Meeting Minutes
2. CH HOA Annual Meeting Dates 2024-2025
3. Tractor Works Invoice # 1183 on 8/9/2024 = \$500.
4. Tractor Works Invoice # 1186 on 8/9/2024 = \$1000.
5. Tractor Works Invoice # 1188 on 8/22/2024 = \$11,243.
6. Tractor Works Invoice # 1189 on 8/22/2024 = \$1200.
7. Tractor Works Invoice # 1190 on 8/27/2024 = \$6,500.
8. Tractor Works Invoice # 1191 on 8/27/2024 = \$1,200
- 9.

