

**Cedar Highlands**  
**HOA BOARD MEETING MINUTES**

**Thursday, November 14, 2024, at 3:00 PM**

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

**START RECORDING**

1. **WELCOME BY PRESIDENT:** Jim Grimes welcomed the meeting attendees and confirmed that there was a quorum of all the board members, at 3:00 PM.
  
2. **PUBLIC COMMENT:** Jim stated that there will be a public comment period for this board meeting and that those wishing to speak must sign in on the sign-in sheet at the entryway. He also requested that commenters state their comment on the sign-in sheet. He reiterated that comments made previously should not be repeated yet again. New meetings mean new subject matter. He opened the floor to public comment, after reminding attendees that this is a meeting in public, not a public meeting. He told the speakers to state their name, their address, and their subject matter, and that they have a three-minute limit to speak.
  - a. Stephen Nye, 1951 S. Cedar View Dr. (Lot 15, Block 2), had a two-part comment regarding a complaint he submitted. **Part One:** There is a significant amount of large construction equipment using and blocking our private roads. **Part Two** pertains to Lots 2 and 3, where excavation below his lot might cause slumping of his hillside. He wonders if the HOA has approved of this work.
  
  - b. Debra Hartman, 2285 S. High Oak Dr, requested answers to questions made in previous meetings. The Chair allowed the questions to be made.

At 3:15 PM: Jim entertained a motion to close community comments, Senior moved, and Patti seconded. Motion was approved by all Directors with the Chair abstaining.

3. **NEW BOARD MEMBER ROLES:** Jim entertained a motion to approve the new roles, Patti moved and James Helsper, Jr., seconded. Motion was approved, with one abstention. Jim Grimes as President and the Chair of the Meeting will only vote when required or to break a tie. He abstains to avoid any perception of partiality to the subject. The following roles are filled by:

- President: Jim Grimes
  
- Vice President: James Helsper, Jr., who we will call: “Senior,” going forward
  
- Treasurer: Patti Palanza
  
- Secretary: Lori Silva
  
- Member at Large: Tom Wootton

4. **APPROVAL OF THE AGENDA:** Jim asked if all board members had read the agenda and all of them affirmed. He then entertained a motion to approve the agenda. Senior moved for approval and Patti seconded. The agenda was approved by all Directors with the Chair abstaining.

5. **CONSENT AGENDA:** Approval of October minutes, invoices and one-year Tractor Works contract. Tom stated that we still need to approve the August 31, 2024 (Annual Meeting) minutes, which we will address at the next meeting. Jim entertained a motion to approve, Senior motioned, and Patti seconded. The consent agenda was approved by all Directors with the Chair abstaining

#### 6. ACTION ITEMS:

a. Introducing two new Administrative Officers: Kerry Smith and Chad Atkin. Jim made a motion to approve them, Patti moved and Senior seconded. Admin Officers were approved by all Directors with the Chair abstaining.

Jim spoke about the 10/17/24 Central Iron County Water Conservancy District (CICWCD) open meeting, where a few Cedar Highland community members challenged the water tank vote. He, along with Rick and Lori Silva, attended the meeting. The Board has officially responded to the allegations made by the community members through our attorney, Mr. Carson Bagley, and it has been delivered to the CICWCD attorney, Mr. Justin Wayment. He suggested that we go to the CICWCD website to listen to the comments made by the community members. The comments are on the CICWCD website, and they last less than 13 minutes. Listeners may fast forward manually to the 1:01:30 mark where this begins (ends at 1:13:58). <https://cicwcd.org/board-meetings-2024/>

b. The Board of Directors discussed increasing our annual dues by 10% to \$924, beginning January 1, 2025. Jim entertained a motion to approve the increase, Senior moved, and Lori seconded. Motion was approved, by all Directors with the Chair abstaining

c. The Board reviewed our 2025 Budget and is now focused on running a balanced budget moving forward. We have forecasted expenses and revenues, and we have included cash deposits into the budget. Our total annual revenue and expenses are balanced at \$235,202. The Board reserves the right to re-forecast our budget every quarter. Financial documents are posted on the CHHOA's web site: <https://www.cedarhighland-shoa.org/home/financials/> Jim entertained a motion to approve the 2025 Budget, Patti motioned and Senior seconded. Motion was approved by all Directors with the Chair abstaining.

**7. COMMITTEE REPORTS TO THE BOARD:**

a. Treasurer Patti reported the following:

<b>INCOME</b>				
Beginning Balance:				\$58,597
Deposits:				\$633
Withdrawals:				(\$1454)
Ending Balance:				\$57,776
<b>EXPENSES</b>				<b>Category Total</b>
Accounting*	\$483	\$450		\$933
Garbage Lock				\$45
Mailing	\$6	\$6		\$12
Professional Fees				\$127
Quick Books				\$69
Snow Poles (roads)				\$221
Spray Paint (roads)				\$23
Tractor Works	\$4,700	\$20,000	\$6,500	\$31,200
Total Expenses:				\$32,630

- \*\$483 Not included on our agenda so it is an add-on. \$450 Accounting expense should be defined as: “Tax Prep.”
- As of this date: Our Balance = \$26,507
- Restricted Account = \$18,115 (special-only refundable monies)
- Jim entertained a motion to approve the Treasurer’s Report, Senior motioned and Lori seconded. Motion approved by all Directors with the Chair abstaining Jim entertained a motion to let the Board review past agendas and past minutes, back to August 2024. Patti moved and Senior seconded. Motion was approved by all Directors with the Chair abstaining

b. Fire/Safety: Tom advised that we have not taken much action but that we may have more to report at the next meeting. Patti reported that we have given the government more information to potentially obtain a grant.

c. Roads: Lori advised that we completed road repairs by October 23, 2024. Rick and Kerry planted snow poles in the road areas that needed it. Our spray paint expense was for Rick to paint the tops of the snow poles for easier sighting. All Road Committee members attended the October 18, 2024 Roads Committee meeting, with Senior attending virtually. We accept an updated agreement, with Joe Portolese, at Tractor Works. This contract is now on file, having been signed on October 18, 2024.

d. ARC: **September:** Patti reported that there were four possible new projects that required applications, four applications that did not need Board action, and sixteen projects under construction. The owners need to give ARC status updates. There were not any completions. **October:** There were six applications requiring review, five applications with no action required, and sixteen projects under construction that require the owners to give ARC status updates. One project had been finalized.

- Jim entertained a motion to refund D. Crowther \$1,000, Senior motioned and Patti seconded. Motion was approved by all Directors with the Chair abstaining.
- Jim entertained a motion to approve the September ARC report, Senior motioned and Patti seconded. Motion was approved by all Directors with the Chair abstaining
- Jim entertained a motion to approve the October ARC report, Patti moved and Senior seconded. Motion was approved by all Directors with the Chair abstaining.

e. CCR/By-laws: Jim Grimes reviewed the need for a concerted effort to address the conflicting directives in our CCRs and By-laws. The governing documents are severely outdated and often conflict with State and County regulations. Jim advised that our objective is to revise the governing documents to eliminate the contradictions, bring them up to date and establish governance documents that are easy to interpret and align with State and County regulations. The Board intends to implement the most cost-effective measures, while gathering community input, fortified with legal review. He reported that he, Chad Atkins, and Greg Pierce are on this committee, and he invited other Members to join.

f. CICWCD/ CH HOA Water Tank/Fire Hydrant Agreement, and Water Main Break Update: Greg reported that this has been stalled while we await the lawyers' interactions. He also spoke of the verbal agreement between CICWCD and Tytan X (Share Bulloch) to repair the road damage caused by the water main break, while emphasizing the need for fast action due to approaching inclement weather.

Jim entertained a motion to approve all the committee reports, Senior moved, and Patti seconded. Motion approved by all Directors with the Chair abstaining

## 8. INFORMATION ITEMS:

- a. ARC Construction Form: Patti reminded the attendees that Members contract with the HOA and therefore are responsible for managing their own projects. Tom mentioned that the Members' construction forms do specify when the wet months are, conditions of the roads, etc. All of this is here: [https:// www.cedarhighlandshoa.org/home/resident-info/arc/](https://www.cedarhighlandshoa.org/home/resident-info/arc/)
- b. Jim stated that administrative officers are extensions of the Board and as such may speak at will during the monthly board meetings. They do not require a motion to be introduced to allow them to speak to the board regarding their projects.
- c. Seasonal reminders by Tom, Lori, Patti, and Jim:
  - Uphill traffic has the right of way, per Utah Code.
  - Construction equipment, two-wheel drive delivery vehicles and trailers are discouraged from travelling within the community during the wet months as per ARC policies.
  - Ladd's Towing is the only towing company that services Cedar Highlands. Call the Sheriff first to expedite road clearance.
- d. There will not be a December meeting.

9. **We will continue to meet, at 3:00 PM, during the wet months.**

10. **NEXT MEETING: THURSDAY, JANUARY 9, 2025, at 3:00 PM, at the Cedar City Library, 303 N 100 E, CEDAR CITY.**

11. **ADJOURN:** Jim informed the attendees that an executive meeting would be held immediately after the regular meeting. He then entertained a motion to adjourn the meeting. Senior motioned to adjourn, Patti seconded, and the motion passed unanimously, with one abstention. The meeting was adjourned at 3:47 PM.

**END RECORDING**

**NOVEMBER 14, 2024, HOA BOARD MEETING ATTENDEES:**

1. Greg Pierce
2. Rick Silva
3. Justin Hawks
4. Trina Hollingsworth
5. Michael Hollingsworth
6. Nick Palanza
7. Chad Atkin
8. Stephen Nye
9. Greg Dietel
10. Sharon Dietel
11. Linford Nelson
12. Sandi Grimes
13. Monica Wootton
14. Steve Danto
15. Eva Danto
16. Jeff Hartman
17. Debra Hartman
18. Kerry Smith
19. Julia Smith
20. Cassie Williams

**VIRTUAL ATTENDEES:**

21. Cary Wood
22. David Crowther