

Cedar Highland

HOA BOARD MEETING MINUTES

Thursday, February 13, 2025, at 3:00 PM

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

START VIRTUAL MEETING

- 1. WELCOME BY PRESIDENT:** Jim Grimes welcomed the meeting attendees, and he confirmed that there was a quorum of four board members (Jim Grimes, Jim Helsper, Patti Palanza and Lori Silva).
- 2. APPROVAL OF FEBRUARY MEETING AGENDA:** The Chair advised that we are updating the consent agenda and that we will be adding two new payments for January. He entertained a motion to approve the revised agenda; Senior moved, and Patti seconded, Motion was approved by the Directors, the Chair abstained.
- 3. PRESIDENT'S MESSAGE:** The President stated that our automated QuickBooks system emailed past dues notice to many Members in error. We have disabled those automatic notifications. While we may complain that we get too many emails/texts, we can opt out of automatic notifications. However, doing so means being cut out of time-critical Board communication.

The President spoke more about automation. While it can be hard initially, we can use it to make life easier for future board members and for other volunteers. Lessons learned when we are faced with errors (e.g. QuickBooks Automated Notifications), these issues give us the opportunity to develop and improve our policies and our general guidance instructions. These are internal practices that we must document and create check lists.

- 4. COMMUNITY COMMENTS:**
- 5.** The Chair entertained a motion to open the floor for attendees. Senior moved for approval and Lori seconded. Motion was approved by the Directors, the Chair abstained.
 - a) Cary Wood inquired about the current HOA budget and asked how the respective budget is addressed and are monies carried over year to year? The President informed Mr. Wood that we are now using zero-based budgeting. Zero-based budgeting (ZBB) is a budgeting method where every expense is justified and allocated from scratch each budget period, meaning you start with a "zero" balance and assign every dollar of your income to a specific expense or savings goal, ensuring that your total income minus expenses equals zero at the end of the period

For example, we have spent less than a quarter of our road budget so far this year, we may reforecast these budget line items later in the year. While we prefer to keep dues as low as possible, we must have funds in reserve for the unexpected. The 2026 budget will be based on actual 2025 spend and forecasted needs. Mr. Wood expressed his approval of the BOD utilizing a zero-based budget.

b) Linford Nelson paid a fine for construction activities performed on a lot owned by his son and daughter. This fine was issued based on two sperate complaints by community members and sperate observations made by BOD. The fine was specific to perform construction activities without providing the requisite ARC application. Mr. Nelson also delivered his 2025 HOA dues payments for the lots he owned. He informed the BOD that a property owner who had submitted their ARC application in previous years before the increase in new home fees had been implemented has requested to start their build this spring. He asked if the older application fee would be honored from their previous application. The BOD informed him that they would honor that application.

6. **CONSENT AGENDA:** The Chair entertained a motion to approve the Consent Agenda; Senior moved, and Patti seconded. Motion was approved by the Directors, the Chair abstained.

January Invoice Payments

Payee	Expense	Cost
American Family Insurance	Final Annual Payment	\$1654.66
Jenkins Bagley, Sperry	Professional Fees	\$1474.00
QuickBooks	Monthly Subscription Fee	\$69.39
Tractor Works	Snow Equipment Staging (Paid in January)	\$6500.00
Western Legacy	Accounting Fees	\$2184.00
U.S. Postal Service	P.O. Box Annual Fee	\$210.00
	Total	\$12,092.05

The Treasurer requested that these additional expenses be included in the consent agenda:

- **U.S. Postal Service** - P.O. Box Key = \$17.00
- **Simple Texting** - Texting Annual Fee = \$809.59 + \$75.21 Overage = \$884.80 (It is most cost-effective to pay this annually)

The Chair entertained a motion to approve these payments; Senior moved, and Patti seconded, motion was approved by the Directors, the Chair abstained.

ACTION ITEMS:

7. The Chair said that we have had only one volunteer for the open board position, and he solicited the membership for any additional candidates to be considered. Cary emphasized that he is happy to help but that he is off site most of the time, so the Chair suggested he join a committee where he can help virtually. Ms. Trina Hollingsworth is new to our community, and she has HOA and property management experience. Jim entertained a motion to appoint Trina to the Board; Patti moved, and Lori seconded. Motion was approved unanimously by all Directors, including the Chair.

a. Treasurer's Report:

• **January Summary:**

- * Beginning Balance General Fund: \$13,394
- * Deposits: \$46,484
- * Withdrawals: \$16,700
- * Ending Balance General Fund: \$43,157
- * Restricted Account Balance: \$17,195.45

The Treasurer noted that she had reinstated our money market account.

- b. The Chair entertained a motion to approve these payments; Senior moved, and Patti seconded. Motion was approved by the Directors, the Chair abstained.

8. Backup Checking Account Signer

- a. The Chair entertained a motion to add Jim Helsper as an approved signer checking account; Patti moved, and Lori seconded. Motion was approved by the Directors and Chair.

9. COMMITTEE REPORTS TO THE BOARD:

Fire/Safety: Jim Grimes advised that he will be meeting with Tom Wootton to learn more. He said that there will not be much happening until early spring, when things will pick up. He is looking forward to participating in some county sponsored activities then.

Roads: Lori Silva expressed her desire for a roads committee meeting next week but she is concerned that everyone else, except she and Rick, is out of town. She suggested that the Board authorize repairing the road from the Meadow to Right Hand Canyon Road which is outside the boundary of the Association. In previous years Linford Nelson had agreed to put road base on this stretch before we applied mag chloride. To date that section of the road has not been maintained and increased traffic is worsening the condition of the road. She can get two estimates but given Beehive's and the Water Conservancy's planned work, we will probably wait until a later date.

ARC: Jim Helsper said that we now have nine homes in various stages of construction, which will bring the total number of homes in our development, to 99. He stated that there have been no major issues other than that some construction materials spilled onto a road. He suggested that prior to filing complaints, the concerned Community Member should first talk to the builder or lot owner and try negotiate a resolution. While the Board does act on complaints, it tends to move slowly. It is better for us to talk to each other than to involve the Board.

CCR/By-Laws: Jim Grimes commended licensed attorney Dave Crowther for doing some heavy lifting with the initial CC&R revisions. He also noted that Greg Pierce is working on reconciling conflicting ideas within our guiding documents, while keeping them consistent with county and state laws. The overall

intent of the revisions to the CC&R's is to bring them up to date with current state and county regulations. This will allow the association to let county and state officials do what they are supposed to do, while the Association can focus on what is important to the Lot Owners, Road Maintenance, Fire Prevention, Water Supply and Distribution. We hope to have a draft in early April for the community and our legal counsel to review and provide comment, with the final version of the CC&R's available to vote on at the August Annual Meeting.

CICWCD/CH HOA Water Tank and Fire Hydrant Agreement: Greg Pierce reported that the new bid date for the water tank and fire hydrant installation is 3/5/25. The Iron County Water Conservancy should approve it at their 3/20/25 meeting. Shortly after this, the money people - the U.S. Department of Agriculture - should grant final approval. Additionally, the road repairs required based on a water release in early winter 2024 during a new home water tie-in will be scheduled by the water conservancy in mid to late April, after Right Hand Canyon's ice melts.

The Chair entertained a motion to approve all committee reports; Patti moved and Senior seconded. Motion was approved by the Directors, the Chair abstained.

10. INFORMATION ITEMS:

- a. The Chair mentioned that Tom Wootton had been working with Beehive, an internet company, to bring fiber to our community. The government has approved all of its applications, and Beehive will deliver Fiber internet to every homeowner who wants the service. The Chair has invited Beehive representatives to provide a presentation and to answer questions at our April Board Meeting.
- b. The Chair emphasized the importance of submitting construction forms ahead of time. Anyone who wants to begin spring construction should submit their forms soon.
- c. The Chair reminded us that the roads are dry now but that could change, especially come springtime.

The Chair entertained a motion to approve the January minutes; Senior moved, and Patti seconded. Motion was approved by the Directors, the Chair abstained.

11. EXECUTIVE MEETING: Will be held immediately afterwards for newly appointed members to sign confidentiality agreements.

12. NEXT MEETING:

**THURSDAY, March 13, 2025 at 3:00 PM,
Cedar City Library, 303 N 100 E, CEDAR CITY.**

13. ADJOURN: The Chair entertained a motion to adjourn the meeting at 3:47 since no Member had any more comments or questions. Senior moved and Patti seconded. Motion was approved by the Directors, the Chair abstained.

END VIRTUAL MEETING

FEBRUARY 13, 2025 CH HOA BOARD MEETING ATTENDEES:

Debra Hartman

Jeff Hartman

Linford Nelson

Greg Pierce

Rick Silva

Julia Smith

Kerry Smith

Cary Wood

VIRTUAL ATTENDEES:

Ted Anderson

Chad Atkins

Eva Danto

Steve Danto

Sandi Grimes