



**BOARD OF DIRECTOR MEETING MINUTES
December 2, 2019 11:00 AM Utah
CONFERENCE CALL**

CALL TO ORDER:

The meeting was called to order by President Sheri DeMott at 11:06 AM.

ATTENDING MEMBERS:

Sheri DeMott, Lynn Larson, Bill Whitlow, Donna Mooers

DETERMINATION OF QUORUM: Yes

OLD BUSINESS:

APPROVAL MINUTES: AUGUST 5, 2019

Sheri made the motion to accept the minutes as written. Bill 2nd The motion carried.

TREASURER'S REPORT:

Checking \$48,191.96

CD'S

0079	3-month CD	\$27,188.23	.40%	interest rate
0061	6-month CD	\$26,465.94	.35%	
9050	24-month CD	\$63,641.56	.75%	

Total: \$165,487.69

Some have questioned keeping such a large amount of money. Donna advised the only money easily obtained is the money in checking. To obtain money from a CD is quite involved and requires documentation to the bank along with multiple signatures from Board members past and present. Donna reviewed the interest rate on each CD. With changes being proposed on the mountain, and unsure as to what direction those changes may impact our HOA, the Board feels it best to retain the CD's until we have more information.

Presently all bills are paid out of checking without problems. The CD's have never been touched. They are a good cushion, reserve.

Lots with outstanding dues: 12

Lots sold in 2019: 2, 73, 98, 99, 131, 208, 210, 257

Donna stated number of sales is about average. Some of the sales due to age or death of owner. Some due to relocating of owner.

Lynn had several questions as to what happens when a lot sells. Donna explained, monies owing is collected at time of sale by the title company. The title company passes on to the potential buyer if there are any problems with the lot: i.e. abandoned construction, dead hazardous trees, liens. A packet is sent to the new owner which includes all governing documents, a subdivision map with parking lot marked, fire magazine (provided by state fire warden), parking permits, copies of financials and last annual minutes, list of board and ARCOM members.

Sheri suggested the rules regarding renters should be sent to the Title companies. Donna advised once they become our rules, the new owner will be notified in the welcome packet with copies of the Bylaws, CC&R's.

Lot 114 Exempt

At the annual meeting the question of lot 114 being exempt. Donna contacted the tax department and Kane County. Since we collect rent, 114 is not exempt. No money is changing hands. The cost of renovation has been their rent money. Once the cost is caught up, the Board/Sheriff need to renegotiate the rent.

Roads:

Dust Abatement Proposal

The coalition is considering the cost of individual versus joint road coverage. Table for more info.

DustBusters update give time / day to Lynn for web

Can't set date until end of February/1st of March. Once set, Donna will notify Lynn for notice on web.

Bert Harris meeting

Private meeting on hold to see what coalition is doing with Mr. Harris. Rosanne and Donna to attend meeting.

Web site:

Lynn reviewed some proposed items. Sheri to add Lynn to coalition mailing list.

Bylaws, CC&R rewrite update:

We have 3 volunteers. Scheduling for January.

Lot clearing update:

Of the 70 plus lots we began with, we are down to 20.

Five notices sent out, four responded. The 5th will move to step 2 and 4 more lots will be notified.

The process of notification of a lot in violation takes time. Several notifications, then a lien placed. Once the lien is placed it can sit for at least 2 years per the Board process before foreclosure begins, then the attorney takes over.

Further action cannot be taken until March, 2020.

NEW BUSINESS:

Other issues, concerns, discussions

Rentals: information to owners

How much involvement should the Board have regarding rentals? Where does liability lie with damage to other property. Can Kane County help to identify renters? Are short term/long term renters now required to have a license? How much information should owner be required to provide? Can we restrict the number of renters per property? The concern is the owner is made aware of all restrictions/requirements so they cannot turn around and claim ignorance.

The more rentals, the more violations/complaints: noise, firepits, damage to other property.

It was brought up the only time the Association penalizes members is lot clearing or failure to pay dues. The Board needs to find a way to penalize those who violate rules. We should have rules that are very specific with reasonable penalties that go beyond losing the right to vote. You have a member who has repeatedly been notified of abandoned construction, going back years. The owner can no longer vote. The owner doesn't vote anyway. No penalty, no correction.

Someone rents their property why can we not have a copy of the license? How do we know they are in compliance with Kane County laws? We set up rules and regs for renters we have to know who is renting.

How do we collect if we financially fine? It was suggested it be included on the dues billing.

It was suggested the rewrite committee work on it. The Attorney will be the final review.

No member was opposed to the idea, but it must be reasonable. The attorney and the members will be the review.

Payment options: Credit Cards

Donna asked if any one knows how to deal with credit cards. Bill asked if we even want to go there. Members can pay by check, money order, pay pal, direct through their bank. Donna to check with the bank to see what they would accept.

At the last meeting the Board questioned what records are being kept, how they are kept and for how long. At that time it was suggested all items be kept indefinitely. The Board asked for a list of all items being kept and time frame.

Donna reviewed the record retention schedule and items retained. The retention schedule was developed by the Attorney and CPA based on federal and state laws and requirements for HOA's.

All legal and financial paperwork is retained indefinitely. The check book register and the Quick Book register are never destroyed. A correspondence, time cards, insurance records are retained for 5 years before being destroyed. Anything occurring with a lot is kept both in the lot file, which is permanent, and the correspondence file which is destroyed after 5 years.

Donna reviewed the time card. Never asked to do a time card, Donna started keeping one for her personal use. It is now a procedure for anyone coming in behind her.

The time card lists per month, date, start and end time, and a brief description of action taken. At the end of the month expenses are added, backed up with receipts. A copy of the written check is attached to the time card. At the end of 5 years, the file is destroyed, but the check with a break down is listed in Quick Books and the check register which are retained.

All items destroyed are put through a shredder. There is not enough to pay a company to do it.

After further discussion Donna asked if she could continue to destroy records and maintain files as set up by the Record Retention Schedule presently in place. The vote was a unanimous yes.

ADJOURNMENT:

The next meeting is scheduled for March 2nd 11:00 am Monday, Harmon's Santa Clara, Utah.

Donna made the motion to adjourn. 2nd Bill Whitlow and Lynn Larson. Sheri declared the meeting adjourned at 12:21 PM.