

**SCPLOA BOARD MEETING MINUTES**

**January 12, 2019**

**Los Prados Clubhouse  
5150 Los Prados Circle,  
Las Vegas, Nevada 89130**

**OPEN MEETING – 10:03 a.m.**

**1. Welcome & Introductions: Paul Placek**

The Meeting was called to order and held at SCPLOA Los Prados Circle at 10:03 a.m. PST by Paul Placek, Chairperson. Mr. Duvall introduced the current Board Members: Charlie Duvall, Vice-Chairperson; Jane H. Lewis, Secretary; Dan Theisen, David Pugh, John Colman, Ron Anderson, and Cheryl Case present. Clint Malburg and Bob Chapman, SCPLOA Managers and Amanda Crosby, Community Association Management (CAM) were also present. Lauren Patt-Kirby, Treasurer, was excused and granted John Colman proxy. The new Board members were introduced: Cynthia Holland, Mike Mumford, and Charles Harvey.

**2. Secretary's Report & Approval of Minutes: Jane Lewis**

The proposed minutes from the October 6, 2018 meeting were submitted. There was one change request: Sec. V. b: ". . . Cedar Mountain Community Coalition (CMCC)." Sec. V.b: Needs to read: Cedar Mountain Fire Protection District.

- John Colman made a motion to accept the minutes as corrected. Cheryl Case seconded the motion. Motion carried.

**3. Treasurer's Report: Lauren Patt-Kirby**

As of December 31, 2018, there was \$150,395.59 in revenue, \$143,585.09 coming from dues and \$6,610.50 coming from misc. income. There was \$64,982.16 in the General Account, \$5,199.66 in the Playground account, \$1,832.91 in the Pond Restoration account, \$5394.62 in the Fire Dept account, \$1,000.00 in the Petty Cash-Debit Card account, \$500.00 in Cash on Hand and \$146,630.97 in the Reserve to Preserve account. Expenses for December 2018 were \$3,480.46

- Cheryl made a motion to accept the Treasurer's Report. Jane Lewis seconded the motion. Motion carried.

**4. Nominate Temporary Chairman**

- John Colman made a motion to nominate Paul Placek as the Temporary Chairperson. Charlie Duvall seconded the motion. Motion carried

**5. Adjourn: 10:08 a.m. PST**

The meeting adjourned for the New Board to select board positions and committee assignments.

**6. Welcome Back: Paul Placek, Temporary Chairman**

Meeting reconvened at 10:10 a.m. PST and Mr. Placek welcomed everyone back.

**7. New Board Members:**

The 2019 Board was presented: Lauren Patt-Kirby, Cynthia Holland, Mike Mumford, Charles Harvey, John Colman, Charlie Duvall, Dan Theisen, David Pugh, Paul Placek, Charlie Duvall.

**8. Nomination of 2019 Officers**

- John Colman nominated Paul Placek as Chairperson. David Pugh seconded the motion. No other nominations presented. Nominations closed. Paul Placek was elected Chairperson.
- John Colman nominated Charlie Duvall as Vice-Chairperson. David Pugh seconded the motion. No other nominations presented. Nominations closed. Charlie Duvall was elected Vice-Chairperson.
- John Colman nominated Dan Theisen as Secretary. Charlie Duvall seconded the motion. No other nominations presented. Nominations closed. Dan Theisen was elected Secretary.

- John Colman nominated Lauren Patt-Kirby as Treasurer. David Pugh seconded motion. No other nominations presented. Lauren Patt-Kirby was elected Treasurer.

**9. Committee Assignments 2019:**

Finance Committee – Lauren Patt-Kirby, Chairman; Paul Placek, Vice-Chairman. John Colman to assist.

- John Colman made a motion to accept Lauren Patt-Kirby as Chairperson for the Finance Committee. David Pugh seconded the motion. Motion carried.
- John Colman made a motion to accept Paul Placek as Vice-Chairperson for the Finance Committee. David Pugh seconded the motion. Motion carried

Legal Committee – Paul Placek, Chairman; Dan Theisen, Vice-Chairman. Cheryl Case, David Pugh, Gina Chapman, and Janelle Pearce to assist

- John Colman made a motion to accept Paul Placek as Chairperson for the Legal Committee. David Pugh seconded the motion. Motion carried.
- John Colman made a motion to accept Dan Theisen as Vice-Chairperson for the Legal Committee. David Pugh seconded the motion. Motion carried.

Facilities & Architectural Committee– John Colman, Chairman; Chuck Harvey, Vice-Chairman. Charlie Duvall, Gina Chapman, Clint Malburg, and John Holland to assist

- Mike Mumford made a motion to accept John Colman as Chairperson for the Facilities and Architectural Committee. David Pugh seconded the motion. Motion carried
- John Colman made a motion to accept Chuck Harvey as Vice-Chairperson for the Facilities and Architectural Committee. David Pugh seconded the motion. Motion carried

Community Relations & Events Committee – Mike Mumford, Chairman; Paul Placek, Vice-Chairman. Shirley Burke, Rod Burke, Bobby Cobell, Jane Lewis, Jena Blackburn, Steve Blackburn, Stephanie Malburg, and Kelly Harrington to assist .

- Paul Placek made a motion to accept Mike Mumford as Chairperson for the Community Relations and Events Committee. John Coleman seconded the motion. Motion carried.
- Dan Theisen made a motion to accept Paul Placek as Vice-Chairperson for the Community Relations and Events Committee. John Coleman seconded the motion. Motion carried.

Swains Creek Fire Council – Charles Duvall, Chairman; David Pugh, Vice-Chairman. Gina Chapman, Chuck Costa, Cheryl Case, & Theresa Zellhoefer to assist

- Paul Placek made a motion to accept Charles Duvall as Chairperson for the Swains Creek Fire Council. David Pugh seconded the motion. Motion carried.
- Paul Placek made a motion to accept David Pugh as Vice-Chairperson for the Swains Creek Fire Council. Dan Theisen seconded the motion. Motion carried.

**10. Manager's Report: Clint Malburg**

Mr. Malburg reports that Kane County is doing a good job of keeping the roads cleared following snowstorms. Clint reminded members the maintenance of the roads is Kane County's responsibility and not the Managers. Clint stated that the bathrooms are now key coded and advised members to check their fishing license for the key code number. It was reported the area is currently receiving large amounts of snow and hopefully will help with the water situation for summer 2019. Mr. Malburg reports SCPLOA will have seven-day coverage during the 2019 summer season. Clint acknowledged many volunteers for their assistance with clearing the runway and planting the islands during 2018 season. Clint stated the Association had two under-sink water heaters donated and will be placed at the Barn and Pavilion. John Colman reported there was a significant cabin break-in during the late-Fall.

## **COMMITTEE REPORTS**

### **I. Finance Committee – Lauren Patt-Kirby, Chairman; John Coleman, Vice-Chairman. Dan Theisen to assist.**

- a. Dues Increase – Paul Placek reported for Lauren Patt-Kirby  
Mr. Placek stated it is necessary to increase the homeowner's dues for 2019 by \$5.00. This will keep the budget balanced and annual commitment deposit to the Reserve Account. Paul stated the Board considered a \$3.00 increase; however, this left little margin for emergencies and the Association would not be able to make a deposit in the Reserve Account.
  - David Pugh moved to accept a \$5.00 increase for 2019 dues. Charlie Duvall seconded the motion. Motion carried.
- b. Budget Report – Acceptance of 2019 Proposed Budget – Paul Placek  
Mr. Placek presented the 2019 SCPLOA Budget and stated the budget is posted on the websites.
  - David Pugh moved to accept the 2019 Budget. Charlie Duval seconded the motion. Motion carried.
- c. Reserve to Preserve – Paul Placek  
The reserve account was funded on January 7, 2019 with 2018 Budget amount of \$4,639.00
- d. Status of Collections/Liens – Paul Placek  
Paul Placek reports there are 17 delinquent lots and of the 17 lots: 14 lot owners are on the Aging Delinquency; seven (7) are past due for 2018 only and ten (10) are past due from prior years. The total Aging Delinquency is \$24,306.50. Mr. Placek reports of the 17 lots that owe for 2018, only two owe just late fees. The Board has started the collection process on these lots.

### **II. Legal Committee – Paul Placek, Chairman; Dan Theisen, Vice-Chairman; Cheryl Case, David Pugh, Chuck Costa, Gina Chapman, and Janelle Pearce to assist**

- a. Report on pending Legal Action – Paul Placek  
Mr. Placek stated the current RV legal action is still pending and ongoing.

### **III. Facilities & Architectural Committee – John Colman, Chairman; Charles Harvey, Vice-Chairman. Charlie Duvall, Gina Chapman, Clint Malburg, and John Holland to assist**

- a. Manager's contracts – John Colman  
Mr. Colman stated that Manger's contracts have been extended for two years.
- b. Report on Architectural requests 2019 – John Colman  
Mr. Colman stated there have been two requests since October 2018. John stated in May 2019, the Board with start reviewing all applications from 2018 to the monitor progress and see if they need to be modified for extensions.
- c. Roads, Parking, Runway & Facilities - Clint Malburg  
Clint reports all the road signs have been repainted. Mr. Malburg reports there are plans to add gravel on the parking lot at the Barn Spring 2019. Clint requested if one plans to use the runway, please notify the Manager's office ahead of time so they can prepare for one's arrival. There was a discussion regarding the need to maintain the airstrip for emergency use and stated the airstrip is registered with the FAA. Therefore, drones are NOT allowed within five miles of the SCPLOA airstrip because it is registered with the FAA. Paul Placek said the managers have been using their own tools and a line item was added to the Budget to allow the mangers to purchase tools for the Barn.
- d. Pond & Fence.  
John reports that SCPLOA will no longer outsource the repairs on the perimeter fence and will be repaired by the managers.  
New Pond Committee – Cynthia Holland, Chairperson, reports she has been researching past issues regarding the pond. Janelle Pierce and Charles Harvey volunteered to join the committee.
- e. Dust Abatement 2019 – Clint Malburg  
Mr. Malburg stated he will contact the abatement company starting in early spring. Lot Owners will be notified of the treatment dates. Notices will be placed on SCPLOA website, Facebook, and emails.

### **IV: Community Relations & Events Committee – Mike Mumford, Chairman; Paul Placek, Vice-Chairman.**

**Shirley Burke, Rod Burke, Bobby Cobell, Jane Lewis, Jena Blackburn, Steve Blackburn, Stephanie Malburg, and Kelly Harrington to assist**

2019 Event Date: All events are held at the Pavilion. All events are fundraiser and each event fundraiser will be posted at the time of the event.

Chili Cook off: May 25

High Clean-up: June 1

Family Fun Day: June 15 and Father's Day

Stop, Shop and Swap: July 6 and Pancake Breakfast

Spaghetti Dinner: August 10

Camp Golden Eagle: August 31

Annual Lot Owners Pot Luck: September 1

Highway Cleanup – Fall September 21

- a. Newsletter, Website & Facebook – Jane Lewis

Ms. Lewis stated the newsletter is completed bi-annually and included in the dues notice and Annual Association packets. Janna Colman maintains the website and Facebook has with several other administrators.

- b. New SCPLOA Owner's Packet – Dan Theisen

Mr. Theisen stated the New Owner's Packet would include all the website and Facebook addresses. CAM itemized what is included in the welcome packet.

**V. Swains Creek Fire Council – Charles Duvall, Chairman; David Pugh, Vice-Chairman. Gina Chapman, Chuck Costa, Cheryl Case, & Theresa Zellhoefer to assist**

- a. CMFPD Update, report on CWPP & Fire council Activities – Charlie Duvall

Swains Creek Fire Council has been having a lot of success and collected \$34,626.75 of Match Funds in 2018. Mr. Duvall reviewed the Match Funds guidelines and stated more information is posed on the SCPLOA Website. The funds will benefit SCPLOA and area around Swains Creek. Mr. Duval has been asked to attend the Greater Duck Creek Area Fire Council. Mr. Duvall is also the Treasurer of Cedar Mountain Fire Protection District. It was reported that new wildlife fire protection trucks are coming in 2019.

- b. Report on Cedar Mountain Community Coalition Activities – Charlie Duvall

**VI. Old Business:**

NA

**VII. New Business:**

NA

**VII. Open Forum: Lot Owners to Address the Board**

Ron Anderson, Lot 01-22: Talked about having "jam sessions" this summer and everyone is encouraged to attend and bring their talents.

Kent Rose, Lot 107: Asked what needs to happen if he wants to cut down trees and was told it is his property. Mr. Rose was reminded to take pre and post pictures and send them to the Swains Creek Fire Council and information is on the SCPLOA website.

**IX. Proposed Meeting Schedule:**

May 18<sup>th</sup>; June 15<sup>th</sup>, July 6<sup>th</sup>, August 10<sup>th</sup>, September 1st - Annual Lot Owners meeting, Sunday at 1:00 pm; October 5<sup>th</sup>, January 11, 2020. All meetings held at the SCPLOA Barn, excluding the January meeting.

**XII. Adjourn: 11:36 p.m. PST**

Charlie Duvall moved to adjourn. David Pugh seconded the motion. Motion carried.