

**SCPLOA BOARD MEETING
MINUTES
October 6, 2018
Swains Creek Pines Barn**

1. **Welcome& Introductions: Charlie Duvall**
The Meeting was called to order and held at the SCPLOA Barn at 10:03 a.m. MDT by Charlie Duvall, Vice-Chairperson; Jane H. Lewis, Secretary; Lauren Patt-Kirby, Treasurer, Dan Theisen, David Pugh, John Colman, and Cheryl Case present. Bob Chapman, Assistant Property Manager was present. Paul Placek, Chairperson was excused and gave proxy to Cheryl Case. Ron Anderson was excused. The new Board members were introduced: Cynthia Holland, and Mike Mumford.
2. **Secretary's Report & Approval of Minutes: Jane Lewis**
The minutes from the August 18, 2018 meeting were submitted.
 - Cheryl Case moved to approve the minutes as read. John Colman seconded the motion. Motion carried.
3. **Treasurer's Report: Lauren Patt-Kirby**
As of September 30, 2018, there was \$145,492.59 in revenue, \$140,302.09 coming from dues and \$5,190.50 coming from Misc. income. There was \$79,625.61 in the General Account, \$5,199.66 in the Playground account, \$1,832.91 in the Pond Restoration account, \$4,831.62 in the Fire Dept account, \$1,000.00 in the Petty Cash-Debit Card account, \$500.00 in Cash on Hand and \$145,851.91 in the Reserve to Preserve account. Expenses for Sept were \$17,718.88
 - Cheryl Case motioned to accept the Treasurer's Report. David Pugh seconds the motion. Motion carried.
4. **Manager's Report: Bob Chapman**
Bob Chapman reports the cattle were gone as of October first and the perimeter gates may be left open. Mr. Chapman reminded everyone that the restrooms would be locked at the end of the October. Mr. Chapman will update other items as they are discussed throughout the meeting.

Committee Reports

- I. **Finance Committee –Lauren Patt-Kirby, Chairman; Paul Placek, Vice-Chairman; Cheryl Case**
 - a. **Budget Report – Lauren Patt-Kirby**
Lauren Patt-Kirby stated SCPLOA is currently on budget. In September, SCPLOA had income from several events: \$1,040.00 from Camp Golden Eagle registration, \$568.00 from Raffle tickets.
 - b. **Reserve- to-Preserve – Lauren Patt-Kirby**
Ms. Patt-Kirby stated the Reserve-to-Preserve would fund at the end of December 2018 that what was originally budgeted for the end of the year.
 - c. **Status of Collections/Liens – Lauren Patt-Kirby**
Lauren Patt-Kirby reports there are 30 lots, 22 lot owners on the Aging Delinquency. She reports that 19 of the 30 lots are past due for 2018 only and 11 are past due from prior years. The total aging amount is \$27,316.50 and of the 19 lots that owe for 2018, only 7 owe just late fees. Ms. Patt-Kirby reports the Board is will to start lien process on lot owner's property.
 - d. **Renewal of CAM Contract – Lauren Patt-Kirby**
Lauren Patt-Kirby reports Community Association Management's (CAM) contract will not change for 2019.
 - Charlie Duvall moved to approve the Community Association Management (CAM) contact. John Colman seconded the motion. Motion carried.

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

- a. Report on Pending Legal Action– Dan Theisen
NA
- b. Rental Cabin Update – Cheryl Case
Cheryl Case stated there are no current rentals at this time.

III. Facilities & Architectural Committee –John Colman, Chairman; Dan Theisen, Vice-Chairman; Ron Anderson, Charles Duvall, Gina Chapman & Clint Malburg to assist

- a. General facilities update – Bob Chapman
Mr. Chapman reports all locks are being changed in restrooms and offices.
- b. Report on Architectural Requests– John Colman
Mr. Colman reminded members that driveway culverts are the homeowners' responsibility and the roads and larger culverts fall under the responsibility of the County.
- c. Renewal of Manager's Contracts-John Colman
Mr. Colman recommended adding two changes on the Manager's Contract: 1) adding an annual 3% salary increase and 2) making bi-monthly payments to collaborate with CAM's system.
 - Lauren moved to approve the contract changes and approve the managers. Charlie seconded the motion. Motion carried.
- d. Neglected Properties – John Colman
Mr. Colman stated that Neglected Property Letters have been sent. Mr. Colman reports the Board will make site visits during the end of October 2018. John stated that aging color on ones cabin does not fall into neglected properties.
- e. Pond Committee – Cynthia Holland, Chairman; John Holland, Larry Bagley, Bob Kinch, Richard Buchalski to assist.
Cynthia Holland stated there is nothing to report at this time. The Pond Committee was organized following the Annual Membership Meeting in September 2018.

IV. Community Relations & Events Committee –Jane Lewis, Chairman; David Pugh, Vice-Chairman; Ron Anderson, Shirley & Rod Burke, Bobbie Cobell, Keene Sterrett, & Kelly Harrington to assist

- a. Upcoming/Past Events update – Camp Golden Eagle; Annual Lot Owners Meeting and Pot Luck; Highway Cleanup (October 6) - Jane Lewis
Ms. Lewis stated the Highway clean up will be cancelled for today due to the current snow.
- b. New SCPLOA owners packet – Dan Theisen
Dan Theisen reports he is working with CAM to update a New Lot Owners packet. The packet will be reviewed at the January 2019 meeting.

V. Swains Creek Fire Council – Charles Duvall, Chairman; Ron Anderson, Vice-Chairman; John Colman, Gina Chapman, Chuck Costa & Teresa Zellhoefer to assist

- a. CMFPD Update, Report on CWPP and Fire Council Activities – Charlie Duvall
Charlie Duvall gave an update regarding the \$400.00 for mailing out Fire Wise Community information postcards to all Swains Cree Pines Lot Owners. Mr. Duvall reports the \$400.00 will be paid by the Forestry. Charlie Duvall again reminded members about the need to update their address signs. Mr. Duvall talked about the in-kind match funding that is available as we continue to cleanup lots. Mr. Duvall stated for every hour a lot owner cleans up the fire fuel around their lot, the Match is \$35.00 per hour. Gina Chapman stated that at this time SCPLOA has about \$23,000 toward in kind dollars. Mr. Duvall stated any equipment that is purchased for the cleanup can all be submitted, too. Members were referred to Swains Creek Pines website and link to Fire Council for more information.
- b. Report on Cedar Mountain Community Coalition Activities – Charlie Duvall
Charlie Duvall reports he has accepted the position as Treasurer for the Cedar Mountain Community Coalition (CMCC).

VI. Old Business:

- a. Runway Fee – Cheryl Case
A lot owner had suggested imposing a fee to use the runway. There is not a similar use fee imposed

on other situations. The Board decided not to require a fee for the use of the runway.

VII. New Business:

a. Open

Cheryl Case thanked Rod and Shirley Burke and Stephanie Marburg for all their time and efforts in cleaning up "Marla's Office". They spent several hours putting Marla's Office back in order.

VIII. Open Forum: Lot Owners to Address the Board (limited to 30 minutes)

Jim Steverson, Lot 03-473. Mr. Steverson sent a letter to the Board with several concerns and issues. Mr. Steverson could not attend the meeting. The Board will review the letter and get back to Mr. Steverson.

Gregg Sterrett, Lot 01-114. Mr. Sterrett asked a question regarding the Pond Restoration Fund and when did it become separate from the Reserve-to-Preserve. Gina Chapman stated the Pond Restoration Fund was started following the Play Ground Fund. Mr. Sterrett also asked about whom to contact about the Pond Committee and when did the Lot Cleanup Match Fund start. Charlie Duvall reported all Lot Owners could go back to March 2017 when the SCFC was originated, and submit lot clean up information.

Charlie Martin, Lot 03-641. Mr. Martin asked about the rough road between Highway 14 and Swains Creek Pines. Mr. Martin asked about why Strawberry received chip seal. Gina Chapman said there was enough left over chip seal to reach Strawberry's dumpsters but not enough to do Swains. Members were reminded that Kane County maintains the road and the forestry owns the road. Mr. Martin asked about the trailer issue. John Colman and David Pugh reviewed the Waiver and guidelines for members present. Dan Crowther, Lot 227, stated that Kane County has a limit of 6 months for RVs and trailers.

Shirley Burke, Lot 03-652, Ms. Burke recommended to have the highway cleanup before October due to weather issues.

Gina Chapman, Lot 01-205, stated that all activities in Duck Creek Village will be cancelled in 2019.

Mike Mumford, Lot 03-590, suggested printing applications for any and all activities instead of everything online and have active forms online, that can be filled out and easily emailed back.

IX. Meeting Schedule:

October 6 & January 12, 2019 (Time & Location TBD)

All meetings held at 10:00 a.m. MDT (Utah time) at the Barn unless otherwise specified.

X. Adjourn 10:58 a.m.

- Cheryl Case moved to adjourn the meeting. Dan Theisen seconded the motion. Motion carried.

Minutes respectfully submitted
Jane H. Lewis, Board Secretary