

**SWAINS CREEK PINES LOT OWNERS' ASSOCIATION  
BOARD OF DIRECTORS MEETING  
January 8, 2022**

Minutes of the Board of Directors Meeting of the Swains Creek Pines Lot Owners Association held at the Community Association Management Office and via Zoom on the 8<sup>th</sup> day of January, 2022.

**OPEN MEETING – 11:30 a.m. MDT**

**CALL TO ORDER** Chairman Gina Chapman called the meeting to order at 11:42am.

**ROLL CALL OF OFFICERS**

Present: Gina Chapman (Chairman), Mike Lucero (Vice Chairman), Cynthia Holland (Secretary), Chris Schlaffman (Treasurer), Cheryl Case (Board Member), Alan Zellhoefer (Board Member), Bill Rodreick (Manager), and McKenzie Johnson of CAM.

NOT PRESENT- Travis Cottam (Board Member), Dan Crowther (Board Member).

**APPROVAL OF THE MINUTES OF THE REGULAR MEETING** October 2, 2021, Minutes. Motion to approve the minutes from Chris Schlaffman, Cheryl Case 2nd. All in favor.

**TREASURER'S REPORT**

Treasurer's Report provided by Chris Schlaffman as of December 31, 2021

\$ 74,514.19 in the General Account	\$ 5,199.66 in the Playground Account
\$ 1,832.91 in the Pond Restoration Account	\$ 999.04 in the Fire Department Account
\$ 1,000.00 in Petty Cash-Debit Card Account	\$148,179.47 in the Reserve to Preserve Account

There was \$144,733.94 in revenue with \$141,598.00 coming from dues and the remaining \$3,135.94 coming from misc. income.

Motion to approve the Treasurers report from Cheryl Case, Alan Zellhoefer 2nd. All in favor.

**Nominate Temporary Chairman** – Cheryl Case nominated Gina Chapman as temporary Chairperson. Alan 2nd. No other nominations. Gina elected Temporary Chairman. Outgoing Board Members Cheryl Case, Dan Crowther and Travis Cottam were thanked for their service.

Meeting adjourned and reconvened. New Board Members introduced.

Present: Gina Chapman (Chairperson), Mike Lucero, (Vice Chair), Cynthia Holland (Secretary), Chris Schlaffman (Treasurer); Alan Zellhoefer (Board Member), Janelle Pearce (Board Member), Ryan Phillips (Board Member), Bill Rotroff (Board Member), Bill Rodreick (Manager), McKenzie Johnson of CAM.

Appointment to Fill Board Vacancy – Janelle nominated Lisa Lattimore. Mike Lucero 2nd. All in favor. Lisa accepted the position.

## **NOMINATION OF 2022 OFFICERS –**

Chairman - Janelle nominated Gina Chapman. Mike 2nd. No other nominations presented.

Nominations closed. All in favor, Gina Chapman elected Chairperson.

Vice-Chair – Bill Rotroff nominated Mike Lucero. Janelle 2nd. No other nominations presented.

Nominations closed. All in favor. Mike Lucero elected Vice-Chair.

Secretary – Janelle nominated Cynthia Holland. Chris Schlaffman 2nd. No other nominations presented.

Nominations closed. All in favor. Cynthia Holland elected Secretary.

Treasurer – Mike nominated Chris Schlaffman. Bill Rotroff. 2nd. No other nominations presented.

Nominations closed. All in favor. Chris Schlaffman elected Treasurer.

Committee assignments made (see below).

**MANAGERS REPORT** – Bill Rodreick. No report.

## **COMMITTEE REPORTS**

### **I. Finance Committee – Chris Schlaffman, Chairman; Janelle Pearce, Vice Chairman; Ryan Phillips and Bill Rotroff to assist**

- a. Budget Report – Chris Schlaffman – Proposed dues adjustment. As discussed in previous meetings, credit will be issued toward the cost of dust abatement. Dues will have a \$5.00 increase from last year, with a credit this year toward dust abatement. The amount to pay is \$130.00. (Dues \$205.00 less \$75.00 credit = \$130.00.)

Bill Rotroff made motion to approve the 2022 Budget, Ryan Phillips second. All in Favor.

- b. Reserve to Preserve – Chris Schlaffman. Utah law requires a reserve study be completed every 5 years. Complex Solutions has provided a proposal of \$2,320.00. Janelle motion to approve, Mike Lucero 2nd. All in favor.

- c. CAM Utah Contract 2022 and 2023 – Chris Schlaffman. We were able to negotiate for a step up of their increase spread over two years. Total fee of \$21,120.00 or \$1760.00/month for 2022.

Janelle, motion to approve, Cynthia Holland, 2nd. All in Favor.

### **II. Legal Committee – Gina Chapman, Chairman; Janelle Pearce, Vice Chairman; Alan Zellhoefer to assist.**

- a. General Update – Janelle Pearce. The Appeal is on the calendar for the Appellate Court on March 22<sup>nd</sup> at 10:00 am. The Appellate Court will allow 15 minutes to present our argument. We do not know how long it will take for the Appellate Court to issue a ruling.

### **III. Facilities & Architectural Committee – Lisa Lattimore – Chairman; Bill Rotroff – Vice Chairman; Gina Chapman, Bill Rodreick and Mike Lucero to assist.**

- a. General facilities update – No update.

- b. Report on Architectural Requests – Gina – a few things have come forward since October. Some new cabins. Owners/builders are asking to place Conex boxes to store materials. We have instructed them that they are not allowed for any reason.
- c. Neglected Properties – No updates at this time.

**IV. Community Relations & Events Committee – Mike Lucero, Chairman; Lisa Lattimore, Vice Chairman; Steven and Gina Blackburn and Jessica Russo will assist as lot owners.**

Claudette Dunning would like to have an art fair on Memorial Day weekend. Claudette to update Mike & Lisa. McKenzie may be able to send an email blast. It is possible any event with large gatherings could be cancelled due to “government guidelines” for large gatherings.

**V. Swains Creek Fire Council – Alan Zellhoefer, Chairman; Bill Rotroff, Vice-Chairman; Cynthia Holland to assist**

Fire Council Activities – Alan Z. You will be seeing a lot of burning this spring. Look for the signs and or notifications of controlled burns. Discussion regarding representatives on the Fire District Board, and ISO rating. The Representative did a review for ISO purposes at the end of November, and will write their report. The ISO rating has not been adjusted yet.

The CMFPD offers paramedic insurance for \$100 per year for ambulance transportation. (Cedar Mountain Fire Protection District 435-682-3225.) Classic Air Ambulance offers helicopter transport service for an annual fee. (Classic Air Medical 801-295-5700.) Information to be included in our next newsletter.

Lisa Lattimore stated she can teach basic life saving classes.

**VI. OLD BUSINESS:**

Bill Rodreick has offered to be the on-site Manager. Another email blast will be sent and several board members will conduct interviews for the Assistant Manager position.

Janelle, motioned to approve Bill Rodreick as Manager, Alan Z. 2nd. All in favor. Contract to be prepared for Bill Rodreick. Alan will be the manager overseer. Bill Lucero will also assist.

Western Kane County Services moved the dumpsters to the parking area at the right side of the barn due to easier accessibility in the winter months.

**VII. NEW BUSINESS:**

Gina – The Harris Springs road dedication is being finalized for 3 slivers of land to be dedicated to the County. Surveying and maps have been donated by Brent Carter. The cost to the Association for filing with Kane County is expected to be between \$550 and \$1050. Kane County Land Use may waive the Engineering fee of \$500.00.

Alan clarified vehicles parked on roads may be towed. Do not park your car on the roads as they may not be there when you return.

Lisa Lattimore will talk to her family about helping with restoration of BBQ grill area; her family originally built it. Alan suggested a plaque be added in appreciation of the Davis family.

**VIII. OPEN FORUM:**

Several questions received by CAM were addressed above. Those not previously addressed were:

New CAM Portal – Will public information be posted to the Portal and our website? Gina will continue to work with Janna on posting to the website.

What is being done about businesses being run out of Swains? The Board addresses any problems that are reported.

Will there be any update on the Swains Creek Heights? A representative handling the project for the new owners has asked to meet to discuss their plans and possible use of our facilities. No decisions will be made without a proposal to the membership.

What is the status of rentals? Anytime a lot owner suspects a rental, please notify the Board. Documentation is needed, photos, vehicles information, etc.

Complaint of CAM’s lack of a fax machine. CAM no longer has a fax machine. Alternatives were discussed.

**IX. MEETING SCHEDULE:**

The 2022 meeting schedule is as follows:

- May 14<sup>th</sup>
- June 18<sup>th</sup>
- July 16<sup>th</sup>
- August 13<sup>th</sup>
- September 4<sup>th</sup> 1pm (Annual Meeting)
- October 1<sup>st</sup>
- January 14<sup>th</sup> 2023- Location/Time TBD

**X. ADJOURN:**

Janelle Pearce motioned to adjourn, Chris Schlaffman, 2nd. All in Favor. Meeting adjourned at 1:23 p.m.