

**SCPLOA BOARD of DIRECTORS MEETING VIA ZOOM**  
**January 21, 2023, 11:00 am Mountain Time**

Meeting held at Community Association Management Office,  
20 N. Main Street, Suite 100, St. George, Utah 84770, and via Zoom.

**1. Welcome & Introductions:**

Chairwoman Gina Chapman called the meeting to order at 10:58 AM. Gina announced that the Board held an Executive Session on January 10 via Zoom to discuss legal, personnel and collections.

Present: Gina Chapman, Chairwoman; Michael Lucero, Vice Chairman;  
Lisa Lattimore, Board Member; Janelle Pearce, Board Member;  
Dan Crowther, Board Member; Crystal Rock, Board Member;  
Lucas Jorgensen, Assistant Manager; and Scott Anderson of CAM.  
Alan Zellhoefer, Board Member, present at 11:20 AM.

Not present: Chris Schlaffman, Treasurer; Cynthia Holland, Secretary.

**2. Secretary's Report & Approval of October 1, 2022 Minutes:**

Lisa Lattimore presented the meeting minutes on behalf of Secretary Cynthia Holland, and moved to approve the minutes. Mike Lucero seconded. Motion carried.

**3. Treasurer's Report** provided by Janelle Pearce on behalf of Chris Schlaffman, as reflected in the December 31, 2022, proposed financial reports.

|                             |             |                 |              |
|-----------------------------|-------------|-----------------|--------------|
| General checking            | \$3,231.15  | Playground fund | \$5,207.94   |
| Fire Fund,                  | \$1,000.61  | Petty cash      | \$ 904.87    |
| Pond Fund                   | \$1,835.83  | Reserve         | \$125,610.78 |
| Operating Fund Money Market | \$28,455.98 | A/R still owing | \$11,330.00  |

Lisa Lattimore moved to accept the Treasurer's Report. Mike Lucero seconded. Motion carried.

**4. Nominate Temporary Chairman:** Mike Lucero nominated Gina Chapman Temporary Chairwoman. Seconded by Janelle Pearce. Motion carried.

**5.** Meeting Adjourned at 11:03 AM.

**6.** Meeting Resumed at 11:06 AM. **Welcome New Board Members:** Gina thanked outgoing Board Members Chris Schlaffman and Cynthia Holland for their service on the Board, and welcomed Devon Kampshoff and Cheryl Case who were present.

**7. Officer Responsibilities and Nomination of Officers.**

The following Board Officers were elected:

Gina Chapman - Chairwoman.  
Mike Lucero - Vice Chairman.  
Janelle Pearce - Treasurer.  
Cheryl Case - Secretary.

**8. Committee Responsibilities, Organization and Assignments.** See below.

**9. Manager's Report:** Lucas Jorgensen has agreed to be Manager.

Lucas reminded people to keep their snowmobiles off other people's properties.  
Anyone who damages property should report it to management.

**I. Finance Committee – Janelle Pearce, Chairman; Lisa Lattimore, Vice-Chairman; Crystal Rock to assist.**

- a. Budget Report, Reserve to Preserve & Status of Collections. Proposed budget presented.
- b. Proposed Dues adjustments. Dues to remain at \$205.00 per year. No credit to be issued. (There are an estimated 690 lots.)
- c. Approval of 2023 Budget. Mike Lucero moved to accept the 2023 Budget. Seconded by Lisa Lattimore. Motion carried.

**II. Legal Committee – Gina Chapman, Chairman; Janelle Pearce, Vice-Chairman; Alan Zellhoefer and Cheryl Case to assist**

- a. General Update – Janelle Pearce. The lawsuit appeal is still pending.
- b. Report on Bylaw Updates –Janelle Pearce. Proposed Bylaw changes are being reviewed; these are needed due to changes in Utah code, and to address issues raised by our membership. The goal is to present a final draft to our membership in July.
- c. Update on BIDR “The Reserve at Swains Creek” – Janelle Pearce.  
The referendum filed by the Bolducs was rejected by Kane County. An appeal of the County's decision was filed. Clarification of aggrieved parties is pending. The Bolducs would appreciate any contribution toward the expenses. Kane County allowed BIDR to become a party in the appeal.

**III. Facilities & Architectural Committee – Dan Crowther, Chairman; Lisa Lattimore, Vice-Chairman; Gina Chapman, Lucas Jorgensen and Devon Kampshoff to assist**

- a. General facilities update – Lucas Jorgensen.  
Overhang on the front of the barn is complete.  
Half of the cement at the pavilion is done.  
Plumbing issues at the barn will be fixed when weather permits.
- b. Report on Architectural Requests and Neglected Properties - Lisa Lattimore.  
The ARC process will be improved, DocuSign may be added.  
There have been about 4 ARC Requests submitted since October.  
There are still some lots on the Neglected Properties List.

**IV. Community Relations & Events Committee – Michael Lucero, Chairman; Lisa Lattimore, Vice-Chairman; Steve & Gina Blackburn, Rod & Shirley Burke and Jessica Russo to assist**

- a. Events for 2023 – Michael Lucero.  
May 27 - Arts & Crafts Fair  
June 17 – Highway Clean-Up following the Board Meeting  
July 1 - Stop, Shop & Swap;

September 2 – Camp Golden Eagle. Stephanie Malburg has volunteered to run CGE.

September 3 – Annual Potluck Dinner

September 23 – Highway Clean-Up at 10AM

Contact Mike to volunteer at [Built4dirt@gmail.com](mailto:Built4dirt@gmail.com) .

Devon Kampshoff, Mike Lucero, Lucas Jorgensen & Alan Zellhoefer to work on improving wi-fi and sound system.

**V. Swains Creek Fire Council – Alan Zellhoefer, Chairman; Devon Kampshoff, Vice-Chairman; Lisa Lattimore and Teresa Zellhoefer to assist**

- a. Fire Council and CMFPD Activities – Alan Zellhoefer.

The Fire Chief has submitted his resignation, the Chief's position has been posted.

**DO NOT park on the roads**, this blocks access for emergency responders.

Cedar Mountain Fire Protection District (CMFPD) has a crew of 4.

Renovations are scheduled for Station 3 to add a retaining wall in the back.

There has been an increase in medical calls.

There was a chimney fire in Strawberry.

**VI. Old Business:**

- a. Update on Barn and Pavilion Renovation projects. See above.

**Power outage at 12:10PM. Meeting resumed at 12:25PM.**

- b. Manager and Assistant Manager Recruitment/Contracts.

Cheryl Case moved to hire Lucas Jorgensen as Manager, and

Chad Combe as Assistant Manager. Seconded by Mike Lucero. Motion carried.

**VII. New Business:**

- a. Private Website Proposal. Gina Chapman.

A lot owner has proposed creating a community website and submitted an example.

As the Board was unable to access the example, Janelle Pearce moved to table this to the May meeting. Seconded by Cheryl Case. Motion carried.

**VIII. Open Forum: Lot Owners to Address the Board – limited to 3 minutes per person**

There was discussion concerning ARC requests and 2023 Dues Assessments.

**X. Meeting Schedule (Proposed dates for 2023-24):**

Meetings held at 10AM (Utah time) at the Pavilion/Barn unless otherwise specified.

Meeting schedule:

May 13; June 17; July 8; August 12; Annual Meeting September 3 at 1pm; October 7;  
January 13, 2024 (Time and Location TBD)

**X. Adjourn.**

Lisa Lattimore moved to adjourn. Janelle Pearce Seconded. Motion carried.

Meeting adjourned at 12:48 PM.