

**SCPLOA BOARD of DIRECTORS MEETING VIA ZOOM**  
**May 13, 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 11:02 AM.

Gina announced that the Board held an Executive Session on May 13, 2023, to discuss legal, personnel and collections.

Present: Gina Chapman, Chairwoman; Janelle Pearce, Treasurer; Cheryl Case, Secretary; Board members Lisa Lattimore, Alan Zellhoefer, Dan Crowther, Devon Kampshoff and Crystal Rock (present via ZOOM 11AM -11:45AM; present in person 11:46AM-12:30 PM.) Lucas Jorgensen, Manager; and John Manning, Assistant Manager  
Scott Anderson & Hannah Lewis of CAM.

Not present: Michael Lucero, Vice Chairman;

**2. Secretary’s Report & Approval of January 21, 2023, Minutes:** Cheryl Case presented the meeting minutes. Lisa moved to approve the minutes. Dan seconded. Motion carried.

**3. Treasurer’s Report** provided by Janelle Pearce as of 4.30.23.

General checking	\$111,458/15	Playground fund	\$5,213.09
Fire Fund	\$1,001.61	Petty cash	\$904.87
Pond Fund	\$1,837.64	Reserve	\$139,895.51
Operating Fund Money Market	\$23,479.03	A/R still owing	\$34,930.

Several payments have been made since 4.30.23, current A/R owing is \$23,435. Approximately 70 lot owners have not paid. Cheryl moved to accept the Treasurer’s Report. Lisa seconded. Motion carried.

**4. Manager’s Report:** Lucas Jorgensen

John Manning has agreed to be Assistant Manager.  
Adopt-A-Highway will be June 17; Release Waivers must be submitted one week in advance. Fish will be stocked soon.  
Call the barn at 435-682-3127 to reserve a table for Stop, Shop & Swap. Fee is \$10, event is 7.1.23.  
To use the pavilion for a family reunion or event, contact Lucas or John at the barn or 435.682.3127.  
The runway is damaged and closed until further notice.  
Address signs that were previously ordered should be ready in a few days. Signs are \$15, applications are on the website or at the barn. Lot owners encouraged to post their address. The County is repairing roads and adding culverts.  
DO NOT DRIVE on roads that are closed, and avoid Spruce Drive near Heavenly. Updates will be posted on Facebook.

**COMMITTEE REPORTS:**

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

- a. Budget Report – on track.
- b. Reserve to Preserve – no expenses yet this year.
- c. Status of Collections/Liens – Contact CAM or the Board to bring past due accounts up to date.

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

- a. General Update on Legal Issues – Appeal on lawsuit still pending.
- b. Report on Bylaw Updates – work continues to bring Bylaws current with State statutes and to remove outdated language.
- c. Update on BIDR, LLC, “The Reserve at Swains Creek” Project – The Bolducs’ Appeal was dismissed, a motion for reconsideration was denied, and a District Court case requesting reversal of the denial is pending. Financial contributions may be made to the Bolducs.

**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.  
Report cattle fence that is down to Lucas or John.  
Restrooms will be open before Memorial Day.  
Concrete work at the pavilion should be finished in a couple weeks.  
The pavilion/barn area is not for public parking overnight.  
More gravel is needed at the barn/pavilion parking area. The County is willing to spread the gravel if we provide the gravel.  
Road base is needed to repair the runway. The County is willing to do the repairs if we provide the road base.  
A 4’x4’ drain box at the northwest section of the parking lot, instead of a 2’x2’ box. The County is willing to do the repairs and will provide culverts if we provide the 4’x4’ drain box.  
The picnic tables that are usually put out around the pond need to be replaced.  
Several road signs and signs around the pond are damaged. Lucas will contact the County to ask their cost for metal street signs and metal road signs.  
The grass around the pond and at the horseshoe pit area needs to be replaced.
- b. Report on Architectural Requests & New Procedures for Submitting Arc Applications – Gina & Dan.  
ARC requests are to be submitted thru CAM, not at the barn.
- c. Neglected Properties – Dan Crowther. Work continues on neglected properties.

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

- a. Update on Upcoming Events – Michael Lucero / Lisa Lattimore.  
(Arts & Craft Fair TBD, Highway Cleanup June 17; Stop, Shop & Swap July 1)

The Arts & Craft Fair has been cancelled, and may be reset.  
Food will not be available at Stop, Shop & Swap as the Cedar Mountain Fire Protection District (CMFPD) will be providing free food at Station 3 during their event.

- b. Change of Date for Annual Lot Owners Meeting, Election & Pot Luck – Saturday, September 2 at 1pm.  
The September 3<sup>rd</sup> meeting, election and pot luck will be held on September 2<sup>nd</sup>.  
Camp Golden Eagle will be Sunday, September 3<sup>rd</sup>.
- c. Camp Golden Eagle.  
Stephanie Malburg volunteered to oversee CGE. Volunteers are needed.

**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.  
A Wildland Crew will be staying in a tent behind Station 3.  
CMFPD Community Event on 7.1.23 will provide free hot dogs, a bounce house, flight for life landings, and more. This event along with the Stop, Shop & Swap will be advertised in the Cedar Mountain Lookout. Flyers to be posted.  
New Fire Chief Forrest Barnard started May 1<sup>st</sup> –  
Mag Chloride road treatment should start by the end of May.

**VI. OLD BUSINESS – DISCUSSION & POSSIBLE ACTION:**

- a. Update on Pavilion Concrete Renovation/Removal. See above.
- b. Update on Renovation of Pavilion BBQ. Some bricks need to be reattached. This issue tabled.
- c. Update on Improvements to the Sound System and Wifi. Devon and Lucas to proceed with improving WiFi. The Kampshoff family donated PA system equipment; Devon & Lucas will do the installation.
- d. Private Website Proposal. The lot owner who proposed this is selling. Proposal is withdrawn.

Janna Coleman is our webmaster and is willing to prepare our newsletters. This issue to be put on next month's Agenda.

**VII. NEW BUSINESS – DISCUSSION & POSSIBLE ACTION:**

- a. Assistant Manager Services Contract. Contract signed for John Manning, Assistant Manager.
- b. Proposal to Install Drainage Culvert and Cover at Parking Entrance. Janelle moved to approve purchase of a concrete drainage box not to exceed \$4,000 with the County to do installation. Lisa seconded. Motion carried.
- c. Proposal to Add Gravel to Pavilion/Barn Parking Lot. Lisa moved to add gravel to the pavilion/barn area parking lot, not to exceed \$3,000. Janelle seconded. Motion carried.

Lisa moved to approve the purchase of road base for the runway repairs, not to exceed \$2,100. Dan seconded. Motion carried.

**VIII. OPEN FORUM: Lot Owners to Address the Board (limited to 3 minutes per person)**

There was discussion regarding roads, notifications to lot owners, and Everbridge.

**IX. 2023 MEETING SCHEDULE:** June 17; July 8; August 12; Annual Meeting  
September ~~3<sup>rd</sup>~~ 2<sup>nd</sup> at 1pm; October 7; January 13, 2024 (Time and Location TBD)

**All meetings are held at 10am (Utah time) at the Barn/Pavilion unless otherwise specified.**

**X. ADJOURN** Janelle moved to adjourn. Alan Seconded. Motion carried. Meeting adjourned at 12:30 PM.