APPROVED 2-8-25

SCPLOA BOARD of DIRECTORS MEETING VIA ZOOM
January 11, 2025 , 11:30 am Pacific Standard Time

Meeting held via Zoom and at 3711 Regulus Ave, Suite 100, Las Vegas, Nevada 89102

1. Welcome & Introductions:
Chairwoman Lisa Lattimore called the meeting to order at 11:37 AM PST.

Present: Lisa Lattimore, Chairwoman; Janelle Pearce, Treasurer; Melinda Walters, Secretary; Devon Kampshoff, Board Member; Gina Blackburn, Board Member; Don Gannon-Jones, Board Member; Jim Steverson, Board Member; McKenzie Johnson, of Administrative Business Solutions (ABS).

Present via Zoom: Lisa Bolduc, Board Member; Cheryl Case, Board Member; Alan Zellhoefer, Vice Chairman; April Jorgensen, Board Member.

Not present: Casey Tuttle, Manager

Quorum established.

An Executive Session was held on January 11, 2025, via Zoom to discuss Collections, Enforcement, Personnel & Legal Issues.

2. Secretary's Report & Approval of October 5, 2024 & October 29, 2024 Minutes: Melinda Walters presented the meeting minutes. Don moved to approve the minutes. Lisa Lattimore seconded. Motion carried.

3. Treasurer's Report: Janelle Pearce **-** as reflected in the December 31, 2024 financial reports. General checking $55,704.78; Playground Fund $5,259.64; Petty cash $0; Pond Fund $1,848.19; Reserve $120,382.73; Operating Reserve $24,728.77.
Don moved to accept the Treasurer's Report. Melinda seconded. Motion carried

4. Nominate Temporary Chairman: Janelle Pearce nominated by Lisa Lattimore as Temporary Chairwoman. Seconded by Don Gannon-Jones. Motion carried.

Janelle thanked outgoing board members Alan and Cheryl for their many years of service to Swains Creek Pines.

5. Adjourn – Meeting was quickly reconvened to select officers

6. Introduction of New Board Members: Temporary Chairman Janelle welcomed new board members Jim Steverson, April Jorgensen and Don Ganon-Jones.

7. Nomination and Approval of Officers: The following Board Officers were elected: Don Gannon-Jones - Chairman. Devon Kampshoff - Vice Chairman. Janelle Pearce - Treasurer. Melinda Walters - Secretary

8. Committee Responsibilities, Proposed Re-organization and Assignments: Don made a motion that Legal and Finance committees will include the 4 officers. Seconded by Devon. Motion carried.

All other committees will stay the same until reorganized.

I. Finance Committee – Janelle Pearce, Chairman; Don Gannon-Jones, Vice-Chairman; Melinda Walters and Devon Kampshoff to assist

a. Report on 2024 Budget, Reserve to Preserve & Status of Collections:

Accounts Payables, Receivables and Payroll are all up to date. We received $6,551 in donations and event proceeds in 2024. There were significant legal expenses this year for the drafting and review of Amendments to the Bylaws and Articles of Incorporation and the new Reinvestment Fee Resolution, which will help fund our Reserves. Also included in legal costs were the fees charged by the Kane County Recorder to record the documents totaling $2,880.

Reserve to Preserve: There were no expenses in the Reserve account in the last quarter of 2024. Our last Reserve Study update was prepared for 2023, which showed the Association was funded at 63% of the recommended amount. This is considered fair. The ideal reserve balance should have been $229,742 at the beginning of 2023. The current balance is $120,382.73, well below where we should be. Utah statutes require a reserve study to be conducted every 6 years with updates every 3 years. The board will be requesting proposals for a complete updated reserve study during 2025. The amount that can be contributed from the operating fund to the Reserve for 2024 is still to be determined. The amount of Reinvestment Fees totaled $568 for 2024, which will go into the Reserve Account.

We have $3000.90 in pre-paid accounts or accounts with credit balances.

Status of Collections/Liens: The Accounts Receivable balance is $40,944.25, which includes $1,640 in Past Due Assessments, (7 lots), $2,310 in Late Fees, $36,493 in Fines and an outstanding owner balance of $501.25 for legal costs. We are down to 687 lots, with more lot joinders being requested and approved by Kane County. We originally had over 800 lots. There are approximately 13 delinquent accounts out of 687 lots.

Assessments are due on March 1st of each year and are delinquent if not paid within 60 days (April 30). An additional $20 late fee is applied to past due assessments at the beginning of May and every 30 days thereafter until paid in full. Unpaid accounts are subject to liens and ABS has recently transferred delinquent accounts to the attorney for collections and pre-lien notices have been sent. The costs associated with filing liens against the property and all attorney fees for collecting the debt are paid for by the lot owner. Past due accounts will be transferred to the attorney for collections after 90 days.

Per our collection policy, payments are automatically applied to the oldest balance on the account. The balance could be for assessments from previous years, outstanding late fees or

fines for violations. If you don't want payments to be credited to the oldest balance, you must contact ABS to make that request. The request may require board approval as well.

b. Discussion and Approval of 2025 Dues Assessment: Gina moved to approve the assessment increase of $5/year, Don seconded, Motion carried

c. Discussion and Approval of Proposed 2025 Budget: Janelle summarized the proposed budget. Lisa Lattimore moved to approve the 2025 Budget. Jim Steverson seconded. Motion carried.

d. Discussion and Approval to Acquire Certificate(s) of Deposit for Reserve Fund: Don made motion to put up to 75% of reserve fund into staggered CD's in a manner to be determined.

e. Discussion and Approval to Establish Alliance Bank Account for Lockbox Services: Don made motion to approve setting up the account. Melinda seconded. Motion carried.

II. Legal Committee – Janelle Pearce, Chairman; Don Gannon-Jones, Vice-Chairman; Melinda Walters and Devon Kampshoff to assist

a. General Update – Janelle Pearce: The Cocks RV lawsuit against the Association has been finalized. The original Findings and Conclusions of Law were overturned and have been amended in favor of the Association and signed by the Kane County 6th District Court Judge. The final decree will be posted to the website. The final ruling in the lawsuit does not impact any other lot owners. Please contact ABS with any questions regarding RV enforcement.

BIDR update – Lisa and Mark Bolduc appeal the district court's determination that they lack standing to challenge a Kane County land use decision.

III. Facilities & Architectural Committee – Devon Kampshoff, Chairman; Lisa Bolduc, Vice-Chairman; Lisa Lattimore, Casey Tuttle to assist

a. General Facilities Update – Casey Tuttle: Everything with the barn and the public areas for the SCPLOA seem to be in the same condition they were when we closed down for the winter months. The dumpsters have been relocated to the west side of the barn in the parking lot. Inside the barn the batteries for the garden tractor, quad and water truck are on battery tenders. The barn, bathrooms, and shed are still secure. Everything with the pavilion and playground seems to be in order and the BBQ area is still secured. When I was there this past Monday there was no snow on the ground and the pond was several feet low. It has been frozen over and from the look of the water coming in and the water flowing out it seems like the pond may be dry at some point this winter. All the gate valves are closed completely but there is still some water flowing through the big valve in the center of the dam keeping us compliant with the State of Utah. All and all it seems like everything other than the pond level and the dumpsters are the same as they were when I left at the end of October 2024.

b. Report on Architectural Requests and Procedures: Devon Kampshoff reported there were 44 ARC requests last year. 4 so far this year. 3 have been processed. Construction is still ongoing through the winter months.

IV. Community Relations & Events Committee – Melinda Walters, Chairman; Gina Blackburn, Vice-Chairman; Lisa Lattimore, April Jorgensen, Steve Blackburn to assist

Planned Events for 2025 – Melinda Walters

May 24, Craft Fair hosted by Claudette & Keene.

July 5th, Stop, Shop & Swap.

Bingo and potlucks TBD

Labor Day activities: Bingo August 29; Camp Golden Eagle August 30th, Annual Lot Owners Meeting and Potluck dinner August 31st

Chili Festival TBD

Cedar Mountain Firefighters want to host the pancake breakfast again. Date TBD

Other optional events are being discussed.

Volunteers will be needed.

V. Swains Creek Fire Council – Alan Zellhoefer, Chairman; Janelle Pearce, Vice-Chairman; Casey Tuttle and Teresa Zellhoefer to assist

a. Fire Council and CMFPD Activities – Alan Zellhoefer, April Jorgensen

There are no fire restrictions at this time.

Cedar Mountain Fire is putting together a volunteer firefighter list. Volunteers would have to be trained to meet the standards required to be a secondary line of responders. Contact CMSD to put your name on the list.

VI. OLD BUSINESS – DISCUSSION AND POSSIBLE ACTION:

a. Swains Creek Pines Signage: It was suggested that we add stone to enhance the bottom of the entrance sign using donated funds. We will look into this further this year. No Action taken.

VII. NEW BUSINESS – DISCUSSION AND POSSIBLE ACTION:

a. Administrative Business Solutions Contract Renewal:
Janelle moved to approve the ABS contract renewal. Don seconded. Motion carried.
b. Manager Contract Renewal
Janelle made a motion to approve the contract for Casey Tuttle to serve as the manager. Gina seconded. Motion carried.
c. Assistant Manager Contract
There were 2 candidates interviewed for the Asst Manager position. One was selected and will be notified. Don made a motion to approve the assistant manager contract in concept subject to the acceptance of the applicant. Jim seconded. Melinda Walters abstained. Motion carried.
d. 2025 Fishing Permits Redesign and Possible Volunteer Patrols
Don can get us new plastic fishing permits that are credit card size imprinted with the lot number at no cost. Members in good standing will pick up their fishing permit at the barn with a 2025 sticker. There will be a charge of $10 to replace a lost card. Janelle moved to accept the idea. Melinda seconded. Motion carried.

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

Don offered to create a monthly electronic newsletter. We will accept advertisements from local businesses. Proceeds will go to the Association.

Devon requested that we add an agenda item to the next meeting for the board to discuss changes to the ARC Guidelines to update the list of acceptable building materials.

Terry Gage asked if we can keep collecting assessments for joined lots, but our governing documents require assessments to be levied equally for each lot according to current plat maps. Don would like to discuss a proposal to amend the bylaws to increase assessments to make up for lost lots. The membership would vote on it at August 31 election. McKenzie suggested that the board could also increase the administrative fee for lot joining to try and recoup some of the lost revenue.

IX. MEETING SCHEDULE (Proposed dates and times to be determined for 2025-26):

a. Schedule of in-person meeting dates: May 10; June 14; July 12, Annual Member meeting August 31 at 1pm; October 11; Annual Board meeting January 17, 2026
b. Zoom meetings February 8th, August 16th, and November TBD
c. All in-person meetings are held at 10am (Utah time) at the Pavilion/Barn unless otherwise specified.

X. ADJOURN

Don moved to adjourn. Janelle seconded. Motion carried. Meeting adjourned at 1:14PM PST

Submitted by Melinda Walters,

Secretary