

**January 14, 2017, Minutes of Board Meeting
Of Swains Creek Pines Lot Owners Association**

Meeting Called To Order at Los Prados Clubhouse, 5150 Los Prados Circle. Las Vegas, Nevada at 10:00 a.m. PST by Chairperson Janelle Pearce, Vice-Chairperson Gina Chapman, Treasurer Chris Schlaffman, Temporary Secretary, Jane H. Lewis, Alan Zellhoefer, Jimmy Bradford, and Clint Malburg present.

Evan Fox and Beth Bayley were not present. Bookkeeper Irene Briggs and Manager Bill Rodreick were present. (Cindy Gifford resigned 11.12.16.)

Secretary's Report and Approval of Minutes: Clint Malburg moved to approve the October 1, 2016, minutes. Seconded by Gina Chapman. Motion carried.

Treasurer's Report: Chris Schlaffman.

As of December 31, 2016, there is \$249,867.82 in Revenue.

\$135,956 was from dues.

Accounts include \$300 petty cash,

\$25,279.83 in the General fund,

\$51,059.20 is in a C.D.

The total excess going to Reserve to Preserve is \$6,163.96.

The Reserve Account balance is \$141,725.31

\$5,197.06 in the playground fund

Gina Chapman moved to accept the Treasurer's Report. Jimmy Bradford seconded. Motion carried.

Nominate Temporary Chairperson:

Jimmy Bradford nominated Janelle Pearce as Temporary Chairperson. Gina Chapman seconded. No other nominations. Janelle Pearce is elected Temporary Chairperson.

Meeting adjourned 10:23 a.m. PT and restarted at 10:35 a.m. PT

Janelle Pearce, reopened the meeting.

Evan Fox, Jimmy Bradford, Beth Bayley, and Cindy Gifford were thanked for their service.

New Board members Ron Anderson, Gary Dawes, Jane Lewis, and Lauren Patt-Kirby seated.

Janelle Pearce, Gina Chapman, Chris Schlaffman, Alan Zellhoefer, and Clint Malburg present.

Bookkeeper Irene Briggs and Manager Bill Rodreick were present.

Nomination of Officers:

Alan Zellhoefer nominated Janelle Pearce to be Chairperson. Gina Chapman seconded. No other nominations. Nominations closed. Janelle Pearce was elected Chairperson.

Clint Malburg nominated Gina Chapman to be Vice-Chairperson. Chris Schlaffman seconded. No other nominations. Nominations closed. Gina Chapman was elected Vice-Chairperson.

Lauren Patt-Kirby nominated Jane H Lewis to be Secretary. Gary Dawes seconded. No other nominations. Nominations closed. Jane H. Lewis was elected Secretary.

Jane H. Lewis nominated Chris Schlaffman to be Treasurer. Clint Malburg seconded. No other nominations. Nominations closed. Chris Schlaffman was elected Treasurer.

New Committee Assignments.

It was recommended to combine the following Committees: 1) Architectural and Neglected Properties Committees and 2) Community Relations and Events Committees.

Finance Committee – Chris Schlaffman, Chairperson; Lauren Patt-Kirby Vice-Chairperson, Janelle Pearce and Irene Briggs to assist.

Legal Committee – Janelle Pearce, Chairperson; Gina Chapman, Vice-Chairperson; Alan Zellhoefer, Clint Malburg, Irene Briggs, Cheryl Case, Lauren Patt-Kirby and Chuck Costa to assist.

Property and Facilities Committee – Clint Malburg, Chairperson; Gary Dawes, Vice-Chairperson; Ron Anderson and Bill Rodreick to assist

Architectural and Compliance Committee (Structures and Lots): - Clint Malburg, Chairperson, Gina Chapman, Vice-Chairperson; Bill Rodreick, Gary Dawes and Lauren Patt-Kirby to assist

Community Relations and Events Committee – Alan Zellhoefer, Chairperson; Jane H. Lewis, Vice-Chairperson; Ron Anderson, Chris Schlaffman, Shirley and Rod Burke, Kelly Harrington and Bobbie Cobell to assist

Manager's Report: Bill Rodreick.

Bill reported there is a lot of early snow this year. Bill reports he is working on relations with Kane County regarding the culverts and grading on the main roads. The grading needs to be completed prior to the roads being treated. He wanted to remind property owners they are responsible for keeping their driveway culvert clean of debris. There was a discussion about putting down half application of the treatment application. There were comments from the audiences, Dale Arnold (Lot 263), asked what part our [property] taxes cover i.e., treatment and culvert. Bill said that the road maintenance is covered by the gas tax and not property tax. Dust abatement is paid by the Association. If individuals were interested in contacting Kane County officials they are all listed on the Kane County website. After a lengthy discussion, the Board decided to continue with full treatment with a 7-1 vote. Larry Bagley suggested one might add aggregate to certain areas of the roads. Janelle Pearce stated she would like to continue to work with the County to bring in more road base and continue grading. Gina Chapman stated one needs to be very specific when one asks and

in writing for the road base and how we want the roads graded.

Committee Reports

Note: Reports given per 2016 Committee Structure:

I. Finance Committee – Chris Schlaffman, Chairperson; Evan Fox, Vice-Chairperson; Beth Bagley and Irene Briggs to assist.

a. Manager's Contract Renewal.

Bill Rodreick has agreed to be SCPLOA's Manager for 2017. However, Bill stated this will be his last year, therefore the Board will need to start looking for a new Manager. Motion to approve manager's contract: Alan Zellhoefer. Seconded: Gina Chapman. Motion Passed

b. Budget Report – Acceptance of 2017 Proposed Budget.

Chris passed out budget for 2017. Total income budget for 2017 is \$144,713 with \$4,388.36 budgeted for Reserve. Chris noted that there are a couple of onetime expenses such as an additional \$5,000 to stock the pond. Chris explained that because the pond is drained the Fish Stocking assessment was increased from \$10,000 to \$15,000 for one year. A State of Utah law indicates nonprofits have a reserve study done every 6 years. Chris stated \$2,250 is being budgeted to complete a new Reserve Study in 2017 as an estimate from the last study in 2012. There was a question regarding where the late pond assessment funds will go when collected? Chris explained that the funds would go into the Reserve Fund, to reimburse the monies that were taken to cover the pond improvement expenses. There was a question how does the Board collect past dues. Chris stated that letters are sent to lot owners and eventually property liens are filed. Irene stated when a property in the State of Utah is going to change hands, the title company contacts an HOA to see if the owner is current up to date on their dues. Motions to approve the 2017 Budget: Lauren Patt-Kirby. Seconded: Gary Dawes. Motion Carried

[There was a Clarification on Motion by Irene Briggs. There is NO recommendation for increase in dues for 2017.]

c. Reserve to Preserve – Reserve Analysis Update.

Total Revenue for 2016 was \$249,867.82 in Revenue. The Reserve Account balance is \$141,725.31. A net total of \$6,163.96 was moved to Reserve to Preserve fund. Chris stated there are 78 Lots/61 Owners that have not paid the Pond Assessment. Secondary letters went out the beginning of January 2017. The money had to be taken out of the Reserve to cover the cost for the unpaid lots. Analysis study done in 2012, showed the SCPLOA Reserve was under funded, however, the 2017 study should show we are right on track with sufficient funds. There is \$5,197 in Play Ground Fund. There was a suggestion to

continue fundraising to add more equipment. Gina stated that someone has donated a new piece of equipment for the grounds.

d. Status of Collections/Liens.

Liens on Dues: Irene stated there are 10 properties that have liens on them. There were 4 lot conjoiners and 56 lots changed hands in 2016.

II. Legal Committee – Janelle Pearce, Chairperson; Gina Chapman, Vice-Chairperson; Alan Zellhoefer, Clint Malburg, Irene Briggs, Cheryl Case, and Chuck Costa to assist.

a. Janelle reported there is nothing to report.

III. Property and Facilities Committee – Evan Fox, Chairperson; Jimmy Bradford, Vice-Chairperson; Beth Bayley and Bill Rodreick to assist

a. Roads, Parking, Runway, and Facilities.

The runway will need some repairs in the spring.

b. Pond and Fence.

Bill Rodreick reports the perimeter fence will be ongoing project. Janelle stated the pond project finished about a month earlier than was expected. Several members of the Board have walked around the pond and feel the contractor went above and beyond what was in the contract. It is much deeper and wider than it appears from the road. Janelle discussed hauling the dirt out was never part of the scope of work. It would have cost more than what we had to spend and the need to apply for a permit from the federal agencies to expand the water capacity, or haul or dump the dirt would have taken years and the chances of getting approval were very slim. There is still more work to be done to get rid of the rest of the scum weeds in the middle of the deep end that they could not reach and plant grass around the horseshoe pits. Beth has ordered grass to cover in the horseshoe area. We are looking at options to retain the edges of the islands from erosion and none of that was included in the proposal. Janelle stated a biologist came to look at the Pond and gave ideas on environmental solutions to erosion. Janelle talked about planting vegetation on the islands, which will be completed when weather permits. Bill suggested the possibility of adding t-post fencing at the end of the playground fence and barbwire fencing into the pond area along the airstrip. In addition, it was suggested the wood fence end with L at the end prior to the water. Rod Burke (Lot 652) suggested that we talk about issues of the pond in the newsletter. Dan Theisen (Lot 653) asked what are the types of plants that were suggested for the islands. The biologist recommended specific types of vegetation for the area and environmentally safe. Shirley Burke talked about boat races on the pond during Labor Day in years past as a special event and asked if that could be continued. Irene responded that a boat on the pond is a liability that Swains just cannot take on.

c. Dust Abatement.

As per discussed prior.

- d. Security.

IV. Neglected Properties (Structures and Lots): - Alan Zellhoefer, Chairperson and Gina Chapman Co-Chairpersons; Chuck Costa and Cheryl Case to assist.

- a. Status Report.
Nothing to report at this time

V. Community Relations Committee – Beth Bayley, Chairperson; Vacant Vice-Chairperson; Clint Malburg and Evan Fox to assist

- a. CMFPD. Cedar Mountain Fire Protection Department)
Casey Tuttle - no report..
- b. Newsletter, Website and Facebook.
There was a discussion regarding the Newsletter. Irene stated the Newsletter goes out annually the end of January and is sent to all 516 lot owners. There was a discussion what needs to go into the Newsletter.
- c. Community Liaisons/Outreach – Keene Sterrett and Jane Lewis.
The committee, Stepping Stones, will assist lot owners who struggle to maintain their property and/or exterior of their cabin. Stepping Stones hopes to revitalize and strengthen connections within the community. The committee will use forms similar that Habitat for Humanity uses for releases for lot owners.

VI. Events Committee – Gina Chapman and Alan Zellhoefer Co-Liaisons; Shirley and Rod Burke to assist

- a. There was a discussion regarding what type of events to have. It was suggested to have a Chili Cook-Off or something for the new pond. The Stop, Shop and Swap and Camp Golden Eagle. There was a discussion of a Spaghetti Dinner and/or a Potluck following a Board Meeting day. Kim Reap, (Lot 332), asked if we will be doing the annual meat in the ground. Hwy cleanups: TBD

VII. Architectural Committee – Jimmy Bradford, Chairperson; Clint Malburg, Vice Chairperson; Beth Bayley, Evan Fox and Bill Rodreick to assist

- a. Report on Architectural Requests.
In the past there has not been a good method used for organizing architectural requests. Clint stated that they will now be filing all the requests in Lot File Folders and the files will stay with the lot even as the lot changes hands. It was recommended that once the files are compiled, the files need to be scanned and placed on a flash drive and backed up. Adina Castio (Lot 267) volunteered to help with scanning files for backup.
- b. Review and Adoption of Architectural Standards.
There was a discussion between lot owners and board members regarding proposed architectural standards, along with suggestions that were submitted on the website. The Standards are not retroactive. Motion to accept the Architectural Standards: Clint Malburg; Seconded: Gary Dawes. Motion carried

with one (1) abstention.

VIII. Old Business:

a. Website Live View. Not available

The contract with the current website contactor has run out and they did not wish to renew. The old website was with Dreamweaver and interfaced with GoDaddy. The new site has been recreated on Google with GoDaddy as host. SCPLOA paid \$540 last year for website maintenance.

b. Facebook: Clint Malburg is the new monitor for *Swains Creek Pines Lot Owners Association Facebook* page. Clint stated that he feels that one needs to be a lot owner to be open as a member on the Facebook page. The purpose of the website is for sharing positive information. Shirley stated that there is both negative and positives on the Facebook pages.

IX. New Business:

X. Open Forum: Lot Owners to Address the Board.

Stan Gillie (175 Apache) is in the process of buying a lot and is still wants to make sure he can place a 31 foot trailer on his lot.

Robert Ruiz (185 Pine Trail Dr): Looking for contractor recommendations. He stated he is having a hard time finding a contractor to build cabin.

XI. Proposed Meeting Schedule:

May 6 (Memorial Day is May 29);

June 24 (Father's Day is June 18);

July 15 (Duck Creek Days 21 and 22 ?);

August 12;

September 3 – Annual Lot Owners meeting, Sunday at 1pm;

October 7 (Columbus Day Oct 9);

January 13, **2018.**

XII. Adjourn. Jane H. Lewis moved to adjourn. Gina Chapman Seconded. Motion carried; meeting adjourned at 1:29 p.m. PST

Respectfully submitted,

Jane H. Lewis, Secretary