

**SCPLOA BOARD MEETING**  
**MINUTES**  
**August 12, 2017**  
**Swains Creek Pines Barn**

**EXECUTIVE SESSION – 9:00 a.m. (closed meeting)**

Collections, Enforcement, Personnel & Legal Issues

**OPEN MEETING – 10:00 a.m.**

**1. Welcome & Introductions: Janelle Pearce**

Meeting was called to order and held at SCPLOA Barn at 10:15 a.m. MDT by Chairperson Janelle Pearce, Vice-Chairperson Gina Chapman, Secretary Jane H. Lewis, Treasurer Chris Schlaffman, Lauren Patt-Kirby and Clint Malburg present. Alan Zellhoefer, Ron Anderson, were excused and their proxies were given to Gina Chapman. Bookkeeper Irene Briggs and Manager Bill Rodreick were also present. Gary Dawes submitted his resignation on August 10.

**2. Secretary's Report & Approval of Minutes: Irene Briggs**

The minutes from the July 15, 2017 meeting were submitted and accepted as read. Chris Schlaffman moved to approve the minutes. Seconded by Lauren Patt-Kirby. Motion carried.

**3. Treasurer's Report: Chris Schlaffman**

As of July 31, 2017, there is \$150,984.55 in Revenue with the majority \$131,354.00 from dues. On the Balance Sheet there is \$300 in petty cash; \$200 in seed money. The General Account includes \$87,454.90. There is \$5,198.57 in the playground fund and \$1,832.53 in pond maintenance fund. The new fund, the Fire Department Fund, has \$2,133.79 and there are total monies including the CD of \$51,103.70 in the Total Reserve Fund of \$141,796.03. Gina Chapman moved to accept the Treasurer's Report. Lauren Patt-Kirby seconded the motion. Motion carried

**4. Manager's Report: Bill Rodreick**

Bill stated he will contribute information as the Committee Chairs report.

**Committee Reports:**

**I. Finance Committee –Chris Schlaffman, Chairman; Lauren Patt-Kirby, Vice-Chairman; Janelle Pearce & Irene Briggs to assist**

**a. Budget Report**

In the Accounts Receivable, there is \$27,012.50, which included nineteen (19) lots and fifteen (15) owners. The amount is a little higher due to past due pond assessments. The Reserve Study will begin August 31, 2017, and plan to present to the Board in October. This will be the same contracted agency as the last study and only updates will be to add the playground, the improvements to the barn, pond, and tennis courts. Chris and Bill will attend the meeting with the reserve analyst.

**b. Reserve to Preserve**

Included above

**c. Status of Collections/Liens**

Included above

**d. Report on Fundraising Activities**

Fire department fund current total is \$2,133.79, which includes the Chili cook-off, Stop-Swap & Shop and Family Fun Day. We are looking forward to tonight's Spaghetti Dinner fundraiser.

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

**a. Election Committee**

Janelle reminded everyone that voting is now open and Irene commented that the Lot Owner identification sheet is on the bottom on the instruction letter. Absentee Ballot Counting will be on Friday, September 1, 2017 prior to Annual Meeting. There was a concern if Lot Owners mailed their ballot late it may not be received prior to Friday, September 1, 2017. Teresa Zellhoefer has agreed to lead the Election Committee for 2017. Irene stated that all the information and materials needed for the Election Committee will be found in Barn Office. Candidates will present themselves to the Association at the Annual Meeting.

**III. Property & Facilities Committee –Clint Malburg, Chairman; Gary Dawes, Vice-Chairman; Ron Anderson & Bill Rodreick to assist**

**a. Pond & Fence**

Bill reported the pond planting and horseshoe area grass planting is coming along and is thankful for the rain helping with watering. The perimeter fence is looking good and more repairs will continue later in August 2017 to complete the work for 2017. The perimeter fence is an ongoing project that will need to be budgeted annually.

**b. Roads, Parking, Runway & Facilities**

The geese are gone; therefore, Bill has been able to spray weed killer along the runway for Purple Thistle. August 8, 2017, Kane County graded and graveled a portion of Apache Loop. The County did not do the whole loop, as the remaining is private property. The forest service has allowed Kane County to “chip seal” from Highway 14 to about a quarter mile in Strawberry and Color Country is also receiving gravel. Swains Creek was considered, however, it is a mile to the Swains Creek sign, and there was not enough material.

**c. Security**

Bob Runkle still drives around when he is here, but he is leaving the mountain. Bill has been driving around but said someone needs to step-up and be the security-drive-around. Janelle talked about the issue of juveniles shooting out lights at the pavilion and Bill stated the situation was resolved.

**d. Signage for Roads and Addresses**

Janelle said this continues to remain on the agenda and we are still encouraging everyone to post 3-4 inch reflective address numbers at the entrance to their property. Gina stated the County and First Responders are having problems finding addresses when they receive calls. Gina suggested she could purchase numbers and sell them at the Annual Meeting. Bobby Kinch, Lot 630, has volunteered to organize a Neighborhood Watch. There were several suggestions how to encourage Lot Owners to comply with the obligation. Ed Wells, 660, asked if they need to be reflective numbers and the answer is yes.

**IV. Architectural & Compliance Committee–Clint Malburg, Chairman; Gina Chapman, Vice-Chairman; Gary Dawes, Lauren Patt-Kirby & Bill Rodreick to assist**

**a. Report on Architectural Requests**

Clint reported that there have been two new architectural requests. He reminded everyone to complete an Architectural Form prior to starting any visual changes to one’s property. Bill stated that if one is placing a shed under 200 square feet, one does not need a building permit. However, one will still need to submit an Architectural Request to the Association. There were only two neglected, property letters for July. Someone asked if he needed an

Architectural request for window replacement and a dog-gate on his deck. Clint suggested a permit would be appropriate for the windows; however, the dog-gate is not necessary.

**b. Update on Community Wildfire Prevention Plan and Fire Council**

On July 27, 2017, several Board members met with Bevan Killpack with Five County Association of Governments to update the Community Wildfire Protection Plan (CWPP). Each area of Cedar Mountain is different; therefore, Swains Creek will be developing a plan specific to the needs of the residents within our area. It may take two years to complete. The plan will assist first responders with what is available within our community. Charles Duvall and Chuck Costa are co-leading the Swains Creek Fire Council. Gina stated that the ultimate goal is to reduce the fire fuel within the community and personal property. Bill stated the Mulch Fest is over for this year and is something to think about for next year about cleaning ones property. Applications will be available from the fire department. Chuck Costa, Lot HS 13 &14, talked about the Bark Beetle and reminded how serious the situation is currently. There is a potential grant which will provide 50% of the funding and the Association would have to provide a 50% match. The forest service could complete an assessment of Swains Creek Pines, evaluate the damage, and develop a plan for the area. The Association would need to apply for the grant and not as an individual. Bill handed out a pamphlet addressing the Bark Beetle.

**V. Community Relations & Events Committee – Alan Zellhoefer, Chairman; Jane Lewis, Vice-Chairman; Ron Anderson, Chris Schlawffman, Shirley & Rod Burke, Kelly Harrington, & Bobbie Cobell to assist**

**a. CMFPD Update**

No update

**c. Upcoming Events:** Spaghetti Dinner (August 12); Camp Golden Eagle (September 2); Annual Lot Owners Pot Luck (September 3)

Camp Golden Eagle, first event is a fishing contest. Kelly Harrington is the Camp Director this year. The theme is Camp Survival. The Annual Potluck – the Association will provide hamburgers and hotdogs and Lot Owners will bring side dishes on Sunday, at 5:00 p.m.

**d. Website & Facebook**

Clint stated it has been very quiet. He stated that several individuals from Canada had requested to join but he denied them.

**e. Stepping Stones/Bridge Builders**

Jane reported “Community Connections” is still deciding the direction of the committee and willing to help where needed to organize community projects.

**f. Highway Cleanup –TBD**

Bill suggested checking with Beth regarding a date. Community Connections will take the lead.

**g. Nominations for Volunteer of the Year**

There have been several nominations this year and the names will be announced at the Annual Meeting.

**VIII. Old Business:**

**a. Website Live View**

Gina stated that an agency from Cedar City cleaned up all of Swains computer systems. John Colman donated a computer. Three new cameras have been installed. We are waiting for an IP address to be able to activate the Live View.

**b. Status of IT Upgrades**

Symtec offers a \$10 a month service where they can remote in and fix any problems on our systems. Chris moved that we go forward with an annual contract. Clint seconded. Motion carried.

**c. Manager Recruitment**

Janelle stated that the Board interviewed two candidates Saturday, August 11, 2017 and will have a decision within a few weeks.

**IX. New Business:**

**a. Proposal for Temporary Corral within the Horse Pasture**

Valerie Juick, Lot, 247 is asking to place a 30-foot open panel fence inside the house pasture and will remove it during winter. Bill reviewed the house pasture regulations. Valerie stated she will assume the costs of \$2000.00. She stated she would be willing to offer her corral to other Lot Owners with horses when her horses were not there. David Pugh, 349, talked about an agreement between Valerie and the other horse owners and this will give an opportunity for the group to unify. Gina stated that a waiver be signed by Valerie to hold SCPLOA harmless. Valerie is considering putting this up next season. Lauren Patt-Kirby motioned to allow the metal fence be placed in the horse pasture. Gina Chapman seconded. Motion carried

**b. Gary Dawes Resignation**

Janelle stated that Gary Dawes just submitted his resignation and the process is to go to next individual with the highest number of votes from the 2016 Election.

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

Ed Wells, 660, he was concerned about another security concern. It was discussed and it was an issue regarding a cabin that was for sale, and individuals were wandering around the property and opening the power box. Bobby stated he was concerned regarding the security issue and wanted to readdress a proposed Neighborhood Watch issue. Bob Runkle just drives around and the association reimburses his mileage. He asked how are the "rules enforced." Janelle stated this is responsibility of everyone. He stated he is living here fulltime and has volunteered to start up a Neighborhood Watch program. There was a discussion regarding the dumpsters being overflowing and people still putting furniture and construction materials in them. Bill stated the Sanitation Company empties the dumpsters daily. On busy weekends, they may only empty one or two dumpsters, so they can get around to every community. Dumpsters are for household trash only.

**XI. Meeting Schedule:**

September 3 (Annual Lot Owners meeting, Sunday at 1 pm, Pavilion), October 7, & January 13, 2018 (Time & Location TBD)

**All meetings held at 10 a.m. (Utah time) at the Barn unless otherwise specified.**

**XII. Adjourn. Motion to adjourn by Chris and seconded by Lauren at 12:12 p.m.**