

Enclave at Sun Canyon & Enclave at Cedar Draw HOA Board Meeting Minutes

January 28, 2019

12:00 pm, Located at All Seasons Resort Lodging

I. Call to Order 12:14 pm

II. Establish a Quorum

Board Members in Attendance:

Soren Urry, David Wiener, Greg Douglass, Tom Richardson, Meghan Gelston, Markus Norlin

All Seasons Resort Lodging Staff in Attendance:

Jim Simmons, Gina Covino, Mike Howe, Mike Williams and Jason Harris

Owners in Attendance:

Steven Newman

III. Approval of Meeting Minutes

Motion: Greg Douglass made a motion to approve 12.17.2018 Meeting Minutes.
Seconded David Wiener. All in favor majority. Motion carries.

IV. Additions to Agenda

1. Relationship between voting rights of Cedar Draw vs Sun Canyon
 - Sun Canyon controlling board for the project as a whole, while Cedar Draw having representation in running of community. Cedar Draw pays for snow removal, landscaping, common areas and COI.
 - % of sharing to be figured out once budget is approved.

V. Ratified Actions Approved by Email

- Amended Pet Rules & Regulation
 - Pet registration required
 - Sun Canyon, 2nd pet allowed for an additional \$50 per month
 - Add line item to budget called second pet income
 - Cedar Draw only 1 pet
 - The current \$600 a year will go to maintaining the total property of lawn care and trail. We can use the second pet income to contribute to this maintenance expense.
- Resignation of President, George Petersen
- Election of New Board Members: President, Greg Douglas; V.P, David Wiener; Secretary, Megan Gelston Board Member at Large, Ty Measom

VI. Financial Update

- 2019 Budget

- * Proposed Budget I: Total General & Administration- \$35,075. Repair & Maintenance- \$53,800. Utilities \$11,500= Total Shared Expense of \$120,925. Divided by 28 Lots (5 Cedar Draw Lots, 23 Sun Canyon Lots)
- * Synergy and 10 Lots are not contributing to 2019 dues.
- * Holiday Decor: \$5,000. A discussion on options of duration, how many trees and location will be discussed in more detail this upcoming Holiday Season. Current contract is with Night Vision, will compare cost by receiving a bid from Bright Nights.
- * Landscaping: \$6,000 for shared landscape areas: entryway, area associated to the easement, water feature and trail. Braun is the contractor who will assess damages to trees that were damaged during the November storm.
 - Suggestion to have water hoses covered with mulch so water doesn't evaporate and it will be more aesthetically pleasing.
 - Assess how the wild grasses come in this Spring and if it doesn't cover area, we will lay down mulch. Soil pep has been spread throughout property and was intended for this seasons growth.
 - Behind mailboxes have been seeded with wildflowers
- * Snow Removal: \$12,000 for plowing, salting and snow removal on property by Action Snow Plow.
 - Action Snow Plow not providing quality service, reported it to company several times, next year will service with the company Altitude.
 - Moving forward snow removal can be placed down into the gully near bridge and near the creek, before being trucked out.
- * Water: \$6,500.
- * Electric: \$5,000. Lot 5, Markus Norlin now covers the water/electric cost for the bridge water feature. However, the HOA budget will pay for the water bridge expenses, so the whole community can benefit from aesthetics of it on/running. TBD what monthly cost will be allocated to M. Norlin.
- * Transfer fee income: When property is sold, a .5% fee on closing purchase price is assessed and goes into the Sun Canyon or Cedar Draw reserve budget.

Sun Canyon:

- * Call Travelers Insurance on quote for Blanket Coverage to optimize the insurance policy. Will need to attach value to sq. footage/replacement cost of subdivision.
- * Capital Improvement Projects divided among Phase I and Phase II. An anticipated schedule that allows for effective planning for future funds.
- * Synergy has a Reserve Study to provide the HOA, this will be posted on website. This can be used to assess capital improvements in Phase I & Phase II.
- * End of the year \$20,000 in the reserved shared account and \$30,000 in the reserved Sun Canyon account.

*2019 will have a significant dues increase, an estimated increase of \$320 a month, \$37,000 a year. A large quantity of the dues will be allocated to the Reserve Fund. Not having 10 Lots contributes to due increase.

* The board will approve the 2019 Budget, within 2-3 weeks once Soren Urry provides the Reserve Study.

VII. Governance

- Parking Regulation: each homeowner will fill out a registration form and when submitted to ASRL, homeowner will receive a parking sticker and 2 guest parking permits.
 - ASRL will monitor/ patrol and call PC Towing when needed. No Towing Signs will be on property.
- Visitor Parking - allowed during the day but must not block driveways or the road. Overnight requires guest parking pass
- Short Term/ Nightly Rentals- Get a legal opinion on how to regulate.

VIII. Maintenance Updates

2019 Capital Projects

1. Phase I Front Doors
 - a. Proposal provided by Eric Eckman. The scope has been approved by current management and should be provided to each homeowner for cost consideration.
 - b. Additional hardware fabrication is recommended to improve ongoing maintenance requirements.
2. Bridge Repair
 - a. Proposals have been requested from numerous sources. Miller Paving has been the most responsive and has provided options on how to move forward.
 - b. Stone caps were removed due to deterioration and have not been replaced due to there not being the same material available. Black Dog builders has offered their suggestions that the new Board should consider and determine how to move forward. Follow up with Black Dog for options is recommended.
3. Road Repairs
 - a. Proposals were requested from a variety of sources. Millar Paving has been the most receptive and is open to a variety of options and suggestions. Ultimately, this is up to the HOA and how new management would like to proceed with scope.
4. Landscaping Improvement Projects
 - a. Phase III (now conservation easement) clean up and over-seed. Seeding by will be done in January.
 - b. Rock Edge needs attention and clean up in certain area. Braun's Lawns and Landscapes in prepared to address this next season.
 - c. Replacement pine requested by David Steiner below deck and requests made between Units 14/15, 21/20 etc. These pines died either because of lack of water or location is not conducive to their survival and other options should be considered.
5. Cedar Draw Road Lighting
 - a. Electrical in this area has been extensively revisited and GTC should be able to provide a proposal to rework this lighting system.

6. Cedar Draw Gutter and Curb improvement request.
 - a. Curb proposal was provided and ultimately turned down.

In addition:

- Visitor parking will be a grass paved.
- Unit 22 Patio Heat Melt, get a bid and warranty information for next Board Meeting.
- Greg Douglas' roof sprinkler will be fixed by Heber Valley Sprinkler in Spring.
- Exterior Deck Maintenance: Caulking the joints on decks and re-staining.

Completed:

- Unit 15 Electrical Concerns Completed
- Stone Repair on Unit 19 & 21
- Excessive snow removed from premise
- Heat Melt Unit 13 & 21 completed
- Dead Pine in front of Unit 21 & 20 driveway removed

IX. Management Update

- ASRL Contract began Sept 2017, 3-year agreement until end of August 2020.
- New Maintenance Manager Mike Williams
- Homeowner Communication: Homeowner portal is the main point of contact with ASRL, a resource for maintenance requests, governance and financial reports.

X. Next Meeting Date: April 2, 2019 at 10:00am.

XI. Adjournment

Motion to adjourn by Greg Douglass. Seconded by Megan Gelston. Approved unanimously. Meeting adjourned at 2:00 pm.