SILVER CREEK TOWNHOMES
BOARD OF DIRECTORS MEETING
Silver Creek Clubhouse 1732 W 540 North St. George, UT 84770
Thursday February 20, 2025 | 6:30pm – 8:30 pm

MINUTES

ATTENDEES:
Board Members - Adam Witt, Neal Nuttall, Karen Hayes, Carol Stauffer, Carla Peay, Bruce Lindsay, Jeff Snow, Hans Kuhni, Matt Schwenk / **Zoom Facilitator** – Sidra Witt
Homeowners in Attendance– Tom Bandley, Bob Scott, Shelley Pierce, Bruce & LaDawn Carter, Kathy Snow, Sylvia Hopknson, Leann Boyd, Val Carter
Homeowners Attending via Zoom – Erling Holje, LaRae Gibbons, Maureen Vowles, Deanne Nuttall, Shari iphone

CALL TO ORDER: **Board President Adam Witt**

I. HOMEOWNERS OPEN FORUM: *(2 minutes per lot)*
Shelly Pierce (115) – Concern of HOA process taken to increase homeowner fees and the interpretation of Bylaws Section 3.1.c. Most homeowners do not understand that section. HOA Board should not have so much latitude to increase fees. Requested that the Board revise, amend and clarify this section to limit the maximum increase in fees that can be made in one year to 10-15% of the fees of the previous year.
Ray Robertson (135)– Large Racoon in neighborhood with no fear of humans. Needs to be trapped.
Balinda Earl (66) *concerns shared by Adam Witt* – Request setting up rules for having dogs in neighborhood DNA tested to identify dogs leaving feces in yards. Also requested the Board consider painting the curb red in front of the map sign to prevent cars from blocking the sign and enable emergency vehicles to see the map. Also suggested adding some plants or pots to beautify the empty spot at the bottom of the walkway in front of the clubhouse.
Adam Witt Comment: The problem of the leaning map sign in front of the clubhouse has been discussed by the Board.
Jeff Snow (73) - Concern that the steep, narrow walkway from back of clubhouse to pool door needs more lighting.

II. BOARD BUSINESS:

A. **Board Action: Motion made to Approve last Board Meeting Minutes, Dec. 19, 2024. Motion Approved**

B. **Follow-up on Homeowner Concerns from Annual Board Meeting, Jan.18, 2025:**

1. **Status of List of pre-approved landscaping plants to be posted on Silvercreek website**. Discussion.
Adam has a rough draft. Neal will consult with Steve Hansen and have a list by the March Board meeting.
2. **Status of Board commitment to respond to homeowner submitted inquiries within 2 business days.**
Discussion. Bruce will continue to take the lead on these responses. Adam will consult with Steve Chandler and Ray Robertson on how to make this process more efficient.
3. **Status of Plan & Budget for Road Maintenance in 2025 –** Discussion.
Hans will get professional recommendations by the end of next week for Board consideration.
4. **Status of Palm tree trimming 2025 schedule and budget –** Discussion.
Steve Hansen will do the smaller palms as included in the Landscaping contract.
Bruce will count the larger palms so we can get a bid from a professional palm maintenance company.

C. **Organization of Committees –** Discussion.
Board Members are to find homeowners to serve on their committees and send the names to Sidra and Ray to post on our website. Karen and Neal will work together to find members to serve on the Audit Committee.

III. BOARD REPORTS:

A. IT Concerns: *Adam Witt*

1. Agendas & Minutes will no longer be sent by email. They will be posted on our website: silvercreek-hoa.org.
2. Adam will consult with Ray Robertson & Steve Chandler on improving the PayHOA email and phone issues.

B. ARC Requests Report: *Matt Schwenk*

1. Unit #22 replaced outdoor lights. Board needs to have a standard for outdoor lights replacements.
2. Unit #8 Sealed driveway before it was approved. Forms were filled out and turned in by homeowner. Board did not have time to approve before installation. The color can be incorporated into our ARC standards.
3. Discussion needed to clarify what maintenance work can be done without Board approval.
4. Matt will provide a proposal for house number replacements standards for our next Board meeting.

C. Clubhouse & Security Concerns: *Jeff Snow*

1. **Clubhouse Cleaning Contract –** Discussion.
   Background – current vendor is not giving us the service we need. Jeff would like to bring in another vendor. Discussion of pros & cons of making a change in vendors. Jeff & Hans will create a list of expectations for our Clubhouse Cleaning contract, including an annual deep cleaning, and meet with the current vendor to discuss expectations before making a change.
2. **Security Camera Protocol** – Discussion.
   Jeff suggested possible changes to the camera protocol to make it easier to enforce.
   Board agreed to keep the requirement for two people to be present when viewing camera footage.
3. Adam suggested we add a camera to the computer room to protect Security committee from false accusations.

D. Communications Proposals: *Bruce Lindsay*

1. **Owner Directory Proposal** – in compliance to state law we should publish a homeowner directory available on PayHOA portal. Bruce will compile a homeowner list for this purpose.
2. **Parliamentary procedures model Proposal** – A study of preferred sequence of procedures for HOA Board Meetings resulted in the following preferred sequence: 1- A board member makes a Motion, 2- another member makes a Second (optional), 3- Discussion, 4- Board Vote.
3. **Board Action– Motion by Bruce to follow the above procedure. Vote – Approved**
4. **Consistent Branding Proposal** – Bruce proposed that we make the Brand, logo, etc. of our community be spelled "Silver Creek."
5. **Board Action – Motion by Bruce to adopt this branding proposal. Vote in favor - Approved**
6. **Confusing Rules in document titled "Rules and Regulations" (9/20/23) on the Webpage.** Discussion.
7. **Board Action – Motion by Bruce to remove this 7-page document from the last page of the Governing Documents page of the website. Vote – Approved**
8. **Feedback requested** on emailed suggestions for Board Member preparations for Board meetings.
9. **March Newsletter Content Proposal**
   -Neal: Warning to homeowners on the perimeter should not throw landscape or pet waste over the wall into other public or private properties.
   -Matt: Need for 3' clearance around the fire hydrants as per state code. Shrubs around many of our fire hydrants need to be trimmed.

E. Social Activities: *Carla Peay*

1. March Social Activities Dinner on March 10th at 6:00 pm
2. Sit & Chat on 19th at 11:00 am – will focus on humanitarian service projects going forward.
3. Fabric & batting needed for humanitarian quilts. Call Julie Gill to donate items.
4. Humanitarian/Service Activities ideas are welcome. Contact Carla Peay or Julie Gill.
5. Game Night ideas are under consideration. Look for updates in April.

F. Financial Report: *Karen Hayes*

1. Faye Richman from West Springs has volunteered to do our taxes for 2024 at no cost
2. Board can all see our financial information and January Budget report on Pay HOA portal
3. Status of our CD's at AFCU. 2 large CD's come due on March 22. Discussion on how do to use these funds. Board Decision: CD's will be reinvested at the best interest rate available.

G. **Governance Concerns:** *Hans Kuhni*

1. Estate Sale Resolution proposal discussion. Procedures: Homeowner informs Board. Board signs approval. Homeowner distributes approved notice to neighbors as needed.
2. **Board Action: Motion to Accept the Estate Sale Resolution proposal and the format for a resolution to be used for resolutions going forward. Vote: Approved**
3. **Board Action: Board approved the requests for Estate Sales for unit 94 on March 21 – 23, and unit 120 at the end of March or the first of April.**
4. Copies of Estate Sales approvals will be kept on our PayHOA and Google Docs accounts.
5. Discussion of Declaration Article VII – Exterior Maintenance. Maintenance vs. capital improvements needs to be defined. Hans will bring a proposal for this issue.
6. Rules – Hans will look at the process of implementing rules and bring suggestions to the next board meeting.

H. **Landscape & Water Concerns:** *Neal Nuttall*

1. Green Keeper Landscaping update. Landscapers continue to work on trimming shrubs. Sprinklers are now set to turn on twice a week until weather gets warmer. Many broken sprinklers required repair. Homeowners asked to inform the water masters of any sprinkler problems.
2. Water Issues- Unit 15 has water draining into their yard constantly when sprinklers are on. Neal will consult with Landscapers for possible solutions to this drainage problem.
3. **Board Action: Unit 33 ARC Landscaping request – Board Action: Motion to approve – Vote Approved**
4. **Board Action:** Fire Hydrant Concern -Need to remove vegetation within a 3' radius around all fire hydrants to be in compliance with fire code. **Motion to Approve – Vote Approved**
   Neal assigned to get a bid from Steve Hansen to take care of this issue.

MOTION TO ADJOURN: *Adam Witt, Board President*
Next Board Meetings Scheduled - Thursday, March 20, 2025 at 6:30 pm

NEXT STEPS (Assignments):

1. **Adam Witt**
   a. Consult with Bruce Lindsay, Ray Robertson & Steve Chandler for suggestions on how to improve email and phone system responses for homeowner inquiries.
2. **Bruce Lindsay**
   a. Count the large palm trees in the common area & the limited common area.
3. **Jeff Snow & Hans Kuhni**
   a. Formalize expectations for Clubhouse Cleaning Contract.
   b. Meet with current Clubhouse Cleaning vendor to discuss new expectations.
4. **Hans Kuhni**
   a. Research & provide cost estimates for road maintenance by next board meeting.
   b. Amend & finalize the estate sale resolution document for Adam to sign.
   c. Develop language clarifying the definitions of maintenance vs. capital improvements for exterior areas.
5. **Neal Nuttall**
   a. Work with Adam & Steve Hansen to create a list of pre-approved drought-resistant plants for landscaping.
   b. Obtain Bid from Steve Hansen to trim vegetation around fire hydrants to meet the fire code requirement.
   c. Ask Steve Hansen to investigate and propose solutions for the drainage system problem near units 14 and 15.
6. **Carol Stauffer**
   a. Maintain a record of Board approved Estate Sales Permits on our Google Docs site for this year.
7. **Matt Schwenk**
   a. Develop a proposal for house numbers that meet fire code requirements by next board meeting.