

SILVER CREEK TOWNHOMES
BOARD OF DIRECTORS MEETING
Silver Creek Clubhouse 1732 W 540 North St. George, UT 84770
Thursday April 17, 2025 | 6:30pm – 9:00 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– Monica Schwenk, Bob Scott, Balinda Earl, Jan Petersen, Deanne Nuttall, Bruce & LaDawn Carter, Kathy Snow, Ray Robertson, Jan Petersen. **Attendees via Zoom** – Maureen Vowels

CALL TO ORDER: Board President Adam Witt *Time 6:30 pm*

I. HOMEOWNERS OPEN FORUM: *(2 minutes per lot)*

1. Monica Schwenk (#156) Reminder of a health & safety issue submitted on PayHOA website.
Response: Adam Witt stated the concern was read and will be addressed by the Board.

II. BOARD BUSINESS:

- A. **Board Action – Vote to Approve Board Meeting Minutes of Feb. 20, 2024 & March 20, 2025. Approved.**
- B. **Board Action – Vote to Ratify Action Taken Without a Meeting: Accept Balsigner Insurance Renewal Bid. Approved.**

III. BOARD REPORTS:

A. IT Concerns: *Adam Witt*

- 1. **Report on bids on Halfway Wash Trail Project** - St. George City approved plan to create a cement path across the corner of our shared property. Board decision: Adam will get bids for Board to consider at the May Board Meeting.
- 2. **Paradigm Asphalt Experts** - Jacob Laidlaw presentation & estimate of a road repaving plan. **Board decision:** Reduce the Phase 1 Plan to go from the front of the clubhouse west to the cul-de-sac, then around to the back of the clubhouse. Include 15 MPH speed limit printed on the road. Hans will create the readjustments and send to the Board. Karen will check our budget for needed funds. Discussed need to include maintenance of our roads in the scope of the homeowner fees.
- 3. **Discussion on increasing Insurance Deductible requirement. Board decision:** Notify homeowners of Board proposal to raise Homeowner Insurance Deductible to \$25,000 by August 2025. Bruce will put this notice in the Newsletters for the next few months for feedback from Homeowners.

B. ARC Requests Report: *Matt Schwenk*

- 1. **New ARC Requests:** Unit 65 - Jan Petersen – submitted ARA to replace tile in front of her house. Plans sent to Board members for review. **Board Action: Request Approved unanimously.**

C. Clubhouse & Security Concerns: *Jeff Snow*

- 1. **Cleaning Contract Expectations** - Jeff and Hans are working with our current vendor to establish the standards. Proposed having a new crew do a cleaning in order to compare their work.

2. **Improvements Completed** - Hans put in new timers for the pool & spa lights. Jeff adjusted the doors around the clubhouse so they close and latch correctly.
3. **Duck Problem in Outdoor Pool**- Discussion. Jeff will ensure the inflatables are tied up in appropriate places in the outdoor pool at night.

D. Governance Concerns: *Hans Kuhni* –

1. **Common Area Maintenance Issues** - Areas around clubhouse and pools that need attention were identified. Proposal to use money saved on our insurance renewal to make these repairs. Hans will make a priority list for the Board to consider at the May Board Meeting.

E. Communications Proposals: *Bruce Lindsay*

1. **Parliamentarian's Minute** – Sent via email to Board Members – Subject: *Being Effective Board Members at Board Meetings*.
2. **May Newsletter Items** will include notice of proposed insurance deductible increase, and plans for road resurfacing, and proposed Palm Tree work and Plum Tree removal projects.
3. **Board Needs PayHOA Training** on both a- Closing Homeowner Requests and b- How to access needed documents. **UPDATE: Adam and Sidra will not be able to attend the May 15, 2025 Board Meeting. This training will be scheduled for a later date.**
4. **Discussion on which documents to put on PayHOA vs. Silver Creek website.** Discussion to be added to the May Board Meeting Agenda.

F. Social Activities: *Carla Peay* –

1. **Calendar of May Activities:** *Bunko Night - May 7th, HOA Dinner - May 12th* (BBQ dinner), *Sit & Chat - May 21st* (Service project: Hygiene Kits for Dove Center. Donations requested for needed materials.) *Sit & Chat meetings will not be held during summer months.*
2. **Other Activities** – Possible work activities for community to help with repairs to our common areas.

G. Financial Report: *Karen Hayes*

1. **March Financial Reports** can be accessed on PayHOA. Karen will email monthly financial reports to Board Members.
2. **Bids for Palm Tree work.** **Board Action: Vote to accept Professional Tree Service Bid - unanimous.**
3. **Balsigner Insurance Renewal** bid accepted and invoices need to be paid.
4. **Reserves CD's** – Discussion on using CDs to pay insurance invoices and tree maintenance work.
5. **Garbage Can Cleaning** - Board agreed to schedule Clubhouse garbage cans to be cleaned on a one-time basis. Proposed date: May 8th.
6. **Requested Board members make sure they have Board approval before projects are scheduled to begin.** Expenses of unexpected projects are causing a cashflow problem for our monthly budget.

H. Landscape & Water Concerns: *Neal Nuttall*

1. **Plum tree removal bids** – Discussion. 47 Plum trees are in our community. 20 are damaged and/or dying. **Board Action: Voted to remove the 20 damaged plum trees when the palm trees are trimmed.** Bruce will inform all homeowners in the May Newsletter of this project and email the affected homeowners of the damaged trees to be removed.
2. **Front Entry Island** beautification project is completed.
3. **Approved plant list** – Discussion. Board approved document pending final edit by Neal.

I. Housekeeping Concerns: *Carol Stauffer*

1. **Board Responsibilities Document** – Board Members asked to reply with more details as needed.
Document intended to create a guide for clearer communication among Board Members.
2. **Current homes for sale** – #17, #22, and #64. Home soon on the market – #94, and #120
3. **Homes recently sold** – #112 now sold & closed;
4. **Homes now under contract:** #16, #95 and #77 under contract; #77 closing by May 31.

MOTION TO ADJOURN: *Adam Witt, Board President Time: 8:23 pm.*

Respectfully Submitted,
Carol Burmester Stauffer, Secretary
April 21, 2025

Next Board Meetings Scheduled - Thursday, May 15, 2025 at 6:30 pm

NEXT STEPS (Assignments):

1. **All Board Members** – Review and respond to Carol’s list of Board Responsibilities.
2. **All Board Members** – Ensure projects are approved by the Board before work begins.
3. **Adam** – Follow-up on concern submitted by Monica Schwenk.
4. **Adam** – Obtain bids for Half-Way Wash Trail project for the May Board Meeting.
5. **Hans** – Create a readjusted proposal for Phase 1 of the Road Resurfacing for Board approval & bid requests.
6. **Hans** - Create a priority list of common area beautification & repair projects that need to be completed.
7. **Bruce** - May Newsletter Items will include notice of proposed insurance deductible increase, plans for road resurfacing, and notice of project to remove damaged plum trees and trim palm trees.
8. **Bruce** – Notify each Homeowner who has a plum trees scheduled for removal.
9. **Matt** – Sign & date the Petersen (Unit #65) ARA and give a copy to Jan Peterson & copy to secretary for records.
10. **Karen** – Schedule Clubhouse Garbage Can Cleaning.
11. **Karen** – Schedule Palm Tree & Plum Tree work.
12. **Karen** – Check budget for funds needed to pay invoices for Insurance Renewal, Road Work & Tree Work.
13. **Neal** – Make final edit of the recommended plant list & make sure it is posted correctly on the website.
14. **Adam & Sidra** – Schedule & Prepare PayHOA training for Board.
15. **Adam & Sidra** – Ensure insurance documents are updated from the PayHOA site to our website.
16. **Carol**- Schedule the following items for the next Board Meeting Agenda: Discussion on documents to put on PayHOA vs. Silver Creek website; Discussion & vote on bids for the Half-Way Wash Trail project; Discussion & vote of Common Area project priority list.