SILVER CREEK TOWNHOMES
BOARD OF DIRECTORS MEETING
Silver Creek Clubhouse 1732 W 540 North St. George, UT 84770
Wednesday July 17, 2025 | 6:30 pm

MINUTES

MEETING OPEN SESSION CALLED TO ORDER: *Adam Witt* *Time 6:30 pm*

BOARD MEETING OPEN SESSION ATTENDEES:
Board Members in Attendance– Adam Witt, Neal Nuttall, Bruce Lindsay, Karen Hayes, Carol Stauffer, Jeff Snow, Hans Kuhni, Matt Schwenk.
Homeowners in Attendance – Jan Petersen, Jennifer Pfaff, Kathy Snow, Deanne Nuttall, Tom & Melinda Bandley, Balinda Earl, Don & Cath Glover.
Attending via Zoom – Shelly Pierce, Val Carter, Maureen Vowels, Ray Robertson. **Zoom Facilitator** – Sidra Witt

I. HOMEOWNERS OPEN FORUM: *(2 minutes per lot)*
Jen Pfaff – Thanks to Neal for all his work with Landscaping. **Deanne Nuttall** – Protocol request for Board Meetings: All Board members should face the audience so all can see and hear proceedings. **Melinda Bandley** – Thanks to the Board for tireless work and service in behalf of the homeowners. **Balinda Earl** – Thanks to Neal for quick responses to requests made on the PayHOA portal. Also noted, we elected the Board members and we should support them. Also, requested the Board consider rules regarding the popular Forever Lights that are being installed on homes in the HOA.

II. BOARD BUSINESS:

A. **Board Action:** Motion to Approve Board Meeting Minutes of June 18, 2025. Second. All Approved.

III. BOARD REPORTS:

A. **President's Report – Adam Witt**
   1. **Petition regarding HOA Dues increase.** Adam invites a visit from anyone who has concerns about this issue. Karen pointed out that the last increase was available to all homeowners online for comment before it was adopted. We are aiming for complete transparency as a Board.
   2. **Requests on the PayHOA portal** are received by appropriate Board Members and Homeowners are contacted.

B. **Clubhouse & Security:** *Jeff Snow*
   1. **Clubhouse Concerns** – The Inside Pool is now open. A brief closure may be needed for final painting. Possible Additional signage for the pool area will be considered as needed.
   2. **Security Concerns-** Jeff will research programable locks for the Clubhouse front door.

C. **Governance:** *Hans Kuhni*
   1. **Governance Items and Policies** – Bylaws state that no board member can act on their own. In emergency situations a board members may need to act immediately. All decisions to act need to come back to the Board to be ratified. The Board can act in two ways to create a clear paper trail of all Board Actions:
      a- Written Notice of Actions approved or ratified by the Board - creates a record of Board actions.
      b- Board Resolutions – creates a governing document that the Board will follow.
      c- All Notices and Resolutions will be recorded in the meeting Minutes and be posted on our website.
   2. **Report on the Proposed Rules List** – Hans presented to the Board a simple concise document of Rules that Homeowners will be able to easily find and read. **All Board Members agreed to review the Rules Document and indicate their approval and/or suggestions for changes to Hans within the next two weeks. Final draft scheduled to be ratified at the next Board Meeting.**

D. **Landscape & Water Concerns:** *Neal Nuttall*
   1. **Landscape Concerns** – When approving landscape changes, make sure the sprinklers modifications do not affect neighbor's yard.

2. **All Homeowners are encouraged to look out for neighbors** and submit a request on PayHOA portal to report observed landscaping problems for Neal and the Landscapers to address.

E. **Communications Concerns/Proposals:** *Bruce Lindsay*

1. **Shrub Trimming Requests** – Our Landscapers are contracted to trim shrubs up to 10' high twice a year, in Spring & Fall. Homeowners should send PayHOA portal requests for needed trimming under this contract. Additional trimming is the Homeowner's responsibility. The August Newsletter will include a reminder.
2. **Backyard Wall Evaluations** – Concerns about back wall integrity of Units 13-15. Suggestion made for a professional evaluation of all walls of the community. *Hans noted: None of these walls were built as retainer walls. All the walls built had French drains at the footing. The water building up behind the higher lot from sprinklers creates this problem*. A Board decision was made to assess the need of each wall one at a time. Hans volunteered to evaluate the most concerning walls. Adam volunteered to search for a professional company or individual to handle all irrigation issues. Both will report back at the next Board Meeting.
3. **Newsletter Topics for August** –
    a. Proposal to include box with a summary of Finances in each Newsletter. Board Members approved this proposal unanimously.
    b. Suggestion to include Information/Education on our Reserve Funds
    c. Social Activities Dates as reported by Carla Peay below:

F. **Social Activities:** *as reported by Carla Peay*

1. **Calendar of August Activities:** Bunco – Aug. 6 @6:30, Potluck Dinner – Aug. 11 @6:00

G. **Housekeeping Items:** *Carol Stauffer*

1. **Unit Transfers:**
    a. Current Homes on the Market: #17, #67, #68.
    b. Sold/New Owners: #22 – Brandon & Rebecca Jackson. #150 – Nathan & Andrea Paxman. #158 – Rob & Diane Bromley.
    c. Closing Soon: #94 – *Scheduled to Close 7/25. Awaiting new owner information.*
2. **New Insurance Certificates:** Hans will contact Arden Insurance for updated Insurance Certificates needed by August 1st stating the required $25,000 homeowner deductible. These will be posted on the website.

H. **Financial Report:** *Karen Hayes*

1. **Financial Update:** $134,298 paid from Reserve Funds to Alexander Asphalt for road work, and payment for inside pool wall $4,604. Reserve Funds now about $200,000. We deposit $6,000 into Reserves each month.
2. **2026 Budget Recommendations:** Assigned Board to assess the anticipated funding needed for their area of responsibility for the 2026 Budget. Also make a list of priority projects that need out attention. Bring both lists to the next Board Meeting for discussion as we begin considering the 2026 Budget.

I. **ARC Requests/Report:** *Matt Schwenk*

1. Unit 144 – Landscape Change Request presented. Motion to approve. Second. – All Approved.

IV. NEXT STEPS (ASSIGNMENTS)

1. Adam – Research Landscape Irrigation professionals for Board to consider
2. Hans – Obtain updated Certificate of Insurance to reflect $25,000 deductible
3. Hans – Evaluate integrity of backyard walls of units 15-17.
4. Hans – Bring final Rules Document to the August Board meeting for ratification.
5. Jeff – Research possible programmable locks for the Clubhouse door & bring solutions to next meeting.

BOARD MEETING OPEN SESSION ADJOURNED: *Time - 7:45 pm*

Executive Session was held following this meeting.

Respectfully Submitted,
Carol Burmester Stauffer

EXECUTIVE SESSION:

(Held after the July 17, 2025 Board Meeting adjourned)

Agenda: Review of Violations & Delinquencies

EXECUTIVE SESSION CALLED TO ORDER: *Adam Witt* *Time: 7:58 pm*

EXECUTIVE SESSION ATTENDEES:
Adam Witt, Karen Hayes, Carol B. Stauffer, Bruce Lindsay, Jeff Snow, Neal Nuttall, Hans Kuhni, Matt Schwenk

Executive Meeting Conclusions and Assignments:

Violations:

1. Rules need to be in place before we send out violation letters.
2. An Enforcement of the Rules proposal was sent to all Board Members by Carol Stauffer.
3. Board Members will review the Proposed Rules document sent by Hans Kuhni and the Enforcement of the rules document sent by Carol Stauffer. Board Members will reply to Hans with suggestions and/or a vote to accept within 2 weeks via email or phone call to Hans.
4. This action will be ratified at the August 2025 Board Meeting.

Delinquent Accounts:

1. Resolution was proposed to send a Reminder Letter when Homeowner is account is 3 months in arears. The Resolution was discussed and a vote taken. Vote to accept was Unanimous.
2. This action will be ratified at the August 2025 Board Meeting.

EXECUTIVE SESSION ADJOURNED: *Time – 8:45 pm*

Respectfully Submitted,
Carol Burmester Stauffer, Secretary
July 18, 2025

Next Board Meeting Scheduled for August 21, 2025

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