SILVER CREEK TOWNHOMES
BOARD OF DIRECTORS MEETING
Silver Creek Clubhouse 1732 W 540 North St. George, UT 84770
Wednesday August 21, 2025 | 6:30 pm

MINUTES

OPEN MEETING SESSION CALLED TO ORDER: *Adam Witt* *Time 6:33 pm*

ATTENDEES:
Board Members in Attendance– Adam Witt, Neal Nuttall, Bruce Lindsay, Karen Hayes, Carol Stauffer, Jeff Snow, Hans Kuhni, Matt Schwenk. **Homeowners in Attendance –** Rob & Diane Bromley, Jan Petersen, Jennifer Pfaff, Kathy Snow, Deanne Nuttall, Bill & Marcia Brown, Balinda Earl, Karen Cleverly, Bob Scott
Attending via Zoom – Ray Robertson, Barb Debry, Val Carter. **Zoom Facilitator** – Sidra Witt

I. HOMEOWNERS OPEN FORUM: *(2 minutes per lot)*
Karen Cleverly #125 – Water Waste Concern: Landscape water observed running down streets in mornings. Board Response: we are working to reduce water waste; our water costs are down significantly from last year. **Jen Pfaff #65**– Safety Concern: Noticed cars parked on our streets watching, possibly looking for unattended homes. Packages left on porches and garbage cans left on streets for days advertise no one is home. Encouraged all owners to look out for neighbors. **Marcia Brown #17** – Home Values Concern: Homes for Sale are dropping prices, decreasing the value of our properties. Requested we do whatever we can to encourage quicker sales of homes. **Bob Scott #55** – Safety Concern: Noticed men sleeping in cars parked on our roads in early morning hours. **Diane Bromley #158** – Plants outside their wall on Private Street are dying for lack of water. Requested options for sails to shade hot front porch. Reported a large rat in their yard they are trying to trap. They are looking for someone to install an arched bathroom door.

II. BOARD BUSINESS:

A. **Board Action:** Motion to Approve Board Meeting Minutes of July 17, 2025. Motion Approved 9-0
B. **Follow-up on previous Homeowner Concerns –** The Board is complying with request for Board members to face the attending homeowners during Board Meetings. Request made for Board to consider regulations on "Forever Lights". The Board noted the installation of "Forever Lights" requires an ARC approval.

III. BOARD REPORTS:

A. President's Report – Adam Witt

1. Report on available Landscape Irrigation professionals – Adam is in the process of getting bids for this work.
2. Request for reimbursement for damage to Unit #48 - Owner had sprinkler leak problems a few years ago that was repaired. However, mold was discovered recently on that wall that will require significant repair and requests reimbursement for this repair. Discussion Conclusion: The HOA is not responsible for this repair.

Board Action: Motion to deny this request. Motion Denied 9-0.
Bruce will send a formal letter to the homeowner of the Board's conclusion.

B. Clubhouse & Security: *Jeff Snow*

1. Clubhouse Security – Report on possible secure lock for the Clubhouse front door. All Homeowners will continue to have access through the hall door. Option 1: Programable lock where Board determines who has access to that door. Option 2: Use the fob system already in place to secure the Clubhouse front door. Discussion Conclusion: Jeff will explore possibility for using the existing fob system for the clubhouse door.
2. Rob & Diane Bromly donated additional chairs for pool area. Lounge chairs will need to be replaced soon.
3. Mark & Karen Mann donated new depth markers for the top side of the pools.

C. Governance: *Hans Kuhni*

1. Report on integrity of backyard wall of units 13-15 & 16-18. No immediate need to replace. Structurally sound and integrity is good with some minor signs of erosion. Proactively, we could consider replacing the French Drain against that wall at a cost of around $2,000. **Discussion Conclusion:** Need to keep an eye on irrigation systems and keep the sprinkler lines from leaking and increasing the hydrostatic load on the north side of this wall. Adam will get a bid on installing a new drain to consider for next year's budget.
2. Report on proposed Rules Summary and Violation Letters: We are in agreement of the rules. Fines policy discussion: 1st violation - courtesy notice. If violation continues a fine is assessed. Discussion to clarify the process for establishing the fact of the violation. Conclusion: Need to provide evidence (photo/video; witness report, etc.) in the courtesy letter with options for a response from the homeowner.
3. Adam will be the point person to vet the alleged violations and bring them to the Board for a vote before Violation Letters are sent.
4. All violation Letters must be approved by the Board and should be sent from the Board. At the Board's direction, the Secretary will send approved Violation Letters and Delinquency Letters via registered mail.
5. **Board Action:** Motion to accept the Rules List and Violation Letter form. Motion Accepted 9-1.
6. **Board Action:** Motion to accept the Delinquency Letter form. Motion Accepted 9-1
7. Updated Certificate of Insurance is now on the Silver Creek webpage at silvercreek-hoa.org.

D. Landscape & Water Concerns: *Neal Nuttall*

1. Landscape concerns – A big concern is the large common area sprinklers that overlap. Suggested considering water wise options for the large area by the Clubhouse for next year's budget.
2. Water bills are significantly less this year than last year due to the work of Neal and our Irrigation Committee.

E. Communications Concerns: *Bruce Lindsay*

1. Report on Unit #67 regarding gaps in the soil under the concrete sidewalk and patio. A detailed inspection determined the sprinklers were not the cause of the gaps. Communication with the homeowner was cordial in resolving responsibility issues with the home inspector on the sale of that home.
2. Newsletter Topics for September: Rules Summary document will be appended to the September Newsletter. Social Activities for September will also be included.

F. **Social Activities:** *Carla Peay*

1. Calendar of September Activities: **Bunco** – Sep. 2 - time changed to 6:00 pm; **Potluck Dinner** – Sep. 8 @6:00 pm. - Assignments TBA. **Game Night** - September 20 @ 7:00 pm. **Sit & Chat** – 2nd Wednesday at 11:00 am at Julie Gills home Unit #43. *(Note: This will no longer be held at the clubhouse.)*
2. Report of successful Bunko – 24 attended in July. Clubhouse Dinner – well attended and successful in July.

G. Financial Updates: *Karen Hayes*

1. CD's Reserves Report: $6,084.83 earned in dividends so far this year. Next CD matures in October.
2. Budget Report: Our expenses are averaging about $1,400 less per month than income, which indicates we budgeted well for this year. Water costs down from last year. Sprinkler costs are about $1,000/month for parts. The last insurance premium invoice was $2,700 less as a result of the change to a $25,000 deductible.
3. Condolences on the passing of Marcia Swensen (Unit 16) and Nick Rettos (Unit 75).
4. Requested Board Members submit 2026 Budget Recommendations for the master list.
5. Adam & Bruce will follow up on the Walker Plumbing Invoice.
6. Suggested creating a Vendor's List of companies we have worked with and have vetted.

H. ARC Requests/Report: *Matt Schwenk*

1. Discussion/Vote on New ARC Request: Unit #158 - request to Replace Front Door.
   Board Action: Motion to Approve this request. Request Approved. 9-0.

I. **Housekeeping Items:** ***Carol Stauffer***

1. Unit Transfers: *Current Homes on the Market:* #17, #68, #161, and #120

   Sold/New Owners: *#94 – Steven & Marilyn Bosen. #67 closing next week 8/28/25 – Cynthia Ranzetti*

IV. NEXT STEPS (ASSIGNMENTS)

1. Adam & Neal– Meet with Landscape Irrigation professionals for bids.
2. Jeff – Research possible option of using the existing electronic fob system for the Clubhouse front door.
3. Bruce – Follow-up with Unit 48 on Board decision to deny request for reimbursement.
4. Bruce – Contact Walker Plumbing regarding invoice and Whitney Petersen Unit #11.
5. Adam - obtain bid to install a new drain for back wall of units #13-#15 to consider for next year's budget.

BOARD MEETING OPEN SESSION ADJOURNED: *Time – 8:10 pm*

EXECUTIVE SESSION

(Held following the August 21, 2025 Board Meeting)

Agenda: Implementing Violations & Delinquencies Policies

EXECUTIVE SESSION CALLED TO ORDER: *Adam Witt* *Time: 8:20 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:

Violation Enforcement Procedures:

1. Rules are now ratified and posted on the Silver Creek web page and need to be enforced.
2. Every Board Member is responsible for notifying the other Board Members of observed or reported violations that should be addressed by the Board.
3. The reporting Board Member is encouraged to resolve the violation via a personal contact with the homeowner of concern whenever possible and appropriate.
4. If the violation cannot be resolved with a personal contact, it should be reported to the President, who will notify the Board of the need for a Violation Letter. A majority of the Board Members should be in agreement before a Violation Letter is sent.
5. The Secretary will send Violation Letters via US registered mail as directed by the Board.
6. The Secretary will send Delinquency Letters via US registered mail to Homeowners with PayHOA account balances over $0.00 for more than 90 days.

Assignments:

1. Neal will contact the owner of #27 to discuss options for that backyard.
2. Bruce will contact the owner of #112 to discuss options for that backyard.

EXECUTIVE SESSION ADJOURNED: *Time – 9:10 pm*

Respectfully Submitted,
Carol Burmester Stauffer, Secretary
August 23, 2025

Next Board Meeting Scheduled for September 18, 2025