SILVER CREEK TOWNHOMES BOARD MEETINGS
Silver Creek Clubhouse 1732 W 540 North St. George, UT 84770
Thursday, November 20, 2025 | 6:30 pm

MINUTES

OPEN MEETING SESSION CALLED TO ORDER: *Adam Witt, Board President* *Time 6:32 pm*

ATTENDEES:
Board Members in Attendance– Adam Witt, Neal Nuttall, Karen Hayes, Carol Stauffer, Jeff Snow, Hans Kuhni. Matt Schwenk, Bruce Lindsay, Carla Peay.
Homeowners in Attendance – Cal Loe, Bob Scott, Ray Robertson
Owners Attending via Zoom – Maureen Vowles, and 3 unidentified Homeowners **Zoom Facilitator** – Ray Robertson

1. **HOMEOWNERS OPEN FORUM:** *(2 minutes per lot)*
   1. Bob Scott – Unit # 55 Could not find October Board Minutes on the Silver Creek website. Response: Minutes were posted today. (Note: Utah Law states HOA Board Meeting Minutes should not be posted to Homeowners until they have been approved by the Board.)
   2. Cal Loe – Unit #128 Asked Question on Landscaper responsibilities for backyards. Response: Landscaper contract states backyard shrub trimming twice a year for plants up to 10' tall. Homeowners are responsible for additional trimming and clean up. Landscape issues can be reported on the PayHOA portal.
   3. Ray Robertson – Unit #135 Submitted a written statement outlining concerns of the Board process of adopting rules, resolutions, and policies, specifically, the "Resolution to Establish Standard Exterior Maintenance Responsibilities" currently being considered. Suggestion was made to notify all homeowners of such policies being considered and allow a 60-day window for homeowner feedback before making a final vote on the policy.

II. BOARD BUSINESS:

- **A. Action:** Motion to Approve Board Meeting Minutes of Oct. 16, 2025. Second. Motion Approved 9-0.
- **B.** Previous Open Forum Follow-up: Unit #135 submitted an ARA and a Landscaping Request to address the backyard and back wall issues. Board discussed how to address the water drainage problems to the back wall. Hans, Matt & Adam will look at the wall and create a plan and report back at the December Board Meeting.

III. BOARD REPORTS:

- **A. President's Report –** *Adam Witt*
  1. Indoor Pool Room painting project is now completed.
  2. Pool testing concerns. Hans' comment: State has increased their testing criteria. PH pump had been turned off when the testing was done. Each pool has automated PH testing. The Hot tub is the biggest problem – that is the nature of hot tubs and often depends on how many people are in the tub at the time.
     Conclusion: we will keep the current vendor and continue to monitor this problem.
- **B. Landscape & Water Concerns:** *Neal Nuttall*
  1. Final Report on Empire Lawncare (Irrigation Specialist) 60-Day trial & recommendation for 2026. Report that 75 lots have issues that need to be addressed. Neal set priorities and about 50 issues have been fixed. Concern about the time needed to supervise both contractors. Empire will work on an as need basis. Hans recommended we keep them on a retainer to on call to fix issues as needed for an agreed on monthly fee, which will require a line item in the 2026 budget. Neal will set up a meeting with Empire to discuss possible agreement to serve our HOA on a retainer basis. All landscape watering has been turned off for the winter.

C. ARC Requests: *Matt Schwenk*

1. Unit #95 submitted a requested either remove or rebuild the deck & remove a tree. Matt will reply to the request and inform the homeowner that rebuilding the deck was not approved.

D. Clubhouse & Security: *Jeff Snow & Hans Kuhni*

1. Follow-up Report on assessment of Power Control Systems options available for Clubhouse door security: ACTION: Motion was made to change the front door lock and give restricted key access to the front door. Homeowners will then gain access by contacting the Clubhouse Manager or a member of the Board for Clubhouse entry. This change will provide the needed security to both the Clubhouse and the Pool areas. Homeowners will only be able to enter the Pool areas through the electronic Pool Door with the fob on their red Homeowner Paddle. Motion Second. Motion Approved by vote: 9-0
2. Follow-up from last Board Meeting: Proposal to discontinue the Clubhouse Library: ACTION: Motion made to discontinue the library, and use the entire "Library Room" as a "Storage Room." Stacked tables & chairs provide a liability hazard to the HOA with owners using the room as a Library. This change is intended to provide better liability protection to the HOA, and provide better access to tables, chairs and supplies needed for Clubhouse events. It will also provide improved security to the Office/Camera Room which will no longer be used to store chairs, but will be used to store items needing secure storage. Motion Second. Motion Approved by vote 8-1.
3. The December Newsletter will state that the Clubhouse Library will be discontinued. Homeowners will be notified of designated times available to pick up any desired donated books by January 1st.

E. Governance Concerns: *Hans Kuhni*

1. Discussion & Vote on **Resolution to Establish Standard Exterior Maintenance Responsibilities:** The current Draft reflects the comments received by board members and will include an exhibit (map) of Original Walls that are the responsibility of the HOA. All other walls are the responsibility of the homeowners. The issue of the Responsibility of Walls was tabled until exhibit A is created to determine Original Walls. ACTION: Motion made to Adopt this resolution **excluding items 1-5.** Motion Second. Approved by vote 9-0. **Wall Maintenance Responsibilities will be addressed in another resolution to be discussed at the March. 2026 Board Meeting.**

F. Communications Proposals: *Bruce Lindsay*

1. Report on Compliance with new State HOA Registry: This registry is now complete as of Nov. 20, 2025.
2. ACTION: Motion to delete late fee for Unit #37. Motion Second. Approved by vote 9-0.
3. Discussion on Annual Meeting Election Procedures: ACTION: Motion to proceed with the same procedures used last year for the 2025 Elections. Motion Second. Approved by vote 9-0
4. ACTION: Motion to delete outdated rules from website. Motion Second. Approved by vote 9-0.
5. Proposal to consider (at a later date) a Vision Statement (What) and a Mission Statement (How) for the Board of Trustees. Document & website references were provided for Board review. Suggested a follow-up discussion & vote in the December 2025 Board Meeting.
6. Proposal to poll residents attending the January Annual Meeting, on potential repurposing areas now devoted to basketball court & green space. The results would be non-binding and for long-range planning only. The Board indicated general agreement of this proposal. No Board action taken.
7. The Homeowner Directory on the PayHOA portal has been updated.

G. Social Activities: *Carla Peay*

1. Calendar of December Activities: **Bunco – Dec 3** @ Clubhouse 6:00 pm; **Community Dinner – Dec 8** @ Clubhouse 6:00 pm; **Sit & Chat- Dec 10** @ Julie Gills' home (unit #43) 11:00 am
2. Carla is willing to pick up and turn in invoices for clubhouse supplies as needed.
3. Proposal- Use balance of 2025 Social Budget to purchase big-screen TV for Clubhouse meetings & socials. Board agreed to consider Carla's recommendations sent via email to Board Members for approval.

H. **Housekeeping Items:** *Carol Stauffer*

1. Status of Unit Transfers: *Current Homes on the Market:* #13, #17, #68, #92, #120, #161.
2. Unit #75 closed on Nov. 18. The new owner is Donald Wallace.
3. Condolences: Sidney Creer, Unit 140, passed away Monday, Nov. 3, 2025. We extend our sympathy to the Creer family. Her daughter and son-in-law, Jennifer & Richard Kohler will continue to reside in Unit 140. Ron Barnett, Unit 15, passed away on Nov. 14, 2025. We extend our sympathy to Joyanne, and the Barnett family.
4. Request made to amend *Rule #10-Holiday Decorations* to state: ***Homeowners must submit an Architectural Request Application (ARA) and receive approval from the Architectural Control Committee (ACC) before installing permanent holiday lighting on their homes. No flashing or strobe light options are permitted***. No Board action was taken.
5. Request for Board to update the ***Resolution on Retention of Records, adopted in 2008***: Copies of this resolution were distributed to the Board for their review. A request was made for Board input and further Board discussion at the December Board Meeting.
6. Carol will not be running for re-election in January. After the elections, she would like to be considered to be a member of the IT Committee and continue the work of sorting, scanning and posting the historic records of Silver Creek for our permanent records files. Board was in agreement with this proposal.

I. **Financial Updates:** *Karen Hayes*

1. Finalize 2026 Budget & Clarification of Board Member Responsibilities for 2026 Budget items. Copies of the proposed 2026 Budget were distributed to Board Members for discussion. Several changes were proposed and final vote will be taken at the December 2025 Board Meeting before distribution to Homeowners.
2. The Board agreed that written Notification to Pre-Paid Homeowners of current balance in their accounts was not necessary.
3. Karen will not be running for re-election in January.

OPEN BOARD MEETING ADJOURNED *Time: 9:40 pm*

Respectfully Submitted,
Carol Burmester Stauffer, Secretary
Nov. 23, 2025

EXECUTIVE SESSION: *(Held after Board Meeting adjourned)* ***Agenda: Review of Violations & Delinquencies***