

**Cedar Mesa Ranches Homeowners Association  
Board of Directors Meeting  
March 12, 2003  
Bryson/Liljedahl Residence**

**In Attendance:** Nancy Schaufele, Lisa Liljedahl, Susan Bryson, Steve Ludemann, Marty Ludemann, Lora Wiggins and Rex Wiggins.

**Not in Attendance:** Julie Nadolske and Terri Montoya

**Meeting called to order by Nancy Schaufele at 6:10 pm**

**Lisa Liljedahl made a motion to approve the January 14, 2003 minutes as written. Steve Ludemann seconded the motion. Motion approved.**

**The record should reflect that the Budget to Actual presented in the January 2003 Newsletter was incorrect. The figures were adjusted and reported at the Annual Meeting in March. Note that the "Income" section for 2003 was adjusted to reflect the correct figure (see Annual Meeting Minutes).**

**Financial Report:** Our Treasurer, Julie Nadolske, was unable to attend the meeting. She reported to Nancy prior to the meeting that the figures are the same as presented at the Annual Meeting on March 6, 2003. The Board had a discussion concerning the timeliness of recording deposits and issuing checks and a motion was made, seconded and approved to enact the following policies:

1. All checks must be deposited on a weekly basis (within 5 working days of receiving the check).
2. All cash disbursements must be issued on a weekly basis (within 5 working days of receiving the invoice).
3. Cash Flow Statements must be current and available weekly if necessary.
4. A financial report reflecting the current cash balance will be reported at each board meeting.

**Budget 2003:** A motion was made, seconded and approved to pass the following budget:

**EXPENSES:**

• Mailbox/Bus Stop Shed *	\$ 3,000
• Signs/Chains	\$ 400
• Snow Removal **	\$ 3,250
• Insurance	\$ 1,500
• Weed Control	\$ 1,500
• Postage/Copies/Supplies	\$ 500
• CPA Tax Preparation	\$ 300
• Professional Fees	\$ 500
• Roads	\$50,000
• Miscellaneous	<u>\$ 3,894</u>

**TOTAL \$64,844**

**REVENUE:**

• HOA Dues outstanding (2001)	\$ 300
• HOA Dues outstanding (2002)	\$ 0
• HOA Dues outstanding (2003)	\$20,250
• Road Assessment Dues outstanding	\$30,450
• CMR Current Balance (as of 3/6/03)	<u>\$13,844</u>

**TOTAL \$64,844**

\* The plan is to NOT have a permanent foundation on the shed. The Board discussed the building site near the entrance to the subdivision and the overall consensus is that parking would be a real problem; particularly when the subdivision is built out. A decision was made to revisit the original suggestion of placing the shed near the Fire Department building. Nancy will call Tony (Fire Chief) and see if that is still a possibility. Lisa will contact the USPS and obtain a complete set of building guidelines and restrictions.

\*\* (Snow Removal for the “winter season” is \$5,000 but that includes some expense in 2004) A motion was made, seconded and approved to continue our contract with Daniel’s Excavating for snow removal and to have the Road Committee meet as soon as possible with Daniel to discuss the existing problems. The Board felt that the Road Committee should review the existing problems and get some advice on how to repair them. The existing contract states that the “road damage shall be repaired [following snow removal] at no additional cost.” Moreover, the Board feels that we should obtain snow removal bids for the next season sometime this summer and not procrastinate.

**HOA Committees & Guidelines:** The Board agreed that our biggest risk issue is “fire” and a motion was made, seconded and approved to send Nancy’s letter to area realtors informing them of our concerns with respect to this issue, HOA dues, covenants and road assessment fees.

The Fire Awareness Committee will take the lead on speaking with homeowner, Pat Sheeran, Esq. about fire mitigation and property liens.

Rex Wiggins updated the Board about the schedule for road maintenance and said that the next section to be worked on is from the subdivision entrance to K1 at a cost of \$14,150. The Board discussed the current cash flow situation and Rex was instructed to request a minimum payment term of 30 days and give authorization to proceed with repairs.

A motion was made, seconded and approved mandating that a representative from each of the four Committee's attend each board meeting and provide an update. If a representative from the Committee cannot attend in person than it is suggested that they prepare a written report to be distributed at the monthly board meetings. This written report will be given to the Board President prior to the monthly meeting.

#### **General Housekeeping Items:**

- The Board Secretary will e-mail copies of all Board Minutes to the CMR HOA. We will mail a hard copy of the Annual Meeting Minutes to the individuals that do not have an e-mail address but will state in our cover letter that mailings will not occur on a regular basis unless specifically requested.
- The Board Secretary will be responsible for updating and sending HOA members items listed in our lending library.
- Nancy is responsible for collecting the list of contractors that will be identified in the Community Resource Guide. The CMR HOA members are asked to submit their list to Nancy as soon as possible and we anticipate making this Guide available no later than the end of May 2003.
- Nancy will be sending a cover letter along with the Annual Meeting Minutes to the entire HOA highlighting the Board's priorities in 2003.
- A lot owner in the subdivision has complained that her access road was not snow plowed. It was unanimously agreed that Daniel's Excavating should snow plow ALL roads in our subdivision regardless if there are any houses on them or not. Nancy will notify the contractor.
- **The Board will meet at 7:00 pm on the first Monday of every month. The location will be announced each time.**

**Next Board meeting will be held at the Ludemann's residence on April 7<sup>th</sup>.**

**Meeting Adjourned at 7:30 pm.**

**Respectfully submitted,**

**Susan Bryson  
CMR HOA, Secretary**