

Cobblestone HOA Board Meeting Minutes

Date: September 14, 2026

Location: Cobblestone Clubhouse

Time: 6:00 – 8:10 PM MST

Present at the Meeting

HOA Board Members Present

Marilyn Adams; President

Randy Douglas; Vice President

Stacey Jones; Secretary

Tami Fisher; Board Member

Staff Present

Tedi Searle; Office Manager

Steve Jacobsen; Facilities Manager

Contractor Present

Jason Dattage; Dattage Landscaping

Approval of Previous Minutes

- Minutes from the previous meeting were approved.

Landscaping and Grounds

- The previously noted landscaping action item regarding a resident's pine tree has been completed; the tree was trimmed following the residents request.
- Fall pruning is underway with Dattage Landscaping.
- A request from a resident to remove a dead tree was discussed. Requests for tree removal should be submitted through the online maintenance system, including photos when applicable.
- Tree trimming is scheduled for September 25 at 8:30 a.m. It was noted that a portion of the willow tree at Deer Creek is not located on HOA property; the HOA will address the portion that is its responsibility.

Snow Removal and Parking

- Snow removal procedures and parking requirements were reviewed.
- Snow removal will generally proceed in the following order:
 1. Roads
 2. Clusters

3. Sidewalks

4. Visitor parking

- Snow removal is triggered at approximately two inches, depending on storm timing and conditions.
- Residents may not park in the end clusters during snow removal because access is required for plowing.
- Snow may need to be pushed over curbs in certain areas. The HOA will evaluate alternate locations for snow storage, particularly in North Townhomes, where snow accumulation can block garage access.
- Office Manager will prepare a snow-removal flyer for the first cluster and include snow-removal and parking information in the newsletter.

Sprinkler System

- The annual sprinkler blowout is scheduled for October 5, 2026.
- Backyard sprinkler blowouts can be completed by Dattage Landscaping upon request.
- The backyard portion of sprinkler maintenance is not covered by HOA dues. The Office Manager will provide information concerning backyard sprinkler maintenance in the newsletter.
- Several sprinkler valves need to be disassembled, cleaned, or replaced. The Board will evaluate whether repairs should be completed this fall when the system is shut down or postponed until spring.

Sprinkler System Access and Repairs

- The Board discussed an incident involving a homeowner who was working on a personal landscaping project, cut a mainline, and caused flooding.
- The primary concern is restarting and repressurizing the system, which can cause significant damage if the system is not properly depressurized and restored.
- A motion was approved by the HOA Board that the system should remain under HOA control and that homeowner modifications to the main system are not permitted. Only authorized HOA representatives may turn the main sprinkler system on. At this time only Jason Dattage is the only HOA representative authorized to turn the sprinkler system on.
- The Office Manager will include system access requirements in the newsletter.

Pool

- A table in the pool area was damaged. The replacement cost is approximately \$84 for two tables (to match).
- The individuals responsible have been suspended from pool privileges pending payment of the \$25 fine plus \$84 replacement cost.

- Pool privileges will be suspended for six months if there are further violations from responsible individuals.

Pool Cover

- The existing pool cover has two deteriorated/rotted areas and needs to be replaced.
- The Board voted to proceed with the lower bid from Paradigm in the amount of \$3,403.

Exercise Equipment

- The Icon elliptical exercise machine requires repair.
- A potential repair contact will be explored. A \$300 deposit may be required.
- Office Manager to contact alternative repair resource.

Legislative Compliance and HOA Website

- The Board reviewed 2026 legislative changes affecting HOA compliance, transparency, budgets, records, and homeowner communications.
- A major priority is creating a more effective HOA website and implementing HOA management software.
- State requirements increasingly require HOA documents and information to be readily available to homeowners and prospective buyers/sellers.
- The HOA must be able to provide required documents within applicable statutory deadlines.
- The current process of maintaining and distributing documents electronically is inefficient and relies heavily on PDFs and historical paper records.
 - Options discussed included:
 1. Building a new HOA website.
 2. Using HOA management software that includes a website.
 - HOA management software was estimated at approximately \$100–\$200 per month.
 - Office Manager will continue researching website and HOA management options.
 - The Board agreed that improving the website should be a top priority for compliance and transparency.
 - HOA rules and required information should be available online, with appropriate access controls for information that is not required to be publicly accessible.

Budget and Financial Requirements

- The Board discussed the requirement for the HOA budget to be approved by the community members.
- The current budget needs to be reviewed and revised.

- The HOA discussed and agreed to establish a calendar-year budget from January 1 through December 31.
- The Board discussed holding an annual meeting and budget meeting in January 2027
- The budget should be presented in a clear and detailed format for review and approval.
- The Board will review the 2026 legislative requirements regarding member approval and potential disapproval of the adopted budget.

Reinvestment Fee

- The Board discussed new requirements concerning HOA reinvestment fees.
- Reinvestment fees should not be deposited into the general operating fund and may need to be maintained in a separate account.
- The Board discussed establishing a dedicated reinvestment-fee account.
- The legality and historical approval of the HOA's existing reinvestment fee are unclear because prior governing-document changes may not have been approved by the community.
- The Board agreed that legal counsel should review the HOA's reinvestment-fee provisions and history.
- HOA Board Treasurer will be assigned to research the governing documents and determine the status of the reinvestment fee.
- The HOA Board moved to establish a separate reinvestment-fee account. The motion was approved.

Reserve Requirement

- The Board discussed the updated reserve requirements.
- The HOA must account for the required percentage of annual income in reserves and ensure projected projects are addressed separately from the operating budget.

Transfer Fees

- The Board discussed transfer fees.
- No transfer fee is currently being imposed by the HOA.
- The Board noted that current legislation may restrict fees that are characterized as administrative or transfer fees.

Garbage Service

- The HOA's garbage bill has been reduced by \$25.

Maintenance Requests

- 409 Willow Lane: A resident requested new concrete in front of the driveway.

- HOA Board Motion: Approve the maintenance request. Motion approved by the HOA Board.

Contracts and Purchasing Procedures

- The Board discussed requirements for contracts, bids, and purchasing procedures.
- Utah law does not generally require HOA competitive bidding unless required by the HOA's governing documents or policies.
- The HOA's bylaws should be reviewed regarding any existing requirement for three bids when available.
- Contracts and bids requiring Board approval must be considered at an open Board meeting.
- The Board discussed establishing clearer purchasing procedures, including a threshold for expenditures requiring Board approval.
- The Board agreed that obtaining multiple bids when sufficient time is available is a good practice, even when not legally required.

Clubhouse and Waiver

- The clubhouse reservation process has been updated.
- A new waiver is required when reserving the clubhouse.
- The updated requirements also address use of the piano and other clubhouse amenities.
- Reservations and waivers can now be completed online.

Online Maintenance Requests

- Landscaping and maintenance requests are now online to improve tracking, communication, and recordkeeping.

