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EW 2552316 PG 1 OF 15 ERNEST D ROWLEY. WEBER COUNTY RECORDER 02-DEC-11 1038 AN FEE \$87.00 DEP JKC REC FOR: PINEVIEW MOUNTAIN ESTATES HOA

#### **BYLAWS**

#### PINEVIEW MOUNTAIN ESTATES

#### ARTICLE I - INTRODUCTION

Application. These Bylaws are applicable to the residential development known as Pineview Mountain Estates (PME), which is governed by the Pineview Mountain Estates Homeowner(s) Association, hereinafter used interchangeably. These Bylaws are also applicable to all members of the PME and all persons who use the facilities of the Subdivision in any manner. In case of any conflict between the Declarations of Covenants, Conditions and Restrictions, CCRs, (hereinafter called the "Declarations") for the PME and these Bylaws, the Declarations shall control.

Purpose. PME is established to manage, control, govern, oversee and otherwise act on behalf and in the best interests of its members.

Membership. It is mandatory and automatic that at least one owner of each of each lot within PME will be a member of the PME Homeowner's Association.

## ARTICLE II - MEETINGS OF MEMBERS

- 1. Annual Meetings. An annual meeting of the members shall be held during May, weather permitting. The specific day, hour and location shall be established by the officers; however, the location must be within Weber County of the State of Utah.
- 2. Special Meetings. Special meetings of the members may be called at any time by the President or the Board of Directors, or upon written request of one third (1/3) of all the members who are entitled to vote.
- 3. Notice of Meetings. Written notice of each meeting of the members shall be given by, or at the direction of, the secretary or the person authorized to call the meeting, by mailing to each member entitled to vote a copy of such notice (postage prepaid) or emailing those members who have email addresses, at least fifteen (15) days before such meeting. These notices shall be addressed or emailed to the member's address (mailing or email) last appearing on the books of the Association for the purpose of the notice. Such notice shall specify the place, date and hour of the meeting. In case of an annual or special meeting, the notice shall also state those matters that the Board of Directors, at the time the notice is given, intends to present for action by the Members.
- 4. Voting Rights. Each lot shall have one (1) vote. Only one owner from each lot will

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be entitled to exercise the vote of the lot; hereinafter referred to as the member entitled to vote.

- 5. Quorum. At each meeting there is a quorum if ½ (50%) of the total members eligible to vote (represented by themselves or by legitimate proxies) are present at that meeting. If, however, such quorum shall not be present or represented at any meeting, the members entitled to vote thereat shall have the power to adjourn the meeting from time to time, without notice other than announcement at the meeting, until a quorum as aforesaid shall be present or be represented.
- 6. Proxies. At all meetings of members, each member entitled to vote may vote in person or by proxy. All proxies shall be in writing and filed, by the member to be represented, with the secretary or a member of the Board of Directors of the Association. Every proxy shall be revocable by the owner who filed it and shall automatically cease upon conveyance of owner's lot, or upon receipt of notice written by the owner to the Secretary or the President of the Association. No proxy shall be valid after the expiration of eleven months from its execution. The maker of the proxy may revoke it by delivering a written notice of revocation to the Association, by executing a subsequent proxy, or by attending any meeting and voting in person.

# ARTICLE III - BOARD OF DIRECTORS - SELECTION - TERMS OF OFFICE

- 1. Number of Members. The affairs of the Association shall be managed and its duties and obligations performed by an elected Board of five (5) Directors.
- Qualification. Any member in good standing can be elected to the Board of Directors, however, two members from the same lot cannot serve simultaneously.
- 3. Term of Office. Directors shall be elected to serve for a term of four (4) years. One or two Directors will be elected each year to succeed those whose term will expire.
- 4. Removal. Any Director may be removed from the Board, with or without cause by a majority vote of the members of the Association. In the event of death, sale of his property, resignation or removal of a Director, a 'temporary' successor shall be selected by the remaining members of the Board within thirty (30) days, who shall serve until the next meeting of the home owner(s). A replacement member of the Board shall be elected at the next meeting of the home owner(s) to fill the unexpired term of the duly elected predecessor.
- 5. Compensation. No member of the Board of Directors shall receive compensation for "ANY" service he may render to the Association. However, any Director may be reimbursed for his actual expenses incurred in the performance of his duties.

ARTICLE IV - MEETING OF THE BOARD OF DIRECTORS

- 1. Regular Meetings. Meetings of the Board of Directors shall be held approximately the first part of April and in July of each calendar year, but in no event later than the first parts of June and September, respectively, of that year. These meetings will be held at such place and hour as may be fixed from time to time by resolution of the Board.
- 2. Special Meetings. Special meetings of the Board of Directors shall be held when called by the President of the Association, or by any two (2) Directors, after not less than three (3) days notice to each Member of the Board.
- 3. Quorum. A majority of the number of Directors shall constitute a quorum for the transaction of business. Every act or decision done or made by a majority of the Directors present at a duly held meeting at which a quorum is present shall be regarded as the act of the Board.
- 4. Open Meetings. Regular and special meetings of the Board shall be open to all Association Members who shall be allowed to petition the Board on relevant matters as a regularly scheduled agenda item or as otherwise permitted and directed by the presiding officer.
- 5. Executive Sessions. A closed meeting may be held upon the affirmative vote of sixty (60) percent of the members of the Board present at an open meeting for which notice is given, provided a quorum is present. No closed meeting is allowed except as to matters provided herein. In recording the minutes of the meeting the reason(s) for holding a closed meeting shall be delineated and the individual votes, either for or against the proposition to hold such a meeting, cast by each Board member shall be recorded along with the name of the member making such vote.

A closed meeting may be held for any of the following purposes: (a) discussion of the character, professional competence, or physical or mental health of an individual; (b) strategy sessions with respect to collective bargaining; (c) discussion regarding deployment of security personnel or devices; and (d) investigative proceedings regarding allegations of criminal misconduct. This section shall not apply to any chance meeting or social meeting. No chance meeting or social meeting shall be used to circumvent this section. This section shall not prohibit the removal of any person who willfully disrupts a meeting to the extent that orderly conduct is seriously compromised.

6. Action(s) Taken Without a Meeting. The Directors shall have the right to take any action in the absence of a meeting, which they would in the normal course of business take at a meeting, by obtaining written approval of all the Directors. Any action so approved shall have the same effect as though taken at a meeting of the Directors.

## ARTICLE V - POWERS AND DUTIES OF THE BOARD OF DIRECTORS

1. The Board's powers shall include, but shall not be limited to, the following:

- 1.1 Enforcement of the applicable provisions of the Declarations and these Bylaws, Standards and Policies and other instruments governing the owner(s)hip, management and control of the PME.
- 1.2 Adopt and publish Rules and Regulations governing: the use of the Common Area and facilities; selling or leasing of lots; animal control; and the general control of the Members and their guests thereon.
- 1.3 Initiation and execution of disciplinary proceedings against members for violations of the Declarations, these Bylaws, Standards and Policies, Rules and Regulations, and other instruments governing the owner(s)hip, management, and control of the PME.
- 1.4 Exercise for the Association all powers, duties and authority vested in or delegated to this Association and not reserved to the Membership by other provisions of these Bylaws or the Declarations.
- 1.5 Review request(s) for expenditures of funds by committees for applicability and necessity. All contract/hired work must have three (3) estimates or cost proposals submitted to the Board prior to verbal or written obligation by the Association.
- Duties. It shall be the duty of the Board of Directors to:
  - 2.1 Cause to be kept a complete record of all its acts and corporate affairs and to present a statement thereof to the members at the annual meeting of the members, or at any special meeting when such statement is requested in writing by one third (1/3) of the members who are entitled to vote.
  - 2.2 Prepare or cause to be prepared budgets and financial statements for the Association to be presented at the annual meeting or any special meeting of members called for that purpose.
  - 2.3 Determine, levy and collect annual dues for maintenance and other minor expenditures.
  - 2.4 Determine, levy and collect, or return of special assessments for the one-time maintenance, repair or upgrading of the improvements in the subdivision if the required expenditures are beyond the funds available from the annual dues. It is also the duty of the Board to return all unused funds if greater than \$100 per lot, to the owner(s) within 60 days after the completion of the specific project. The return of funds policy also includes the sale of assets that may be sold.
  - 2.5 The Board of Directors shall have the right and the duty to direct the Water Master to turn off the water to any lot for non-payment of dues, special

assessments, fines or late fees. The Board of Directors shall have the right to assess fines up to \$100.00 for each instance of any: infraction that is not corrected within 30 days of notice of such infraction; nuisance as noted in the Declarations; or damage caused to the resources of the Association and/or owner(s) of the subdivision, such as i.e. excessive speeding, use of four-wheelers (except when solely used for coming and going) for recreation purposes, littering or damaging roadways (including construction debris), etc. The fine(s) for other nuisances as noted in the Declarations, that are not corrected within 30 days of notice of such occurrence, shall be on a per day basis. Failure to give notice of or prosecute any infraction, nuisance or other violation in no way abrogates or waives the right of the Board to do either.

2.6 Maintain all private streets or roadways, private access rights-of-way, or other improvements permanently and for so long as the Association shall exist.

## ARTICLE VI - OFFICERS AND THEIR DUTIES

- 1. Enumeration of the Offices. The officers of this Board shall be President, Vice President, secretary and treasurer, who are nominated and appointed by the Board of Directors. The secretary may, but does not have to be, a member of the Board of Directors.
- Election of Officers. The election of officers shall take place at the first meeting of the Board of Directors following each annual meeting of members.
- 3. Term. The officers of this Association shall be elected annually (except the President who shall be elected biennially) by the Board of Directors and each shall hold office as follows: the President shall be elected for two (2) years to provide continuity in leadership; all others shall serve for one (1) year unless reelected by the Board or unless he shall sooner resign, or shall be removed or otherwise be disqualified.
- 4. Special Appointments. The Board may elect such other officers as the affairs of the Association may require, each of whom shall hold office for such period, have such authority, and perform such duties as the Board may, from time to time, determine.
- 5. Resignation and Removal. Any officer may be removed from office with or without cause by the Board with the approval of a majority of the quorum. Any officer may resign at any time by giving written notice to a member of the Board, the President, or the Secretary. Such resignation shall take effect on the date of receipt of such notice or at any later time specified therein; the acceptance of such resignation shall not be necessary to make it effective.
- 6. Vacancies. A vacancy in any office may be filled by appointment by the Board. The officer appointed to such vacancy shall serve for the remainder of the term of the officer he replaced.

- 7. Duties. The duties of the officers are as follows:
  - 7.1 President. The President shall preside over all meetings of the members of the Association and the Board of Directors; shall see that all orders and resolutions of both the members and of the Board of Directors are carried out; shall sign all leases, mortgages, deeds and other written instruments; and shall perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Association.
  - 7.2 Vice President. The Vice President shall act in the place and stead of the President in the case of the President's absence or inability or refusal to act; shall exercise and discharge such other duties as may be required of him by the Board; and shall perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Association.
  - 7.3 Secretary. The Secretary shall record the votes and keep the minutes of all meetings and proceedings of both the Board and of the Members; keep the Corporate seal of the Association and affix it on all papers requiring such seal; serve notice of meetings of both the Board and of the Members; keep all appropriate current records showing the members of the Association together with their current addresses and other contact information; shall maintain all record book(s) in which the Declaration, Bylaws, Standards and Policies, Rules and Regulations, and other instruments governing the owner(s)hip, management, and control of the PME are entered with any amendments to these documents properly recorded and to have the current record book(s) on hand at every meeting; and such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Association.
  - 7.4 Treasurer. The Treasurer shall receive and deposit in appropriate bank accounts all monies of the Association and shall disburse such funds as directed by the resolution of the Board of Directors; shall sign all checks and promissory notes of the Association; shall keep proper books of accounts; shall automatically cause an annual audit of the Association books to be made by a Certified Public Accountant (who is not a member of the Board or an officer) at the completion of each fiscal year; and shall prepare an annual budget, a balance sheet and a statement of income and expenditures to be presented to the membership at its regular annual meeting; and shall perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Association. Any and all checks over \$1000.00 must also be cosigned by the President.

#### ARTICLE VII - INDEMNIFICATION

The Association shall indemnify every officer and Director against any and all

reasonable expenses, including attorney fees, reasonably incurred by or imposed upon such officer or Director (while legitimately holding that office) in connection with any action, suit, or other proceeding (including settlement of any action, suit, or proceeding, if approved by the then Board of Directors) to which he may be made a party by reason of being or having been an officer or Director at the time such expenses were incurred. The officers and Directors shall not be liable for any mistake of judgment, negligent or otherwise, or for injury or damage caused by any such officer or Director in the performance of his duties, except for their own individual misfeasance or malfeasance. The officers and Directors shall have no personal liability with respect to any contract or other commitments made by them in good faith on behalf of the Association, and the Association shall indemnify and forever hold such officer and Director free and harmless against any and all liability to others on account of any such contract or commitment. Any rights to indemnification provided for herein shall not be exclusive of any other rights to which any officer or Director, or former officer or Director, may be entitled.

## ARTICLE VIII - COMMITTEES

- 1. Standing. The Board shall appoint a water control committee whose responsibility it is to provide adequate safe drinking water for the Association lots/residences. Adequate supply of fire fighting water for the entire PME subdivision will be maintained. Large scale projects/repairs requiring contracting or "hiring out" will be approved by the Board of Directors prior to any obligation on the part of the Association. All contractor or "hired out" work that obligates the Association for payment will require three (3) written cost proposals submitted to the Board prior to making any contractual or verbal commitment. One member from the Association will be designated Water Master and will be the point of contact for the Association members regarding water problems.
- 2. Special. The Board shall appoint such special committees it may deem necessary to carry on the work of the Association.

# ARTICLE IX - DUES, ASSESSMENTS, EXPENDITURES AND COLLECTION

- 1. Agreement to pay assessment. Each and every owner of any lot, by the acceptance of a deed, whether or not it be expressed in the deed, or by entering into a sale and/or purchase contract, shall be deemed to covenant and agree with each other and with the Board of Directors to pay to the PME annual dues for the purposes provided in these Bylaws, and special assessments for capital improvements and other matters as provided for in these Bylaws. Such assessments shall be fixed, established and collected from time to time in the manner hereinafter provided.
  - 1.1 Amount of total annual dues. The total annual dues against all lots shall be based upon advance estimates of case requirements by the Board of Directors to provide for the payment of estimated expenses growing out of or connected with the maintenance and operation of the roads, water system and common

areas.

- 1.2 Apportionment of annual assessments. Expenses attributed to the common areas and to the subdivision as a whole shall be apportioned among all the owner(s) in proportion to the total number of occupied lots within the subdivision.
- 1.3 Notice of annual dues and time for payment thereof. Assessments for annual dues shall be made on a calendar year basis. The Board of Directors shall give written notice to at least one lot owner of record per lot as to the amount of the annual dues with respect to his lot not less than thirty days prior to the annual home owner(s) meeting. Such dues shall be due and payable during the month of the annual home owner(s) meeting. The annual dues shall bear interest at the rate of twelve per cent (12 percent) per annum from the date it becomes due. Failure of the Board of Directors to give timely notice to at least one owner of record per lot of any assessment as provided herein shall not affect the liability of an owner of a lot for such dues, but the date when payment shall become due in such case shall be deferred to a date thirty (30) days after such notice shall be given.
- 1.4 Special Assessments for Capital Improvements. In addition to the annual dues authorized above, the Board of Directors may, in any assessment year, levy a special assessment(s) payable over such a period as the Board of Directors may determine, for the purpose of defraying, in whole or in part, the cost of any construction or reconstruction, unexpected repairs, or for any other expense incurred or to be incurred as provided in these Bylaws. Any amounts assessed pursuant hereto shall be assessed to the lot owner(s), on a per/lot basis, in proportion to the number of lots owned for the subdivision at that time. Notice in writing of the amount of such special assessments and the time for payment thereof shall be given promptly to at least one of the lot owner(s) of record and no payment shall be due less than thirty (30) days after such notice shall have been given. A special assessment shall bear interest at the rate of twelve percent (12 percent) per annum from the date it becomes due and payable if not paid within thirty (30) days after such date. The Board of Directors may authorize a "late fee" to defray additional administrative costs. Notwithstanding anything to the contrary herein contained, additions or capital improvements to the subdivision which cost no more than three thousand dollars (\$3,000.00), in total, may be authorized by the Board of Directors alone. Additions or capital improvements, the total cost of which will exceed such amount must, prior to the beginning of construction, be authorized by the majority of the lot owner(s) in the ratio of one authorization per/lot. Any addition or capital improvement which would materially alter the nature of the subdivision must, regardless of its cost and prior to being constructed, be authorized by vote of lot owner(s) in person or by proxy of not less than two-thirds (2/3) of the percentage interest at a meeting of the PME, special or annual, at which a quorum is present.

- 1.5 Lien for Overdue Dues or Assessments. All expenses assessed by the Association against any lot including late fees and cost of collection hereby constitute a lien against the lot in favor of the Association. This paragraph constitutes notice to all lot owner(s), purchasers or lenders that a lien exists for all current or past due expenses or assessments. Recording a Notice of Lien will not be necessary to create or perfect this lien. The Association may also record with the Weber County Recorder a Notice of Lien against any lot which is not current in the payment of assessments. The lien for past due assessments may be enforced by foreclosure of the lot owner(s)' interest or by filing an action in court in the same manner as foreclosures of deeds of trust, or by filing an action in court, or in any other manner permitted by law. The delinquent lot owner(s) shall pay association costs, expenses & reasonable attorney fees in any foreclosure, court action or collection effort.
- 1.6 In the event of foreclosure, or after the institution of the action, the lot owner(s) shall pay a reasonable rental for the use of the lot and its improvements and the Board of Directors shall, without regard to the value of the lot, be entitled to the appointment of a receiver to collect any rentals due from the owner(s) or any other person. The Board of Directors shall have the right and power to bid an amount equal to its then existing lien at the foreclosure sale or other legal sale and to acquire, hold, convey, lease, rent, encumber, use and otherwise deal with the same as the owner thereof.
- 1.7 A release of notice of lien shall be executed by the Board of Directors and recorded in the office of the County Recorder of Weber County, Utah, upon payment of all sums secured by a lien which has been made the subject of a recorded notice of lien. Any encumbrancer holding a lien on a lot may pay, but shall not be required to pay, any amount secured by the lien created hereunder, and upon such payment such encumbrancer shall be subrogated to all rights of the Board of Directors with respect to such lien, including priority.
- 1.8 The committee shall report to any encumbrancer of a lot any unpaid assessments remaining unpaid for thirty (30) days after the same shall become due; provided, however that such encumbrancer first shall have furnished the Board of Directors written notice of such encumbrance.
- 1.9 The personal obligation of lot owner. The amount of any annual dues or special assessments against any lot shall be the personal obligation of the lot owner thereof to the PME. Suit to recover an money judgment for such personal obligation shall be maintainable by the Board of Directors without foreclosing or waiving the lien securing the same. No owner may avoid or diminish any personal obligation by waiver of the use and enjoyment of any common areas or by abandonment of this lot.

- 1.10 Statement of account. Upon payment of a reasonable fee or such other amount as may in the future be allowed by the act, and upon written request of any lot owner or mortgagee, prospective mortgagee or prospective purchaser of a lot, the Board of Directors shall issue a written statement setting forth the amount of the unpaid assessments, if any, with respect to such a lot; the amount of the current yearly dues and the date thereof becomes or has become due.
- 1.11 Personal liability of purchaser for dues and special assessment(s). Subject to the provisions of the above paragraph (1.10), a purchaser of a lot shall be jointly and severally liable with the seller for all unpaid dues and special assessments against the lot up to the time of the grant or conveyance, without prejudice to the purchaser's right to recover from the seller the amount paid by the purchaser for such assessments.

## ARTICLE X - BOOKS AND RECORDS

The books, records, and papers of the Association shall at all times during reasonable business hours be subject to inspection by any member. The Declaration and the Bylaws shall be available for inspection by any member at the principal office of the Association President where copies may be purchased at a reasonable cost.

## ARTICLE XI - PARLIAMENTARY AUTHORITY

The rules contained in the current edition of ROBERTS RULES OF ORDER NEWLY REVISED shall govern the Association in all cases to which they are applicable and to which they are not inconsistent with the Declaration, these Bylaws and ay special rules of order the Association may adopt.

## ARTICLE X11 - AMENDMENTS

These Bylaws may be amended at a regular or special meeting of the members by a vote of a majority of a quorum provided a written copy of the purposed amendments(s) have been delivered to the members at least ten (10) days prior to the meeting.

IN WITNESS THEREOF, we, being all of the Pineview Mountain Estates homeowner(s) as of November 18, 2006.

\*The use of the masculine gender throughout these Bylaws shall be deemed to refer to the feminine gender and the use of the singular shall be deemed to refer to the plural, and vice versa, whenever the context so indicates or requires.

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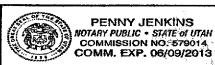
PINEVIEW MOUNTAIN ESTATES HOMEOWNERSASSOCIATION

Certification of above Signature

PINEVIEW MOUNTAIN ESTATES HOMEOWNERS ASSOCIATION

BY ROBAN & SCOTT, PRESIDENT IN 2006

On the <u>20</u> of November, 2011, personally appeared before me ROBYN K. SCOTT who is duly sworn, did say, that she, the said ROBYN K. SCOTT, was the President of PINEVIEW MOUNTAIN ESTATES HOME OWNERS ASSOCIATION in 2006 and that the within and foregoing instrument was signed in behalf of said ASSOCIATION by authority of a resolution of its board of directors, and said ROBYN K. SCOTT duly acknowledges to me that said corporation executed the same.



My Commission Expires: 00/09/20/3

Notary Public

Residing at: / Wor W

#### **EXHIBIT "A"**

A parcel of land situate in the County of Weber, State of Utah, located in the East half of Section 15, Township 6 North, Range 1 East, Salt Lake Base and Meridian, more particularly described as follows:

Beginning at the East Quarter of said Section 15, T 6N, R 1E, S.L.B.&M., said East quarter corner being monumented with a 1967 B.L.M. brass cap, as described in the 1968 B.L.M. field notes and depicted on the B.L.M. Plat dated June 22nd, 1971;

Thence S. 0°15'21"E., along an East line of said Section 15, a distance of 730.68 feet, to a U.S. Forest Service 3¼" dia., aluminum cap, said cap marked "AP A";

Thence S. 88°02'36"W., a distance of 1990.90 feet, to U.S. Forest Service 31/4" dia., aluminum cap, said cap marked "AP B";

Thence N. 30°54'28" W., a distance of 910.68 feet, to a U.S. Forest Service 3¼" dia., aluminum cap, said cap marked "AP C";

Thence N 0°12'51" W., a distance of 574.71 feet, to the intersection with the 150 foot, Southerly right of way line of Utah State Route 39, said intersection being monumented with a U.S. Forest Service 3 ¼" dia., aluminum cap, said cap marked "AP D";

Thence N. 59°36'13" E., along said Southerly R.O.W. line which is parallel and concentric with and 150 feet distance from the centerline of said Route 39, a distance of 352.09 feet to the beginning of a 823.73 foot radius curve to the right, the chord of which bears N. 75°35'02" E., a distance of 370.38 feet;

Thence Northeasterly along said curve to the right and R.O.W. line, through a central angle of 25°59'00", a distance of 373.56 feet;

Thence S. 89°17'15" E., along said R.O.W. line, a distance of 37.31 feet to a U.S. Forest Service 3½" dia., aluminum cap, said cap marked "AP F";

Thence N. 0°24'41" E., a distance of 50.0 feet to a UDOT R.O.W. monument, said monument sets on the Southerly, 100 foot right of way line of said Route 39, as shown on the highway drawings on file at the Weber County Surveyor's Office;

Thence S. 89°17'15" E., along said Southerly 100 foot R.O.W. line which is parallel and concentric with and 100 feet distant from the centerline of said Route 39, a distance of 812.61 feet to the beginning of a 1811.22 foot radius curve to the right, the chord of which bears: S. 78°02'28" E., a distance of 706.59 feet;

Thence Southeasterly along said curve to the right and R.O.W. line, through central angle of 22°32'41", a distance of 712.68 feet, to a UDOT R.O.W. monument;

Thence S. 66°41'47" E., along said R.O.W. line, a distance of 267.00 feet to the intersection with the East line of said Section 15, said intersection being monumented with a U.S. Forest Service 3½" dia., aluminum cap, said cap marked "Ap E";

Thence S. 0°37'41" E., along said East line of Section 15, a distance of 615.18 feet, to said East quarter corner and the point of beginning.

Excepting therefrom all minerals and mineral lands.

Situated in WEBER County
Parcel Identification Number: pt 20-016-0001

E# 2552316 PG 14

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