

HIDDEN VALLEY VILLAGE
Minutes of Board of Directors Meeting
At Residence of: Ken Stickles, 4446 Gettysburg St., Chino, CA 91710
February 8, 2012

General Business

1. The meeting was called to order by called to order by President Pro-Tem, Karl West at 7:55 PM

2. In attendance: Board Members: Karl Wiest, Stephanie Bethurum, Greg Sacks, Hal Morris, Ken Stickles
 From Hidden Valley Common Area Room via Conference Phone:
 Board Members: Greg Stone, Ruthie Wheeler
 Management: Curt and Karen House

Absent: Board Members: None
 Management: Steve Black

3. Selection of Board positions for 2012.
 Motion Stephanie Bethurum
 To approve the appointment of the following board positions:
 President: Karl Wiest
 Vice President: Greg Sacks
 Secretary: Ruthie Wheeler
 Treasurer: Ken Stickles
 Architectural Chair: Greg Stone
 Web Master: Hal Morris
 Member at Large: Stephanie Bethurum
 Second Greg Stone
 PASSED: 6-1
 For: Stephanie Bethurum, Hal Morris, Greg Sacks, Ken Stickles, Greg Stone, Ruthie Wheeler
 Against: Karl Wiest

4. Assignment of 2012 Hidden Valley Village Board of Directors Meetings:
 Wed April 18, 2012
 Wed. June 23, 2012 Location: Hidden Valley
 Wed. Sept 19, 2012
 Sat Nov 10, 2012 Location: Hidden Valley

5. Approval of Minutes
 Motion Hal Morris
 To approve the minutes from the November, 2011 board meeting
 Second: Greg Stone
 PASSED: Unanimous

Announcements

1) Notes from Executive Session:

- A. Discussed units in arrears: 28, 111, 9
- B. Unit 14 will be allowed to go on the cable plan in March provided the owners are current with all assessments and homeowners fees as of Feb. 15

Presidents Report

None

Treasurers Report

1.

| Monthly Report | |
|---|--------------|
| <u>As of 31 December there was:</u> | |
| Operating Fund | (\$16,432) |
| Contingency Fund | \$31,753 |
| Replacement Fund | \$357,643 |
| Rehab Fund | (\$200,471) |
| 100% of the year is gone & 97.8% of the budget is spent | |
| 6 Owners are in arrears for a total of | \$11,463.34 |
| 10 Owners paid in advance for a total of | (\$6,691.45) |

2. Owners in Arrears. Action to be taken

A. Unit #28

As of Dec 31 owners are in arrears in the amount of \$7400. Lien was placed Jan 25, 2012.

Motion Greg Sacks

If payment by the owner of unit 28 is not received by Feb 29, 2012 The Hidden Valley Board Treasurer, Ken Stickels is directed to have ALS proceed with the foreclosure process for Hidden Valley unit 28

Second: Greg Stone

PASSED: unanimous

B) *Motion* Ruth Wheeler

If payment is not received by the owner of unit 9 by Feb 29 the HVV board treasurer, Ken Stickels is directed to have ALS proceed with collection procedures.

Second: Greg Sacks

PASSED: unanimous

Homeowners Forum

No Homeowners present

Property Management Reports

- 1) The Board had no questions regarding the management reports for Nov and Dec. The reports were well written (see below)
- 2) Property Management project/item updates & related property matters not already addressed in the written report from MRB.

- A. Complex Truck hit-and-run. Meeting to be held on 2-13-12 (continued from 11-12-11)
- B. Dog poopie bag dispensers: Greg Sacks will price out bag dispensers and have information ready for the April Meetings
- C. Under Balcony storage question

Motion Stephanie Bethurum

No individual storage units to be built independently by owners on common area property

Second: Greg Stone

PASSED: unanimous

- 3) Property Management Reports for Nov. and Dec.:

MAMMOTH RESERVATION BUREAU

Property Management Division

PO Box 1608, Mammoth Lakes, CA 93546 (800) 462-5571 www.mammothreservationbureau.com

HIDDEN VALLEY VILLAGE

Property Management Report

As of November 30, 2011

- 1. In addition to routine chores, onsite staff completed the following tasks:
 - a. Set unit heaters for winter temperatures; changed common area light timers in conjunction with time change; winterized fish- cleaning station; installed balance of snow stakes.
 - b. Repaired hole in siding of Unit 40 caused by squirrel.
 - c. Installed new head lights on snow plow on HVV truck.
- 2. Although difficult to remember, it did snow on two occasions during November, requiring onsite staff to shovel, plow and blow snow.
- 3. Shepler completed installation of steel treads on H Building stairway. Management tightened or replaced several screws on handrails of E and F Buildings. It appears that we'll have to monitor screws on handrails as they periodically work themselves loose.
- 4. A welding repair was performed on the HVV truck plow by Mammoth Welding. At the same time Curt had them use the welding torch on a man-hole cover in the parking lot to facilitate a repair. A new windshield was installed in the HVV truck along with new tires.
- 5. High winds damaged the pool area fence, necessitating repair by Shepler Construction. A section of fence between the gate and laundry room fell out onto the walkway. Repair cost was \$1500.
- 6. Main heaters in HVV units were serviced by MRB during the month as approved by the Board
- 7. The hot water heater that supplies the manager's unit and lower common area facilities failed and had to be replaced. Anderson Plumbing was engaged to install a new hot water heater.
- 8. State of the Complex:
 - a. Truck mileage: 68,906.
 - b. # of Rental units: 30
 - c. Rental occupancy %, Nov. '11: 17.0%.
 - d. Units listed for sale: #23, studio, \$85,000 short sale (in escrow): #28, studio & loft, \$159,000;

- e. Units sold: #107, \$110,000, closed escrow.

Respectfully submitted,
Steve Black
President, MRB
HVV Property Management

MAMMOTH RESERVATION BUREAU

Property Management Division

PO Box 1608, Mammoth Lakes, CA 93546 (800) 462-5571 www.mammothreservationbureau.com

HIDDEN VALLEY VILLAGE

Property Management Report

As of December 31, 2011

1. In spite of an absence of snow this entire month, HVV was busy with guests during the second half of December. Visitors made the best of the man-made snow and found other things to do such as ice skating, hiking, day trips to Yosemite (Tioga Pass was opened), etc. It was odd, though enjoyable, not to have the typical winter problems related to snow and vehicles.
2. Mountain View Spas was employed to repair the circulating pump for the lower spa. A seal failed and had to be replaced.
3. High winds, coupled with no snow, caused much dirt and debris to blow into the pool and upper spa. Staff had to clean and vacuum the facilities several times.
4. Nelson Communications was engaged to diagnose the failure of our communication system. An amplifier for the system had to be replaced.
5. Shepler's foreman inspected some of their work with Curt. Subsequently Boyd's crew performed installation of hand rails and kick bars on Bldgs. B & H stairways along with some touch up painting.
6. The cable service for the manager's unit lost the upper channels. SuddenLink spent a day trying to track down the problem. They repaired something along Hidden Valley Road which seemed to rectify the matter but the problem came back again and has not been corrected as of the end of December.
7. State of the Complex:
 - a. Truck mileage: 69,080.
 - b. # of rental units: 30.
 - c. Rental occupancy, Dec. '11: 32.9%.
 - d. Units for sale: #23, studio, \$85,000, short sale (in escrow); #28, studio & loft, \$159,000 (not being shown, occupied by owner's son).
 - e. Warning notices: none.

Respectfully submitted,
Steve Black
President, MRB
HVV Property Management

Interim Rules and Regulations

- 1) Proposal to adopt two dog interim policy (cont. 11/12/11).
Tabled to April Meeting.

Special Business – walkways, entry decks and balcony issues:

- A. Building H for 2011

- i) Status of installation of handrails on entry deck stairs: Done, Powder coating not complete
 - ii) Final inspection. Pending
- B. Building B for 2011
 - i) Status of installation of entry deck and walkway handrails: Done, Powder coating not complete
 - ii) Final inspection - performed 1/13/12.
- C. Building E for 2011
 - i) Status of installation of entry deck handrails. Done and Powder coating is complete.
- D. Building H/I shared walkway for 2011
 - i) Status of construction – complete, Powder coating is not complete.
 - ii) Final inspection - performed 11/18/11.
- E. Lighting for walkways
 - i) Status of Building C walkway project: Curt will call Jason Hatter, electrician to check on specs and completion timeline.
- F. Building K West walkway and entry deck for 2012
 - i) Status of drawings: We are ready to have Boyd Sheplar check out the plans and submit a bid. Karl will contact Boyd.
 - ii) Trim repaint bid
- G. Building A for 2012
 - i) East Entry Deck and Walkway. Status of drawings: Karl will talk to Boyd
 - ii) Balconies replaced.
 - iii) Building A (exclusive of Sheplar's responsibilities Painting bid. Karen will get bid from Tony Kilua
 - iv) New utility box cabinet. Cost is \$1,000
- H. Office Building
 - i) Siding repair: Done cost was \$1,600 comes out of rehab monies
- I. Stairs
 - i) Install stair tread spacers for Building J East: Done
 - ii) Install stair tread spacers for Building C Walkway (defer until budget allows).
 - iii) Powder coat poorly painted stair treads, Building J East (defer until budget allows).
 - iv) State of newly installed powder coated stair treads (defer until budget allows).
 - v) Install steel handrails Building J entry decks both sides (defer until budget allows).

Old Business

- 1) Building Signage: Tabled to a future meeting
- 2) Safety barrier in front of buildings F and E: Project to be deferred until the driveway rehab.

New Business

None

Announcement of next board meeting

Next regular Board of Directors meeting will be:

DATE: April 18, 2012

TIME: 7:00 PM

PLACE: Residence of Ken Stickle, 4446 Gettysburg St., Chino, CA 91710

Motion Ruth Wheeler

To adjourn the Feb 8, 2012 Hidden Valley Board meeting

Second: Hal Morris

PASSED: unanimous

Meeting adjourned at 9:20 PM by President Karl Wiest

Respectfully Submitted,

Ruth E. Wheeler

April 18, 2012