

HIDDEN VALLEY VILLAGE OWNERS ASSOCIATION
Board of Directors Meeting
MINUTES

Date of Meeting: Saturday, June 23, 2012
Location: HVVOA Common Area Room
153 Lake Mary Road
Mammoth Lakes, CA 93546

1. General
 - a. Meeting was called to order by President Karl Wiest at 10:30am.
 - b. Roll call. Board Members Karl Wiest, Ken Stickles, Greg Stone and Greg Sacks were present. Ruth Wheeler, Stephanie Bethurum and Hal Morris were absent. Management was represented by onsite managers Matt and Jessica and Steve Black. Owner Earl Lewis unit #36 was present.
 - c. Adoption of minutes of April 18, 2012. G. Sacks made a motion to adopt the minutes seconded by G. Stone. Stone, Sacks and Stickles voted in favor and Wiest abstained. Motion to adopt passes 3-0-1.
2. Announcements.
 - a. Notes from preceding Executive Session. All items addressed related to owners being late with their dues and will be addressed during the treasurers report.
3. Presidents report.
 - a. The pool heater died between meetings and out of necessity Ken and Karl approved the replacement of the heater at a cost of \$3016.71 from the Operating Budget.
4. Treasurer's report and budget items.
 - a. 2012 budget review.
 - b. Owners in arrears. Action to be taken.
 - i) Unit #28. The unit is currently in escrow and is expected to close by July 1st with all past dues being paid to the association.
 - ii) Unit #42. The Board has approved waiving partial past due amounts in an effort to get this unit to close escrow through a short sale. The benefit is a quick closing and avoiding further probability of lost dues by putting unit into foreclosure.
 - iii) Unit #111. The Board has decided to lien this unit on its own if possible in order to proceed more promptly than going through the entire ALS collection procedure. Stickles made the motion to proceed with the lien and Stone seconded with Sacks and Wiest in favor. Motion passes 4-0. Ken will work on filing the lien papers.
 - iv) Unit #131. Same exact situation as Unit #111 above. Stickles made the motion to proceed with the lien and Stone seconded with Sacks and Wiest in favor. Motion passes 4-0. Ken will work on filing the lien papers.
 - v) Unit #9. Pre-lien Notice was filed 6/11/12 by ALS. Notice of Default comes next. No communication by owners at all to ALS. Potentially heading to association filing foreclosure on unit.
 - c. Warning Notices and Fines.
5. Homeowners Forum
 - a. Open floor for homeowner comment. No homeowners chose to speak.

6. Property Management reports. Review of attached Property Management Reports for months ending April and May 2012.
 - a. Item #1 from April 30, 2012 report re: worn out dishwasher in Managers unit. Stone made a motion to purchase a new dishwasher for the managers unit with Stickles making the second and Wiest and Sacks voting in favor. Motion passes 4-0.
 - b. Item #10 from May 31, 2012 report re: Fireplace inserts causing fires in Mammoth. Steve Black provided a letter to the Board about the issue from Alpine Stove. Item will be added to the next agenda.
7. Property Management project/item updates & related property matters (if not already addressed in written report from MRB):
 - a. Replacement front door #21. Bids were presented for \$980.00 from Sierra Door and Trim and \$891.15 from High Country Lumber. Stickles made a motion to approve the 50% reimbursement in the amount of \$445.58 upon presentation of paid invoice. Sacks seconded the motion and Wiest and Stone voted in favor. Motion passes 4-0.
Karl proposed adding window replacements to the reserve fund and budgeting between \$10,000 and \$15,000 to the item each year. When funds run out for the year no further replacements will be approved for that budget year. This would help stabilize the operating budget more.
 - b. Window replacement #29. A low bid from Perry's Glass was received in the amount of \$535.00 as well as a higher bid from Country Glass. Owner wishes to install higher quality vinyl windows produced by Millguard that come with a lifetime warranty. Stone made a motion to approve the 50% reimbursement in the amount of \$267.50 based upon the Perrys bid upon presentation of paid invoice. Sacks seconded the motion and Wiest voted in favor. Stickles abstained. Motion passes 3-0-1. Additionally the owner was approved to install the Millguard product.
 - c. New State mandated recycling ordinance is now in place in Mammoth. We are now required to provide recycling containers onsite. The cost is \$79 per month with no start up charges. This creates an additional \$960 year in the trash removal costs budget.
 - d. Complex wide wireless internet proposal. No additional information has been provided by the proposed installer.
 - e. Roof replacement bid Building E. A proposal from Freeman Roofing in the amount of \$25,155 has been received to replace the roof after Labor Day. Stickles made a motion to accept the proposal and Stone seconded. Wiest and Sacks voted in favor, motion passes 4-0. Karl signed the contract and gave it to Steve.
 - f. Roof replacement bid Building D. A proposal from Freeman Roofing in the amount of \$16,967 has been received to replace the roof after Labor Day. Stone made a motion to accept the proposal and Sacks seconded. Wiest and Stickles voted in favor, motion passes 4-0. Karl signed the contract and gave it to Steve.
8. Interim Rules and Regulations
 - a. Proposal to adopt two dog interim policy (cont. 4/18/12).
9. Special Business – walkways, entry decks and balcony issues:
 - a. Building H for 2011
 - i) Status of powder coating of handrails on entry deck stairs. Handrails being taken to powder coater next week by Boyd.
 - b. Building B for 2011

- i) Status of powder coating of entry deck and walkway handrails. Handrails being taken to powder coater next week by Boyd.
 - c. Building H/I shared walkway for 2011
 - i) Status of powder coating of handrails on entry deck stairs. Handrails being taken to powder coater next week by Boyd.
 - d. Lighting for walkways
 - i) Status of Building C walkway lighting project. Greg Sacks presented an option for lights manufactured by Aurora Lights. Stone made a motion to have two Aurora Lights installed on Building C in an amount not to exceed \$850. Sacks seconded the motion and Wiest and Stickles voted in favor. Motion passes 4-0. Matt and Jessica will contact Jason Hatter Electric.
 - e. Building K West walkway and entry deck for 2012
 - i) Status of drawings. Karl needs to check with Boyd or Cecilia to find out status of drawings with Town.
 - ii) Trim Paint for Kihaloa. Matt and Jessica will inform Tony of the proper trim color to be used on this building.
 - f. Building A for 2012
 - i) East Entry Deck and Walkway. Construction is going extremely well on Building A projects and at this time is ahead of schedule and expected to be completed prior to July 4th.
 - ii) Balconies status. Ahead of schedule as well.
 - iii) New utility box cabinet. Not yet completed.
 - g. Stairs
 - i) Install stair tread spacers for Building C Walkway (defer until budget allows).
 - ii) Powder coat poorly painted stair treads, Building J East (defer until budget allows).
 - iii) State of newly installed powder coated stair treads Building J West. These are in poor shape and will need to be removed and powder coated. Karl will contact Boyd and get a cost to perform this work.
 - iv) Install powder coated steel handrails Building J entry decks both sides. Karl believes we now have enough money in the operating budget to perform this job. Stone made a motion to install the handrails at a cost not to exceed \$5500. Stickles seconded the motion and Sacks and Wiest voted in favor. Motion passes 4-0. Karl will contact Boyd to get the bid.
10. Old Business
- a. Building signage (cont. to future meeting).
 - b. Safety barrier in front of Buildings F and E (defer until driveway rehab).
11. New Business:
- a.
12. Announcement of next Board meeting. September 19, 2012 7:45pm at Ken's house.
13. Meeting adjourned at 1:07pm.

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 April 30, 2012

1. New resident managers Matt Zubiante and Jessica Martinez have taken over duties and are ambitiously working and learning. A few matters have surfaced pertinent to the managers' residence. Primarily, the carpet is worn, torn at the entry and stained with paint from various efforts of previous residents in the unit. Also, the dishwasher is operative but ineffective and leaks badly when used. It is old, not worth incurring repair costs and should be replaced. A new one could be purchased from Sears for about \$375. Matt and Jessica painted the entire unit in very neutral, soft colors.
2. Pool and spa service included installation of a new control switch for the upper sauna by Hatter Electric; installation of a pump motor and timer for the lower spa and installation of an igniter switch for the pool heater, both by Mountain View Spas; replacement of an electrical panel, control valve and pilot generator for the lower spa heater, also by Mountain View Spas.
3. Anderson Plumbing was engaged to install a new 50 gallon hot water heater that services the lower common area building. Cost was \$957, including removal and disposal of the old water heater.
4. Since spring has arrived already and the daytime temperatures are unseasonably warm, management has set out the barbecue and patio furniture on the pool deck. We've begun to remove snow stakes, realign rocks and railroad ties along the parking lot border and rake and dispose of broken tree branches, pine needles and pine cones. Dry foliage and flower beds received some needed water.
5. While working on cleaning up debris and pine needles, our Assistant Manager backed the HVV truck over a large rock, causing damage to drive train components, including the rear drive shaft, differential, muffler and exhaust pipe. Our insurance company was notified of the accident, as was the Board. Ryan expresses his sincere apologies for this incident. He has been banned from driving the truck.
6. Staff notified HVV owners and reservation services who will be affected by this summer's construction, of Boyd Shepler's anticipated construction schedule. Due to their early start, Boyd feels that his crew will likely stay ahead of the submitted schedule.
7. The Shilo Inn conference room has been reserved for HVV's Annual Owners Meeting on Saturday, Nov. 10, 3 – 6 PM. Cost will be \$113.

8. State of the Complex:

- a. Truck mileage: 69,830.
- b. # of rental units: 30
- c. Rental occupancy %, April '12: 31.1%.
- d. Units for sale: #28, studio & loft, \$125,000; #42, studio & loft, \$139,000 (short sale).
- e. Units sold: none.

Respectfully submitted,

Steve Black
President, MRB
HVV Property Management

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HIDDEN VALLEY VILLAGE

Property Management Report

As of May 31, 2012

1. In addition to routine chores, onsite staff performed the following tasks:
 - a. Repaired cinder block retaining wall along lower parking area.
 - b. Set out hoses and sprinklers throughout our grounds.
 - c. Recorded with Mono County, a Notice of Completion for H Building decks and balconies.
 - d. Painted yellow safety stripes on pool and laundry room steps.
 - e. Turned off all heaters in units and inspected water heaters for leaks.
 - f. Purchased a cordless drill/ screw driver at High Country Lumber.
 - g. Deep cleaned upper and lower laundry rooms and bathrooms.
 - h. Had the office computer serviced. It now runs fast and performs operations at a normal speed.
2. In conjunction with 'A' Building construction and in accordance with plans, GC Firewood removed a large tree immediately adjacent to the building.
3. Staff researched, selected and ordered 3 dispensers (and signs) for pet waste bags and installed them in visible, convenient locations around the Complex. HVV occupants are using them.
4. While inspecting units, Matt discovered a leaking toilet tank in Unit 3. There was no resulting damage due to the leak.

5. Staff purchased cold- patch asphalt material along with a mallet for compressing the asphalt. Many holes in the parking lot have been repaired by Matt and Ryan.
6. Engaged Anderson Plumbing to repair a leak from the manager's unit bath drain into the Assistant Manager's residence. Kings Construction is patching the ceiling.
7. As of the end of May, Shepler Construction has performed demolition of 'A' Building east entry decks and stairs along with the storage room stairs. They also had completed installation of concrete piers for the entry decks and most of the framing. Shepler is ahead of schedule at this point.
8. A recycling container is due to be delivered to HVV by the end of June. Cost will be \$79 per month for weekly service, with no charge for the 3 bin container. Refrigerator magnets promoting recycling will be provided at no cost.
9. Management obtained two proposals for replacing carpet in the manager's unit. Mountain Carpet, a local vendor, was low bid at \$2,435; High Country Carpet One bid \$3,355. We have not yet researched the reason for the discrepancy in cost between the two vendors.
10. Management received a letter from Alpine Stove regarding a potential fire hazard for properties that have had inserts installed in their fireplaces (required to comply with "Phase II" emission requirements in order to sell a property). Briefly, according to the Fire Department, wood construction behind the fireplace inserts is drying from the high temperatures, thereby lowering their kindling level from 450 degrees to a much lower temperature. Apparently there have been several fires over the past few years that have started as a result of the aforementioned process, called "pyrolysis". The ML Fire Protection District will be coming forward with new regulations that will require steel studs and concrete backing behind fireplace inserts. More to come in the near future. Management will bring several copies of Alpine Stove's letter to the Board meeting on Saturday for our homeowners who have inserts installed in their units.
11. State of the Complex:
 - a. Truck mileage: 70,038.
 - b. # Rental units: 30.
 - c. Rental occupancy %, May '12: 14.1%.
 - d. Units for sale: #42, studio & loft, \$139,000 (short sale); #28, studio & loft, \$125,000 (in escrow).
 - e. Units sold: none.

Respectfully submitted,

Steve Black
President, MRB
HVV Property Management