

**HIDDEN VALLEY VILLAGE OWNERS ASSOCIATION**  
**Board of Directors Meeting**  
**MINUTES**

**Date of Meeting:** Saturday, November 10, 2012  
**Location:** HVVOA Common Area Room  
153 Lake Mary Road  
Mammoth Lakes, CA 93546

1. General
    - a. Meeting was called to order by Vice President Greg Stone at 10:30am.
    - b. Roll call. Board Members Ruth Wheeler, Ken Stickles, Greg Stone and Greg sacks were present. Karl Wiest, Stephanie Bethurum and Hal Morris were absent. Management was represented by onsite managers Matt and Jessica and Steve Black.
    - c. Adoption of minutes of Sept. 19. 2012. Ruth Wheeler Motion: to adopt the minutes seconded by G. Stone. Stone, Motion to adopt passes 4-0.
  2. Announcements.
    - a. Notes from executive session: All items addressed related to owners being late with their dues and will be addressed during the treasurer's report.
  3. Presidents report.
    - a. None
  4. Treasurer's report and budget items.
    - a. 2012 budget review as of Sept 30: Operating Fund = \$40,041. Contingency Fund = \$32,253 Replacement Fund = \$331,243 Rehab Fund = (\$11,922). 75% of the year is gone & 57.4% of the budget is spent. 12 owners are in arrears for a total of -\$41,082.69 and 11 owners have paid in advance for a total of +\$6,885.60
    - b. Motion Wheeler: Defer repayment from the operating and contingency funds to the replacement fund until 2013. Second Stickles. Passed 4-0
    - c. Owners in arrears: Late Owner Assessments/Owners in arrears/Warnings/Misc.: As of Sept 30
      - Unit #28 – Sold Association Collected all past due fees..
      - Unit #111 – current balance of \$8,931.17. Referred to ALS. Lien filed.
      - Unit #131 – current balance of \$9,507 Referred to ALS. Lien filed.
      - Unit #9 – current balance due of \$11,450.65. Association has foreclosed waiting on date that it will go to auction. Board will look at unit and research feasibility of renting the unit to recoup fees.
      - Unit #42 – Unit Sold association collected partial fees in the amount of \$2,000.
      - Unit #124 – Preliminary lien notice filed. Owner has indicated that he will not pay fees. Board will reject any payment plans. Board will refer to ALS to file a lien. With the intent to proceed with foreclosure.
      - Unit #135 – Requested to waive the late fee for his common area special assessment.
- Greg Stone Motion: Waive late fee Second Ken Stickles. Passed 4-0
- Unit # 27 – Owes \$3,315. 81. Ken will contact to work out a payment plan \$558 per month plus normal fees. If owner does not want to use a payment plan association will file pre lien and send to ALS.
- Motion: Ken Second Stone Passed 4-0

5. Homeowners Forum
  - a. Open floor for homeowner comment. No homeowners attended the meeting.
6. Property Management reports. Review of the following Property Management Report for months ending Sept. and Oct. 2012.

## **MAMMOTH RESERVATION BUREAU**

### *Property Management Division*

PO Box 1608, Mammoth Lakes, CA 93546 (800) 462-5571 [www.mammothreservationbureau.com](http://www.mammothreservationbureau.com)

### HIDDEN VALLEY VILLAGE

#### Property Management Report

For the Months of September and October, 2012

This report has been consolidated to combine two months, as there was minimal activity to report during the month of September, 2012.

1. In addition to routine maintenance, onsite staff performed the following tasks:
  - a. Began fall pine needle abatement and cleanup, including ongoing removal of pine needles from the pool.
  - b. Sanded and painted Hidden Valley's entrance sign.
  - c. Removed concrete debris from vicinity of Building K's new retaining wall.
  - d. Installed new filter grids in upper and lower spa filters and pool filter. Repaired filter housing in pool filter.
  - e. Washed and waxed HVV truck.
  - f. Repaired porch light, Unit 22.
  - g. Notified rental services that Building D roof replacement will begin on Sept. 28, Building E on Oct. 3.
  - h. Mailed lien notices to appropriate unit owners.
  - i. Inspected, repaired and painted where needed, all lower unit brackets for plywood snow protection.
  - j. Stained the pool deck and fence.
  - k. Staff stored the pool patio furniture and barbecue for the winter. Railroad ties were moved to the tennis court. Hoses were stored.
  - l. Snow stakes have been installed throughout the grounds; extender tips were painted bright orange; poles at fire hydrants were painted.
  - m. Set main heaters in units for winter temperatures, at 45 degrees.
2. Fire extinguishers received their mandated annual inspection and service by Blizzard Fire Protection.
3. High Sierra Chimney Sweep was engaged to perform chimney cleaning service for the lower level units. The work was performed at the end of September.
4. Near the end of September, Freeman Roofing began demolition of the wood shakes and other roofing material on D Building. Less than a week later they began demolition of E

Building's roof. Management observed installation of new waterproofing, flashing around chimney chases and composition shingles on the two buildings. Both roofs appeared to be well covered with waterproofing and bitethene (where placed on the eaves and around the chases) before the shingles were installed.

5. A new dishwasher was purchased for the manager's unit from Sears. Matt and Ryan performed the installation. Cost was \$430. In addition, the carpets were cleaned, as it does not appear practical to replace them before winter.
6. Management solicited proposals from two electricians to rewire the electrical circuits for the spa jet blower. Berger Electric was selected due to their lower bid. The work was completed in October and a new blower was installed. Additionally, Berger rewired the emergency shut-off device for the upper spa heater to coincide with tripping of the automatic shut-off for the circulation pump.
7. Pursuant to their proposal, Black Gold Asphalt patched the large circular "crater" in the parking lot adjacent to Building G. Cost was \$1135.
8. It snowed about 7 inches in mid-October. Onsite staff was able to plow and shovel entry stairs without having to hire laborers.
9. The lower spa heater has stopped working properly. It keeps shutting off when the water temperature reaches 80 degrees. Mountain View Spas has tried replacing the thermometer and other parts, with no success. According to HVV's Reserve Study, that heater reached the end of its useful life in 2012. Replacement of the heater would be approximately \$2500 including purchase and installation. A specific proposal from the vendor has been solicited.
10. The moisture in the attic of #102 has been inspected by roofer Phil Freeman and inspected and dried out by ServiceMaster. According to Freeman Roofing, moisture developed in the attic due to a lack of ventilation/ air circulation in the fully sealed space, which formed as a result of ongoing daily daytime heating followed by nighttime cool temperatures during summer months. Freeman and management checked 102's attic daily when Mammoth received significant rain, followed by snow during October. This occurred after ServiceMaster had dried out the attic. No new leakage was found. Freeman recommends installing a vent jack in the roof to facilitate air circulation or alternatively, an exhaust fan or air vent into the siding of the attic area.
11. State of the Complex at October 31, 2012:
  - a. Truck mileage: 71,197.
  - b. # of rental units: 30
  - c. Rental occupancy %: September, 14.3%; October, 14.7%.
  - d. Units for sale: #16, 2 bed./ 2 ba., \$149,000 (in escrow); #47, studio, \$97,000.
  - e. Units sold: none.

Respectfully submitted,

Steve Black  
President, MRB  
HVV Property Management  
Item

Property management Project/item updates and related property matters:

7. Property Management project/item updates & related property matters (if not already addressed in written report from MRB):
  - a. Building A concrete pad at driveway (10/4/12). Board will inspect after the meeting.
  - b. Suddenlink Cable TV contract: Ken Stickles Motion: approve contract for bulk service for another year with per unit cost the same.  
Second Sacks. Passed 4-0
  - c. Sierra Loader contract (9/25/12). Contract has been approved and signed.
  - d. Roof replacements Buildings D & E (cont. 9/19/12). Roof replacements are complete. Management did a great job of making sure that all work was done as specified in the contract. Management will proceed on repairs to unit #33 caused by leaking prior to roof replacement now that the roof is new.
  - e. Powder coat poorly painted stair treads Building J East & West - \$6,500 proposal (cont. 9/19/12). Ken Stickles Motion: proceed with project as bid by Boyd Scheplar with increased cost. Second Stone Passed 4-0
  - f. Install steel handrails Building J entry decks both sides (cont. 9/19/12). The project is proceeding slowly due to other projects that Boyd is working on, but it is moving forward.
  - g. Unit #102 mold problem (cont. 9/19/12). This issue is to be taken care of by insurance companies. Management and the association has done due diligence in inspecting the roof after rains and snow melts all summer long. Based on management inspections there was no indication of roof failure during the summer rains or fall snow melt.
  - h. Unit #37 window replacement (cont. 9/19/12). Low bid on this project was from Country Glass in the amount of \$580.32. Wheeler Motion: Pay one half the low bid amount. Second Ken Stickles. Passed 4-0
8. Interim Rules and Regulations
  - a. Proposal to adopt two dog interim policy (continue to Feb. meeting)
9. Special Rehab and Construction Project Business:
  - a. Lighting for walkways
    - i) Review ideas and site for Building B & C walkway lighting project. Three lights will be installed today by Greg Sacks as an experiment to see which fixtures work best.
  - b. Building K West walkway and entry deck for 2012
    - i) Status of powder coating of handrails on entry deck stairs. Final inspection done.
  - c. Building A for 2012
    - i) Status of powder coating of handrails on entry deck and stairs Final inspection done.
  - d. Pool Building for 2013 & Office/Lower Spa Building for 2013: Greg Stone presented the informal plans for the pool building and office/lower spa building that were developed by Structures Design and Engineering in 2010. These plans recommend that conceptual schematics be prepared of the different scenarios for both the pool building and the

Office/lower spa building. Wheeler motion: The association is authorized to spend up to \$7500 to produce conceptual schematics for the Upper pool area and the Office/Spa area with the understanding that the board will meet and discuss the current goals for these areas with the engineer. Second Ken Stickles. Passed 4-0. The attending board members will inspect: the Office, Managers unit, lower Spa heater room, and lower spa, the upper spa and pool area after the meeting.

e. Driveway Entry Sign for 2013

Greg Stone Motion: Approve the Engineering and scope of work for the new entry sign in the amount of \$1,000. Second Greg Sacks. Passed 4-0

10. New Business

a. Matt will look into the cost of a new plow for the Truck.

11. Announcement of next Board meeting.

a. February 13, 2013

12. Meeting adjourned at 12:30 pm.

Respectfully Submitted,

Ruth E. Wheeler