

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

**Location:**                               **Home of Ken Stickles**  
  **4446 Gettysburg St**  
  **Chino, Ca 91710**

The fourth regular meeting of 2012 of the Board of Directors of the Hidden Valley Village Owners Association, Inc. was held on September 19, 2012.

1. General
  - a. Call to order by President Karl Wiest at 8:05pm
  - b. Roll call. Board Members Karl Wiest, Greg Stone, Greg Sacks, Ken Stickles, Hal Morris were present. Ruth Wheeler and Stephanie Bethurum were absent.  
Management was represented By Matt and Jessica, there were no owners present.
  - c. Adoption of minutes of June 23, 2012, Board of Directors Meeting. Morris made the motion to adopt as is, Sacks seconded with Wiest, Stickles and Stone in favor. Motion passes 5-0.
2. Announcements.
  - a. Notes from preceding Executive Session. The Board discussed a potential insurance claim for a reported mold problem in Unit #102. Also discussed were actions to be taken against five delinquent units.
3. Presidents report.
  - a. Nothing special to report this meeting.
4. Treasurer's report and budget items.
  - a. 2012 budget review. Ken reported there is \$22,522 in the Operating Fund, \$30,253 in the Contingency Fund, \$362,094 in the Replacement Fund and -\$220,283 in the Rehab Fund. 58.3% of the year has passed and 42% of the Operating Budget has been spent.
  - b. 2013 budget preparation  
The Board discussed and reviewed the Operating Budget for 2013 that Ken and Karl prepared together. There is a slight decrease in the budget for 2013 over 2012. Re-imbursements for windows/doors will now be taken out of the Replacement Fund each year. When funds run out for the year owners will need to wait until the following budget year. Morris made the motion to adopt the 2013 Operating Budget as presented and Stone seconded. All were in favor, motion passes 5-0.  
Stickles made a motion to keep the monthly dues for 2013 at the same level as 2012 of \$410 per month, and Stone seconded. All were in favor, motion passes 5-0.
    - i) Parking Lot replacement/tennis court removal proposals. The Board discussed several options to replace the parking lot in 2013. The options will be discussed further during the year but all indications are it may need to wait until 2014. Black Gold proposed \$261,000 to replace the asphalt, and estimated \$10,000 for a concrete culvert down the middle of the driveway from Lake Mary Road to the drain in front of Building C. Chuck Villar has estimated a cost of \$9500 to remove and dispose of the tennis court and bring in clean fill dirt to level the grade with the parking lot.
    - ii) Replace Entry Sign was discussed as a Replacemnt Fund item for 2013 at an estimated cost of \$17,500.

- iii) Replace roofs Buildings A, B, C. These will be added as items to replace in 2013.
  - iv) The pool and office/lower spa buildings will be added to the list of replacement items to be funded in 2013. Greg Stone will continue to work with Boyd Shepler and the architect to propose ideas and get plans drawn so estimates may be obtained for the cost of the work.

Stone made a motion to adopt the Replacement Fund as proposed and reviewed and sacks seconded. All were in favor, motion passes 5-0. Karl and Ken will work with Butners office to get all the information to them.
- c. Owners in arrears. Action to be taken.
- i) Unit #111. Stickles made the motion to send this unit to ALS to begin the Lien/Foreclosure process and Morris seconded the motion. All were in favor motion passes 5-0. Ken will prepare the paperwork and submit to ALS. Currently owe \$8480.
  - ii) Unit #131. Stickles made the motion to send this unit to ALS to begin the Lien/Foreclosure process and Sacks seconded the motion. All were in favor motion passes 5-0. Ken will prepare the paperwork and submit to ALS. Currently owe \$9020.
  - iii) Unit #9 Notice of Default was filed by ALS on 8/20/12 and can go to foreclosure sale advertising on 11/20/12. Currently owe \$10,999.
  - iv) Unit #124. Morris made the motion to have Ken Stickles prepare and file the papers to proceed with the Lien/Foreclosure process and Stone seconded the motion. All were in favor motion passes 5-0. Ken will prepare the paperwork and have it sent registered mail to the owner. Currently owe \$4828.
- d. Warning Notices and Fines. None to report.
5. Homeowners Forum
- a. Open floor for homeowner comment. No owners present.
6. Property Management reports. Review of attached Property Management Reports for months ending June, July and August 2012.

August 2012 report, Item #4. The pump and blower are hooked up to the same circuit and that's why the circuit keeps blowing. A bid has been received from Berger Electric for \$1145 to add a circuit and from Mountain View Spas for a new blower pump for \$323.25. The Board has asked management to obtain an additional electrical bid from Jason Hatter. Stone made a motion to make the repairs for a cost not to exceed \$1500 and Morris seconded. All were in favor and motion passes 5-0.
7. Property Management project/item updates & related property matters (if not already addressed in written report from MRB):
- a. Common Area keys. The Board stated that 2 common area keys per unit is the maximum so as to keep control over the number of keys for the pools.
  - b. Complex wide wireless internet proposal. The contractor has not replied with proposals at this point. Remove item from agenda.
  - c. Roof replacements Buildings D & E. Freeman roofing will begin the work on Building D the week of 9/24/12.
  - d. Powder coat poorly painted stair treads Building J East & West. Boyd Sheplar has not responded with a bid as of the meeting. POST MEETING UPDATE: Bid is for total of \$5800 to remove, install temp. steps and powder coat the existing ones and install.
  - e. Install steel handrails Building J entry decks both sides. Board approved this item at last meeting. The actual bid costs from Shepler are: East side at 61 feet - \$2440 and the West side at 65 feet - \$2600, total of \$5040. Work has not begun yet.

- f. Unit #39 window replacement. Bid from Perrys Glass for \$250 and Country Glass for \$275. Sacks made a motion for 50% reimbursement of the low bid in the amount of \$125 per window policy and Morris seconded. Wiest and Stickles were in favor, Stone abstained. Motion passes 4-0-1.
  - g. Unit #102 mold problem. The owner has submitted photos and letters stating there is a mold issue in his unit caused by a leaking roof. The roofer, Freeman says its not a roof leak as well as a general contractor that management has called in. The owner insists it is but there is no proof at this point. The owner hs contacted his insurance company and Karl has contacted the Associations insurance agent as well. The Board asked management to have Freeman soak the roof with a hose and look for a leak.
  - h. Unit #37 window replacement. Two bids were submitted for window replacement by the owner. The reason given was “need more energy efficient windows”. This is not a reimbursable reason per the window policy. Management will look at the windows and doors prior to the next meeting to determine if any of them are actually broken.
8. Interim Rules and Regulations
- a. Proposal to adopt two dog interim policy. Carry over to next meeting.
9. Special Rehab Business – walkways, entry decks and balcony issues:
- a. Building H for 2011
    - i) Status of powder coating of handrails on entry deck stairs. Completed.
  - b. Building B for 2011
    - i) Status of powder coating of entry deck and walkway handrails. Completed.
  - c. Building H/I shared walkway for 2011
    - i) Status of powder coating of handrails on entry deck stairs. Completed.
  - d. Lighting for walkways
    - i) Status of Building C walkway lighting project. Hatters bid is \$75 per hour for installation of the lighting to be supplied by the Association – Aurora LED decorative lights presented by Greg Sacks at a cost of \$350 each plus a low voltage transformer at \$100. Because so much trenching needs to be dug the cost will be very high so the Board wants to discuss including lighting for Building B long walkway in the same project. Defer until 11/2012 meeting for more information.
  - e. Building K West walkway and entry deck for 2012
    - i) Status of construction. All work on this project has been completed except for handrails.
    - ii) Status of powder coating of handrails on entry deck stairs. Measured by Mammoth Welding for fabrication.
  - f. Building A for 2012
    - i) Status of powder coating of handrails on entry deck and stairs. Raw rails have been installed.
    - ii) New utility box cabinet has been installed.
  - g. Pool & Office Building painting bid - \$5580 total. The Board agreed to defer the painting until a longer term plan for these buildings is completed in 2013.
  - h. Stairs
    - i) Install stair tread spacers for Building C Walkway (defer until budget allows).
    - ii)
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. November 10, 2012 Hidden Valley Condos, 10am.
  13. Adjournment. The meeting was unanimously adjourned at 10:35 pm.

# 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 June and July, 2012

The months of June and July have been combined as most of June's activity was routine cleaning of the common areas, summer preparation and gardening.

1. In addition to daily chores, onsite staff accomplished the following tasks:
  - a. Raking of pine needles and debris throughout wooded areas around buildings. Applied weed killer where needed on hillsides and in gardens. Pruned trees.
  - b. Prepared pool for use; vacuumed and brushed walls and floor; stained pool fence.
  - c. Cleaned barbecue and pool area furniture. Bleached fish station sink.
  - d. Filled potholes in parking lot with asphalt cold mix.
  - e. Planted flowers in flower pots, placed them around office entry. Planted flowers in planter at HVV entry sign.
  - f. Touched up building signs with paint.
  - g. Engaged Anderson Plumbing to repair a broken pipe under D building.
  - h. Purchased and installed a garbage disposal in the manager's unit.
  - i. Washed and detailed the HVV truck after repairs.
  - j. Staff spent much time cleaning common area bathrooms and laundry rooms and equipment during the busy month of July.
  - k. Cleaned up glass left by a bear that broke into a guest's vehicle.
2. The heat exchanger in the pool heater failed towards the end of June. Replacement would have been approximately \$1500. Approval was obtained to purchase a new heater from Rite Way Pool Products as the existing heater was old, along with its technology and efficiency. Mountain View Spas installed the new heater. The cost was \$2777 for the heater and \$245 for installation.
3. Management took the HVV truck to Perry Motors, as the "check engine" light was constantly on. Their evaluation revealed that an "EGR" valve had to be replaced. The sticking valve caused a fluctuation in fuel pressure when the turbocharger activated during acceleration or going up hills. The repair was made at a cost of \$1425.
4. A DMV report was obtained for resident manager Matt Z. The man has a clean DMV file. No DMV actions, convictions, failures to appear or accidents.
5. Staff restacked firewood on "A" building balconies after Shepler Construction completed their work. Shepler provided management with the approved building permit for "A" balconies.

6. Kings Construction was engaged to open and inspect the upper bathroom ceiling in unit 102, as the owner suspected that mold was present as a result of a roof leak. Freeman Roofing also investigated. Freeman did not think that there was evidence of a roof leak and concluded that moisture from the shower was collecting at the ceiling and causing mildew. The owner advised that the upstairs bathroom was hardly used. The matter is unresolved at this time.
7. Management solicited roof replacement proposals from Freeman Roofing for buildings D and E and forwarded them to Karl.
8. State of the Complex:
  - a. Truck mileage: June 30, 70,342.  
July 31, 70,585.
  - b. # Rental units: June & July, 30.
  - c. Rental occupancy %: June, 26.0%.  
July, 37.7%
  - d. Units sold: #28, studio & loft, \$125,000; #42, studio & loft, short sale, \$139,000.
  - e. Unit for sale: #16, 1 bedroom & loft, \$149,900.

Respectfully submitted,

Steve Black  
President, MRB  
HVV Property Management

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### **HIDDEN VALLEY VILLAGE**

Property Management Report  
For the Month of August, 2012

1. The Blues Festival attracted many people who were interested in parking their vehicles in our lot. Staff put up a “restricted parking” sign to deter unauthorized parking.
2. A leak from the hot water heater in unit 115 was discovered. Management shut off the water and circuit breaker.

3. Staff purchased a new vacuum hose assembly for use in the lower spa. Matt painted all of the cove molding in the lower common area rest rooms and laundry room.
4. While working in the upper pump room staff smelled something electrical burning when the spa jets were running. Mountain View Spas was engaged and discovered a serious wiring problem pertaining to the spa jet blower and how it was wired for 240 volt service. Proposals were solicited for electrical work by a licensed electrician and a new jet blower. The total was \$1470. Management elected to discuss the matter with the Board at the next meeting, as the spa jets still worked without the blower.
5. Staff had liens recorded on two HVV units at the Mono County Clerk's office.
6. Management attended a water conservation work shop at the Mammoth Community Water District. Water rates have increased effective July 1, primarily pertaining to consumption for irrigation purposes. In a five month period, irrigation accounts for about 60% of the community's annual water usage. Since HVV does not have an irrigation system, the rate increases will be much less significant than most Mammoth condominium complexes.
7. Onsite staff painted all of HVV's retaining walls. They also painted the entry door and trim for unit 21.
8. State of the Complex:
  - a. Truck mileage: 70,782.
  - b. # of Rental units: 30.
  - c. Rental occupancy %, August '12: 38.0%.
  - d. Units for sale: #16, 2 bedrooms, \$149,900; #47, studio, \$97,000.
  - e. Units sold: none

Respectfully submitted,

Steve Black  
President, MRB  
HVV Property Management