

HIDDEN VALLEY VILLAGE OWNERS ASSOCIATION
Board of Directors Meeting
Minutes

Date of Meeting: Wednesday, April 24, 2013
Time: 7:45 PM
Location: HVV Common Room
153 Lake Mary Road
Mammoth Lakes, CA 93546

1. General
 - a. Call to order by President 7:50PM
 - b. Roll call: Board members; Ruth Wheeler HVV common area room, Karl Wiest, Ken Stickles, Karen Shorr, via conference call from Karl Weist home Greg Stone, Greg Sacks, via conference call from Greg Stone home. Management Matt Zubiato, Jessica Martinez HVV common area room Absent Stephanie Bethurum
 - c. Adoption of minutes of February 13, 2013, Board of Directors Meeting
Motion: Ken; approve minutes
Second Karen Shorr
Passed: 6-0
2. Announcements.
 - a. Notes from preceding Executive Session.
Discussed Judgment for previous owner of unit 111
Unit 131: Passed resolution to foreclose on unit 131
Discussed status of unit 9 redemption payment
Voted on a payment plan for the previous owners of unit 124
 - b. Special Executive Session 2/25/13 regarding dues settlement Unit #9
Held an email executive session regarding a dues settlement of unit 9. Board offered owners a settlement offer. Motion passed unanimously
 - c. Special Executive Session 3/21/13 regarding dues settlement Unit #9
Held an email executive session regarding a dues settlement of unit 9. Board offered owners a settlement offer to their counterproposal. The owners accepted this settlement offer. Motion passed unanimously
3. Presidents report.
 - a. Escrow Closes on Karl Wiest's unit on May 20th. There will be an open seat on the board.
 - b. Signature cards for check signing are needed from all board members.
4. Treasurer's report and budget items.
 - a. 2013 budget review.

Monthly Report	
<u>As of 31 March there was:</u>	
Operating Fund	\$59,310
Contingency Fund	\$34,733
Replacement Fund	\$333,480
Rehab Fund	\$0

25% of the year is gone & 20.5% of the budget is spent

6	Owners are in arrears for a total of	\$49,081.60
12	Owners paid in advance for a total of	(\$8,217.30)

b. Owners in arrears. Action to be taken.

- i) Unit #9 – Settlement of \$16,500 was reached by Board with owner. Owner redeemed by Board imposed deadline of April 10, 2013. Waiting for 10 days for checks to clear.
- ii) Unit #124 – current balance due of \$7842.30. Lender foreclosed on unit. Owner was contacted by Butner and Karl. Previous owner would like to avoid small claims court and would like to pay off \$1500 per month beginning May 1st.

Motion: Karen; To offer two options; payment in full of current balance due to the association. Or monthly payments of \$1500 until the entire balance due plus the cost of attorney fees not to exceed \$750

Second: Greg Stone

Motion: Karen; authorize Baumwald to draw up a letter of account stated agreement if the owner chooses to make payments

Second: Ken Stickle

Passed 6-0

- iii) Unit #111 – current balance of \$10,404.63. Attorney Timothy Sanford is handling the judgment case against the previous owners for collection of past dues. Lawsuit was filed on April 5th, sent to process server for service on April 10th

- iv) Unit #131- current balance of \$12,320. Referred to ALS on 10/2/12. Foreclosure sale would take place after 6/19/13.

Motion Ken Stickle; proceed with foreclosure actions against the owners of unit #131.

Second: Greg Stone

Passed 6-0

c. Loan possibility from First Bank for Office Building/Driveway.

Discussed the possibility of using a loan to pay for the office building, and driveway.

Tentative loan amount is \$600,000 which might cover the upper pool building too. Karl has several questions that he will ask the bank and we need to get bids on the projects.

d. Warning Notices and Fines.

None.

5. Homeowners Forum

- a. Open floor for homeowner comment – 5 minutes per speaker.

No homeowners present.

6. Property Management reports. Review of attached Property Management Reports for months ending February 2013 and March 2013.

7. Property Management project/item updates & related property matters (if not already addressed in written report from MRB):

- a. Roof leaks (cont. 2/13/13). Freeman has not come out to check the chimney chases on buildings F, D, E. Management will get him out as soon as possible.

- b. New plow for truck

Motion: Wheeler; Proceed with the purchase of a new plow and the sale of the old plow to a maximum expense of \$7,200

Second: Ken Stickle

Passed 6-0

- c. Install steel handrails Building J entry decks both sides (cont. 2/13/13). Done.
 - d. Unit #102 mold problem (cont. 2/13/13). No communications from owner. Management has done walk throughs. There is no appearance of any new water damage, but the unit smells. Management will air out unit.
 - e. Roof replacement bids for Buildings A, B, C (cont. 2/13/13). Bids are ready.
Motion: Wheeler Building A accept the bid of \$26,115 provided Freeman makes good on his promise to repair buildings F, D & E
Second: Stone
Passed 6-0
Motion: Wheeler Building B & C accept the bid of \$17,547 each provided Freeman makes good on his promise to repair buildings F, D & E
Second: Karen Shorr
Passed 6-0
 - f. Unit #122 Slider and Window replacement (mgmt. 4/12/13).
Motion: The association will pay 50% of the cost of the lowest bid (\$1,325) for one sliding door replacement.
Second: Sacks
Passed 6-0
 - g. Unit #22 mold in closet (owner 4/16/13).
Motion: Wheeler; Association will Replace the damaged part of the wall and repair the drywall. Management will assess the need for professional mold abatement.
Second: Karen Shorr
Passed: 6-0
 - h. Unit #22 request for entry deck access steps (owner 4/16/13).
Existing decks are code compliant. Request denied
 - i. Unit #18 window/door request for reimbursement (owner 4/16/13).
This window replacement reimbursement was not approved by the board prior to the work being done. The association will not pay for the expenses incurred by the owner.
 - j. Driveway repairs – Black Gold bid (mgmt. 4/16/13).
Defer to June meeting so that the board will know if the driveway project will go forward this summer.
8. Interim Rules and Regulations
- a. Proposal to adopt two dog interim policy (cont. 4/18/12).
Defer
9. Special Rehab and Construction Project Business:
- a. Lighting for walkways
 - i) Review Building B & C walkway lighting project (cont. 2/13/13).
Greg will contact Jason Hatter to review the proposed trenching and installation of the lights.
 - b. Building Signage – individual buildings
 - i) What to do about the building signage (cont. 2/13/13).
Karen Shorr will do a photo survey of our existing signs in May.
 - c. Pool Building for 2013

- i) Review plans and ideas - DEFER until 2014
We will get a ballpark bid for the project.
 - d. Office/Lower Spa Building for 2013
 - i) Review drawings from Structures/Cecilia Hamilton
Karen Shorr will go over plans. All board members and site management will communicate via email using Cecilia's comments and Karen's review as the starting point for the discussion. The goal is to reach consensus by May 2. And get drawings to Boyd by May 20.
 - e. Driveway Entry Sign for 2013
 - i) Update from Greg Stone, sent to Town for permit yet?
 - ii) Bids for work
10. Old Business
- a. Safety barrier in front of Buildings F and E (DEFER until driveway rehab 2014).
 - b. Parking Lot replacement for 2013 or 2014
Matt will get an updated bid from Black Gold.
11. New Business:
- a. None
12. Announcement of next Board meeting.
June 22 at Hidden Valley
13. Adjournment.
Motion Wheeler: Move to adjourn
Second: Karen Shorr
Passed: 6-0

Meeting adjourned at 12:25 AM

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 February 28, 2013

The daily duties performed by onsite staff are not normally mentioned in the monthly management reports. There are times when fewer significant occurrences take place during the course of a month. This does not mean that staff is not busy and working each day; they are. Two common area buildings get cleaned every day consisting of four restrooms, two laundry rooms, hallways and lots of trash receptacles. The two spas receive daily attention: water chemistry is tested and chemicals are added as needed; vacuuming is performed in both of the spas as well as the pool. Equipment is checked as are water temperatures. Staff polices the grounds for trash and debris, including areas surrounding the buildings and checks and changes various light bulbs throughout the Complex. They inspect units where departures have occurred. In the office, emails are processed and answered along with telephone messages. Arrivals and departures are updated each day on charts and in the card rack. Keys are disbursed and collected for individual units that are receiving vendor services as well as non-agency occupancies.

Special projects and follow-through from Board directives are performed. Guests are assisted. There is equipment and vehicle maintenance and repairs, raking, sweeping and numerous other minor tasks that are attended to. When it snows there is always ice control in addition to plowing, snow blowing and shoveling; when it warms up and the snow melts there are always gardening type chores to be done.

1. Snowfall dramatically slowed in the second half of February. Temperatures warmed and daytime thawing followed by nighttime freezing created lots of icy areas around the Complex. Staff applied ice melt as needed and shoveled and scraped foot traffic areas as best as they could when softening took place during midday.
2. A quantity of snow melt was purchased at discount prices and stored in the lower work shed.
3. Unoccupied units received periodic inspections to ensure that there were no frozen pipes or other dilemmas, lights were turned off and heaters properly set in accordance with nighttime temperatures.
4. Staff repaired a broken component in the bromine feeder mechanism for the lower spa, backwashed the filter and cleaned the interior of the spa.
5. Common area ash receptacles were stenciled and placed alongside of dumpsters.
6. By the end of the month staff was picking up pine cones and raking sections of grounds where the snow had completely melted away.
7. Matt cut and installed new plywood on the lower pump room floor prior to the arrival and installation of our new sand filter.
8. The Shiloh Inn conference room has been reserved for the HVV annual meeting on Saturday, November 9, 2013.
9. State of the Complex:
 - a. Truck mileage: 71863.
 - b. # of rental units: 30.
 - c. Rental occupancy, Feb.'13: 46.9%.
 - d. Units for sale: #6, 1 bed./loft, 2 ba. \$239,900.
 - e. Units sold: none

Respectfully submitted,
Steve Black
President, MRB

MAMMOTH RESERVATION BUREAU

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HIDDEN VALLEY VILLAGE

Property Management Report

As of March 31, 2013

1. A new sand filter for the lower spa arrived and was installed by Mountain View Spas. Cost to purchase the filter, sand and connections was \$607. Removal of the old filter and installation and plumbing the new was an additional \$500 (appx.). All rental agencies were notified when the lower spa was placed back in service.
2. Mammoth received about a foot of snow during the first week in March. Staff gladly performed appropriate snow removal chores. It was good to receive this snowfall as spring break skiing was greatly improved.
3. The pool pump motor failed. Instead of replacing it with another lower cost motor, a more reliable, longer lasting Whisper Flow digital motor was purchased. The new motor should have a useful life of ten or more years. Total cost was about \$1100 installed.
4. Staff performed a “deep clean” of all interior common area facilities along with the HVV truck.
5. The owner of Unit 22 complained of moisture and mold growth on drywall in a closet, from roof leakage. Matt investigated and found a minor condition. He cleaned the area and applied a mold cleansing solution. Management will periodically check for additional leakage until Building C’s roof is replaced this summer.
6. An updated proposal was obtained from Freeman Roofing for this summer’s roof replacements.
7. Management engaged Boyd Shepler to perform some roof shoveling on B Building overhangs where thick ice dams appeared to be hazardous and some leaking was taking place through a chimney chase. Cost was \$440.
8. Steve received and is holding checks for Structures Design; two are progress payments and one is the final payment. Would the Board please let me know when any of the checks are to be released to Cecelia. Thank you.
9. State of the Complex:
 - a. Truck mileage: 72084.
 - b. # Of rental units: 30.
 - c. Rental occupancy %, March ’13: 33.3%.
 - d. Units for sale: #6, 1 bed/ loft, 2 ba. \$239,900 (in escrow)!
 - e. Units sold: none.
 - f. Truck plowing hours this winter: 73.

Respectfully submitted,

Jessica Martinez, Resident Manager
Steve Black, President, MRB