

HIDDEN VALLEY VILLAGE OWNERS ASSOCIATION
Board of Directors Meeting
Minutes

Date of Meeting: Wednesday, February 13, 2013
Time: 7:45 PM
Location: Home of Ken Stickles
4446 Gettysburg St
Chino, CA 91710

1. General

- a. Call to order by Karl Wiest at 8:20Pm
- b. Roll call. Board Members present: Karl Wiest, Ruth Wheeler, Ken Stickles, Greg Stone, Greg Sacks, Stephanie Bethurum, and Karen Shorr. Management present via conference call: Jessica Martinez, Matt Zubiata, Steve Black
- c. Nomination and appointment of Directors for 2013 Board

President Karl Wiest

Vice President: Karen Shorr

Treasurer: Ken Stickles

Secretary: Ruthie Wheeler

Architectural Review: Greg Stone

Members at large: Greg Sacks and Stephanie Bethrum

Motion by Wheeler: Approve the above positions

2nd Stone

Motion Passed 7-0.

Meeting dates for 2013 Board of Directors Meetings

April 17, 2013

June 22, 2013

Sept. 18, 2013

Nov. 9, 2013

Motion by Sacks: Approve the minutes from the November 10, 2012, Board of Directors Meeting.

2nd: Stone

Motion Passed 7-0

1. Announcements.

- a. Notes from preceding Executive Session:

1. Late Owner Assessments/Owners in arrears/Warnings/Misc. (as of 12/31/12)

- a. Unit #111 – Went into lender foreclosure 12/3/12. Lender currently has listed for sale. Lender will pay HOA dues from point of foreclosure until sale date. the Board authorized the association to proceed with a judgment in superior court against the owners. Provided the expense to the association is not greater than \$2,000.

- b. Unit #131 – In the event that unit 131 goes to foreclosure, the Board authorized the association to proceed with a judgment in superior court against the owners. Provided the expense to the association is not greater than \$2,000.
 - c. Unit #9 – Offered for sale in non-judiciary foreclosure sale by Association on 2/7/13; no offers for purchase made. Association now owns and owner has 90 days to redeem and retain ownership by paying past dues and other accrued fees. ALS says owner is planning to redeem.
 - d. Unit #124 – Unit was referred to ALS but was scheduled for lender foreclosure on 1/10/13. The Board authorized the association to proceed with a judgment in small claims court against the owners.
2. Presidents report.
 - a. None
 3. Treasurer’s report and budget items.
 - a. 2012 budget review.

Monthly Report		
<u>As of 31 December there was:</u>		
Operating Fund		\$44,443
Contingency Fund		\$34,733
Replacement Fund		\$344,951
Rehab Fund		(\$19,230)
100% of the year is gone & 81.2% of the budget is spent		
9	Owners are in arrears for a total of	\$43,412.43
13	Owners paid in advance for a total of	(\$5,527.36)

Motion Ken Stickle: Stop funding contingency and divert the \$1000/month to Replacement Fund
 2nd Ruthie Wheeler
 Passed 7-0

b. Repay Rehab Fund Loan to Replacement Fund
 Motion Ken Stickle: Repay the replacement fund the money due from the rehab fund.
 2nd Greg Stone
 Passed 7-0

4. Review of Projects completed and paid for with the special assessment monies show:
 All stairs, walkways, and balconies, and painting complete within budget parameters.
 (2% over budget with many extra amenities included)
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 November, December 2012 and January 2013.

MAMMOTH RESERVATION BUREAU
Property Management Division

HIDDEN VALLEY VILLAGE
Property Management Report
For the Two Months Ended December 31, 2012

Mammoth received lots of snow in November and December, especially the second half of the month. Onsite staff spent much time blowing and shoveling snow and plowing after Chevron completed repairs to the rear differential on the HVV truck. During the holidays lots of vehicles were stuck in the snow in our parking areas but cool heads prevailed. We had a white Christmas this year.

1. In addition to their normal routine duties, staff performed the following chores:
 - a. Trimmed back plants and flowers; pine needle abatement early November.
 - b. Reset common area lighting timers for earlier darkness.
 - c. Filed notices of completion re: Buildings A & K construction, Buildings D & E roofs; sent registered mail to homeowner regarding a payment plan.
 - d. Purchased and installed a new self- closing mechanism for the upper pool gate.
 - e. Purchased a new bubble cover for lower spa; Matt trimmed it to fit properly.

2. Lower spa heater stopped working. Management engaged Mountain Spas to assess the problem and make repairs. It was determined that a new heater would be more cost effective than trying to repair the old heater, which was at the end of its useful life according to the reserve study (and physically). Upon approval from the Board a new heater was purchased and installed in early December. Leaking O rings in the lower spa circulation pump were also replaced.

3. A bearing broke in the rear differential of the HVV truck. Chevron's mechanic came to the Complex to diagnose the problem as there was loud grinding noise and Matt did not want to drive it. Management had State Farm reopen the claim from last summer's damage to the drive train, as the bearing failure was determined to be related. The truck was returned on December 10. Repair cost was \$2326. In the interim, our loader service kept the Complex plowed as needed.

4. Below freezing temperatures kept staff busy checking on units to ensure proper heater settings, cabinet doors under sinks open, testing hot and cold faucets to make sure no freezing occurred (including #9). It got so cold at times that staff had to increase heater settings in lower units to ensure that freezing did not occur. They were astute about resetting heaters to standard settings as quickly as possible.

5. State of the Complex:
 - a. Truck mileage: Nov. 30, 71300; Dec. 31, 71516.

- b. # Rental units, Nov. 30 & Dec. 31: 30.
- c. Rental occupancy %: Nov., 17.8%; Dec., 37.1%.
- d. Units for sale: #47, Studio/ 1 bath, \$97,000.
- e. Units sold: #47, final price unknown, buyer owns #16 as well.

Respectfully submitted,

HVV Management Team
Matt Zubiante, Jessica Martinez, Resident Managers
Ryan Nash, Ass't Manager
Steve Black, President, MRB

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 January 31, 2013

1. The Complex was well occupied this entire month, especially during the first week of January and the MLK extended holiday weekend. Lots of shoveling snow in the beginning of the month and extra cleaning of spas and rest rooms all month long. Icicle abatement was performed month-long by staff to protect against someone being injured from falling spears of ice. January weather began to warm after the second week and stayed dry for the balance of the month except for 2 days of slushy precipitation. In addition to daily chores, staff performed the following tasks:
 - a. Relocated trash from overflowing dumpsters to empty bins.
 - b. Created a binder with material safety data sheets for every chemical used at Hidden Valley. This was a compliance matter mandated by Cal OSHA through MRB.
 - c. Inspected unoccupied units often during the beginning of the month due to many consecutive nights of below 0 temperatures and days of single digit readings.
 - d. Lots of ice chipping in lower parking lot where snow melt froze at night, creating a large area of slippery conditions. Tried to use our plow to control the slush during the day, but it was only partially effective and Matt was afraid of damaging it.
2. We experienced a few leak issues with our new roofs on Buildings D & E. Freeman Roofing investigated and made temporary repairs. Permanent repairs will be made this summer after the ice and snow melts. Units 27 and 34 were affected.
3. Hatter Electric was engaged to replace the main breaker for Unit 28. SCE denied responsibility for the replacement.

4. Anderson Plumbing was engaged to repair a broken pipe underneath Building E and a clogged main drain below #41.
5. State of the Complex:
 - a. Truck mileage: 71659.
 - b. # Rental company units: 30.
 - c. Rental occupancy %, Jan.'13: 47.1%.
 - d. Units for sale/ Units sold: none.

Respectfully submitted,

HVV Management Team
Matt Zubiate, Jessica Martinez, Resident Managers
Ryan Nash, Ass't. Manager
Steve Black, President, MRB

7. Property Management project/item updates & related property matters (if not already addressed in written report from MRB):
 - a. Roof leaks – per management
Board directed managers to instruct Phil Freeman to inspect and repair if necessary all chimneys on D, and E building..
 - b. Plumbing problems Unit #41 and #129 (2/5/13)
Repairs have been made by Robert Anderson Plumbing. Association will be billed
 - c. New plow for truck (cont. from 11/10/12)
Motion by Ruth Wheeler: Authorize Matt to purchase and install a new hydraulic motor for the plow to a maximum expense of \$2000
2nd Karen Shorr

Passed 7-0
 - d. Powder coat poorly painted stair treads Building J East & West (cont. 11/10/12).
Job Complete
 - e. Install steel handrails Building J entry decks both sides (cont. 11/10/12).
Handrails have been fabricated and they will be taken to be powder coated after Presidents weekend.
 - f. Unit #102 mold problem (cont. 11/10/12).
Owner is still waiting for insurance companies to come to a consensus. Management has been inspecting for leaks all winter and they have not noticed any leaks.
 - g. Roof replacement bids for Buildings A, B, C
Board had concerns with the quality of work that Freeman did last summer. Greg Sacks will contact Freeman to discuss the issue. Then contact management if another bid is warranted.
 - h. Spa Pump Room flooring problem (mgmt. 2/7/13)
Motion Ruthie Wheeler: Accept the bid from Scott La Valley and authorize management to proceed with the project to replace the current filter with a sand filter for the lower spa with

the understanding that the project is to be done in a very low cost manner because the location of the pump room will be changing. Maximum expense to be \$1500.

2nd Greg Stone

Passed 7-0

Greg Sacks will be contacting the Plumber to specify the board's intent with the pump room project.

8. Interim Rules and Regulations

- a. Proposal to adopt two dog interim policy (cont. 4/18/12).
Deferred to next meeting.

9. Special Rehab and Construction Project Business:

- a. Lighting for walkways
 - i) . Review Building B & C walkway lighting project (cont. 11/10/12) Defer to next meeting
- b. Building Signage – individual buildings
 - i) What to do about the building signage?
Karen will look into this and report back next meeting.
- c. Pool Building for 2013
 - i) Review plans and ideas - Defer until 2014
 - ii)
- d. Office/Lower Spa Building for 2013
 - i) In reviewing the schematics and drawings of the Office/Spa Structures by Cecilia Hamilton the board was of a consensus that the Open Plan is best. The board will collect info from managers and others as to the preferred interior plans. Karl will figure out how to pay for the project in two phases.
- e. Driveway Entry Sign for 2013
 - i) Review plans and ideas from Greg Stone & Cecilia Hamilton
 - ii) Send to Town for permit?
 - iii) Bids for work
Motion: Greg Stone Direct Cecilia to submit the plans for the new sign to the city after emailing pictures to the board
2nd Greg Sacks
Passed 7-0

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. Karl will look into options for financing. Might try to do driveway in two phases.

11. New Business:

- a. NONE

12. Announcement of next Board meeting. April 17, 2013

Motion Ruth Wheeler: Adjourn meeting at 12:20AM

2nd Greg Stone

Passed 7-0