

HIDDEN VALLEY VILLAGE OWNERS ASSOCIATION

Board of Directors Meeting

Minutes

Date of Meeting: Saturday, June 22, 2013

Time: 10:00 AM

Location: HVV Common Room

153 Lake Mary Road

Mammoth Lakes, CA 93546

1. General

a. Call to order by Vice President Karen Shorr at 11:20AM

a. Roll call: Board members: Ruth Wheeler, Ken Stickles, Karen Shorr, Greg Stone, Stephanie Bethurum, absent: Greg Sacks. Management: Matt Zubiata, Jessica Martinez. Homeowners: Ed and Carol Jeeter Unit 102, Jeff Risse Unit 8. Dot Bauer Unit 5.

b. Adoption of minutes of April 24, 2013, Board of Directors Meeting

Motion: Ken; approve minutes

Second Greg Stone

Passed: 5-0

2. Announcements.

A. Notes from preceding Executive Session:

- Late Owner Assessments/Owners in arrears (as May 30, 2013)

a. Unit #111 – current balance of \$10,404.63.

b. Unit #131 – current balance of \$12,771.

c. Unit #9 – Settlement of \$16,500 paid in full by mid-May and as of 6/1/13 was current on dues.

d. Unit #124 – Lender foreclosed on unit. Balance of \$7842.30 paid in full in mid-June by previous owner.

- Warnings/Misc. a. Unit #18 tenant issues: Tenant in unit 18 is creating constant nuisance.
- Roofing Discussion: Ed Jeeter and Mark Freeman from Freeman Roofing.
- Assertion by Ed: roof was installed incorrectly.
- Assertion by Phil Freeman: Mold and moisture damage was caused by a modification made by Ed Jeeter that closed off an attic space above an upstairs bathroom.
- Steve Black would like to have Jessica Martinez. Work part time 2 days per week at MRB. Board would like to have a more specific time frame for this. Board is in favor of allowing Jessica to have an outside of Hidden Valley job provided that services at Hidden Valley are not compromised and the board has a specific schedule of hours.

B. Resignations Karl Wiest – effective May 20th due to sale of condo. Stephanie Bethurum - Resignation pending close of escrow of her condo.

C. Appointment of new Board Member and Board offices. Vice president Karen Shorr will act as president until Nov. Board meeting. Board will solicit names for appointments to fill current vacancies.

2 Board member vacancies are available to fill Stephanie Bethurum and Karl Weist. Positions. Stephanie's position is for the remainder of 2013. Karl's is through 2014. Wheeler will include information in next newsletter. (work on email list) Ruth Wheeler will submit legal documents to Cindy Butner.

3. President's report. NONE

4. Treasurer's report and budget items.

a. 2013 budget review.

Monthly Report		
<u>As of 31 May there was:</u>		
Operating Fund		\$55,306
Contingency Fund		\$34,733
Replacement Fund		\$348,810
Rehab Fund		\$0
33.3% of the year is gone & 26.6% of the budget is spent		
4	Owners are in arrears for a total of	\$28,406.85
13	Owners paid in advance for a total of	(\$8,694.70.)

b. Bank Signature Cards: Board members will sign the cards and submit them to Butner's. All new or newly appointed board members will submit signature cards.

c. Owners in arrears. Action to be taken.

- Late Owner Assessments/Owners in arrears (as May 30, 2013)
- Unit #111 – current balance of \$10,404.63. Attorney Timothy Sanford is handling the judgment case against the Cuevas' (previous owners) for collection of past dues. Lawsuit was filed on April 5th, sent to process server for service on April 10th.
- Unit #131 – current balance of \$12,771. Referred to ALS on 10/2/12. Board approved resolution to seek a foreclosure sale on the unit during 4/24/13 meeting. Foreclosure sale would take place after 6/19/13.
- Unit #9 – Settlement of \$16,500 paid in full by mid-May and as of 6/1/13 was current on dues.
- Unit #124 – Lender foreclosed on unit. Previous owner (Borne) was contacted by Butner and Karl. Balance of \$7842.30 paid in full in mid-June by Borne.

d. Loan possibility from First Bank for Office Building/Driveway (cont. 4/24/13) Compare the cost of all scopes of work for Office/Jacuzzi building, upper pool building, and driveway. Evaluate the time frame and scope of all work, and then re-evaluate the necessity of a loan. Karen Shorr and Greg Sacks will do this research and try to have it completed by July. At which time they will update the board via email. Ken Stickles will begin developing 2014 budget for next year based on needs.

e. Warning Notices and Fines: 2 warning notices went out the owner to unit 18. There have been multiple offenses by the tenants of unit 18 that began Nov, 2012. The offenses include:

- Tenant's under age unsupervised children in the pool area
- Tenant's under age children drinking and smoking pot in the pool area
- Tenant's under age children jumping off the roof of pool building into the pool.
- Loud, disruptive and offensive behavior in common areas.
- Illegal parking in complex areas.
- Loud music being played in unit 18 until 2:00 AM.
- June 6 warning: underage drinking and smoking in the pool area and disturbing HVV guests.
- June 10 warning: unsupervised children under the age of 14 and jumping off the roof into the pool.:

5. Homeowners Forum: Open floor for homeowner comment – 5 minutes per speaker.

Carol Jeeter: "what should I do when I find a rock propping open the pool door" Answer was: Move the rock. Notify management if common area rules are being violated.

Ed Jeeter: Unit 102 Mold was noticed last summer July 4. in Sept problem was turned over to insurance company by owner and HOA. Expert witness was hired by insurance companies. The Roofing contractor

found some inconsistencies in the report. The HOA has decided to collect more information. Ed Jeeter would like to know when the process will be completed. Answer to Ed Jeeter's question is inspection will be completed by end of July.

6. Property Management reports. Review of attached Property Management Reports for months ending April 2013 and May 2013. See attached MRB property Management reports below.

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

a. Roof leak/chimney chase repairs by Freeman (cont. 4/24/13). Done.

b. Unit #102 mold problem/re-roof installation problem (cont. 4/24/13).

Assertion by Ed Jeeter: roof was installed incorrectly (The roof was installed without venting) as per D&C Builder' report that management has access to.

Assertion by Phil Freeman: Mold and moisture damage was caused by a modification made by Ed Jeeter that closed off an attic space in 1999 above an upstairs bathroom.

Board Questions: Is the mold and structural issues specific to building J. Is it specific to the North side of the building. Do other roofs in the complex need to be modified based on this information. What will be the appropriate remediation measures to allow proper venting. What differences if any are there between the 2005 roof repairs and repairs done in 2012.

Actions taken so far by Management:

Notified Freeman Roofing to check problem he responded on July 26, 2012. (management has on file) Matt checked the interior of the roof after a 48 hour rainstorm in Sept, 2012 and found no evidence of leaks.

Aug, 2012: Ed Jeeter was asked to meet with Freeman, Ed Jeeter made himself available in Aug, but Freeman who set the date did not make himself available. Ed Jeeter, meet with Freeman on Labor day weekend 2012. Because they could not come to a consensus Mr. Jeeter turned the matter over to Service Master and his insurance company.

HOA insurance was involved as Communication from HOA insurance was received June 6, 2013 which transmitted the D & C report dated May 9, 2013.

Board action to be taken: Inspect the interior of various buildings that have been reroofed for mold using Mike Hamdorf to see if there is a consistent problem with interior mold. Have an independent inspector inspect the exterior of the roofs at ridge area and vent jacks for leaks. Proceed with repairs as necessary. Attempt to get the Jeeter's problem repaired and the three remaining buildings re-roofed correctly this summer.

Motion Ken: Fund an inspection of selected units in phase 2 to determine the existence of Mold

Second Karen:

Passed 5-0

c. Roof replacement bids for Buildings A, B, C (cont. 4/24/13):

Wheeler Motion: Accept the Freeman bid with the following stipulations: 1) The scope of work for the bid is compliant with all current codes. 2) If increased expense is incurred in the installation it will not exceed \$5000. 3) The installation will be MLFD approved.

Second: Stone

Passed: Passed 5-0

d. Install steel handrails at Building J entry decks both sides (cont. 4/24/13): Done

e. Unit #22 mold in closet repair (owner 4/24/13) Done

f. New plow for truck (cont. 4/24/13) Matt is installing the plow cost was \$3950 which was below the \$7,000 estimate.

g. Temporary Driveway repairs by Black Gold (mgmt. 4/24/13) Motion Wheeler: Contract Black gold to repair the hole near building F loader ramp in the amount not to exceed \$5000

Second: Stickle

Passed 5-0

h. Unit #18 tenant problem.(Addressed in Fines and Warnings section 4-e above)

i. Paint bottom step at Buildings F and A Motion Shorr: Paint the bottom step in buildings F and A

Second: Stone

Passed 5-0

j. Unit #107 request for window replacement: Motion Wheeler: Authorize the payment of \$267.50 which is half the amount bid by the low bidder, Perry's Glass

Second: Shorr

Pass: 5-0

8. Interim Rules and Regulations

a. Proposal to adopt two dog interim policy (cont. 4/18/12)Motion Wheeler: To disband the proposal regarding dogs with the understanding that this and other issues will be addressed when the CC&R's are professionally updated.

Second: Shorr

Passed: 5-0

Break: Until 3:00

Meeting restarted at 3:06

9. Special Rehab and Construction Project Business:

a. Lighting for walkways (Continue to Sept board meeting i) Review Building B & C walkway lighting project to implement (cont. 2/13/13)

b. Building Signage – individual buildings i) What to do about the building signage (cont. 4/24/13) Karen Shorr presented photos of Hidden Valley with photo-shopped signage suggestions that included Larger white letters to indicate buildings and visible Condo unit numbers located near the stairwells.

Motion Wheeler: Accept the sign plan that Karen designed

Second: Stone

Passed 5-0

Karen Shorr will investigate cost and design of the signs and have it ready at the Nov. meeting.

Target for instillation will be spring of 2014.

Ken Stickles will include costs in next year's budget.

c. Upper Pool Building for 2013

i) Review plans and ideas - DEFER project until 2014.

Tasks to be completed by Sept board meeting; Stone and Sacks (architecture committee) will:

- 1) By Sept. board meeting: research possibility of enlarging the footprint of the Machine room for the pool building and check for compliance with Virginia Gram Baker rules.
- 2) Check with Cecelia to estimate a cost for drawings
- 3) More specific scope for exterior finishes.
- 4) Have these ideas motion ready.

d. Office/Lower Spa Building for 2013

- Review drawings from Structures/Cecilia Hamilton
- Submit for City review : Drawings must be reviewed by Greg Sacks. When Sacks approves drawings. The Drawings need to be sent to the city and to Boyd for pricing. Karen will look into what we need to do to proceed with the project.

e. Driveway Entry Sign for 2013

- Update from Greg Stone: The sign is ready for submittal to the city for the final plan check.
- Matt will begin soliciting bids

10. Old Business

- a. Safety barrier in front of Buildings F and E (coordinate work in conjunction with driveway rehab 2014). Ken Stickles will include costs in next year's budget.
- b. Parking Lot replacement/tennis court removal for 2013 or 2014. Bid from Black Gold Deferred to Sept. meeting
- c. Tennis court: Task. Develop a survey for Nov. Annual homeowners meeting to decide what to use for the tennis court space.

11. New Business: a.

Some trees need to be removed due to hazard. Matt will take care of it.

Question from Matt: Matt would like to make some repairs and updates to the managers unit. He will provide all labor if the association will pay for materials

Motion Shorr: Management will make improvements to the managers unit with expense of materials being paid by the board and labor being provided by Matt not to exceed \$5,000

Second: Stone Passed 5-0

12. Announcement of next Board meeting. September 18, 2013

Task: Wheeler Figure out how to use skype or other options (options 'that would be acceptable for participation rules outlined in the by-laws'(?))

13. Adjournment.

Motion Wheeler adjourn 4:54

Second Stone

Passed 5-0

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

For the Months of April and May, 2013

1. Lots of raking of pine needles, cones and debris during April as significant snowfall has ceased and accumulated snow is rapidly melting. The upper and lower common area buildings were thoroughly cleaned. Rock borders in the parking lot were straightened. Towards the end of the month staff disconnected and stored the truck plow. Railroad tie barriers were placed around the borders of the parking lot. Snow stakes have been removed and stored.
2. Staff began painting white numbers and letters on building identification signs.

3. A bearing burned out in one of the lower spa pump motors. Parts were ordered and replaced in early May.
4. Management purchased wildflower seeds from our regular supplier, "Apple Seed Company". During May, many areas of ground received new soil, topsoil, and wildflower seeds. Lots of new growth is popping up around the Complex.
5. Matt opened the closet wall in Unit 22, inspected for mold and mildew, took photos and emailed them to the Board. Other than minor mildew on the drywall no mold was found in the walls. Mack's Patch Express repaired the drywall and Matt painted.
6. During May, staff set up hoses and sprinklers throughout the Complex grounds for watering foliage. Broken hose connections were repaired and some new sprinklers were purchased.
7. Rick Gorges, owner of Black Gold Asphalt, inspected the HVV parking lot along with Town personnel to determine the extent of new underground equipment needed in order to be compliant with State Code.
8. Matt & Ryan patched several potholes in the parking lot using 20 bags of asphalt patch mix and a compactor tool which they rented from a supplier in Bishop.
9. Shepler Construction delivered and installed the powder coated handrails for Building J.

10. State of the Complex as of April 30:

Truck mileage: 72,317.
of Rental units: 30
Rental occupancy %, April '13: 30.2%
Units for sale: #6, 1 & loft, \$239,900 (in escrow).
Units sold: none.

11. State of the Complex as of May 31:

Truck mileage: 72,753.
of Rental units: 30.
Rental occupancy %, May '13: 15.2%.
Units listed for sale: #6, 1 & loft, \$239,900 (in escrow); #21, Studio, \$119,500.
Units sold: none.

12. Steve would like to meet with the Board sometime on the 22nd of June to discuss a personnel matter (not serious- don't worry). Due to several other meetings that I have to attend on the 22nd at 9 AM, 11 AM and 12 PM, I will only be able to attend your Board meeting from 10 AM to 11 AM. Would it be possible to have a brief private meeting later in the afternoon? Please let me know.
Thank you.

Respectfully submitted,

Steve Black
President, MRB
HVV Property Management
Jessica Martinez, Resident Manager