

HIDDEN VALLEY VILLAGE OWNERS ASSOCIATION
Board of Directors Meeting
MINUTES

Date of Meeting: November 9, 2013

Time: 10:00 a.m.

Location: The Hidden Valley Common area Room

1. General

- a. Call to order by President. 11:20 AM
- b. Roll call. Record Board Members, Management, owners and guests present:
Board members: Present; Karen Shorr, Greg Stone, Ken Stickles, Ruth Wheeler Absent;
Greg Sacks, Tony Cole
Management: Steve Black, Matt Zubiato, Jessica Martinez
Guests: Jane Stone
- c. Adoption of minutes of October 2, 2013, Board of Directors Meeting
Motion: Karen Shorr; To Adopt minutes from the October 2, 2013 HVV Board meeting
Second: Ken
Passed: 4-0

2. Announcements.

- a. Notes from preceding Executive Session.

Unit A: Disposition: (Unit A) – current balance of \$11,434.69 in HOA fees, + \$1,123.50 in attorney's fees and 574.75 in related costs for a total of \$13,132.94 plus approx. \$600 for proof of claim filing. For an approx. total of \$13,732.94.

Recovering most of this expense is likely

Unit B: (Unit B) – current balance due to the association is \$18,301 and increasing by the amount of \$420 each month due to lack of payment of HOA fees.

The Board also discussed:

- *Mold issues in unit 102 and demands from the owner of the unit.
 - *Unit 17 and requests for reimbursement
 - *Task assignments for board members was deferred to Jan meeting
 - *Updating of Governing Documents: Opinions are needed on some items within Governing Documents:
- b. Board member election protocol for the Nov. 9, 2013 homeowners meeting
Election committee will be selected at beginning of the general homeowners meeting.
President will call for any additional ballots.
 - c. Question were directed to Manager Steve Black regarding what other complexes have for regulations re dogs: Steves response: Other complexes usually have: 1 dog limit, no dogs allowed in rented units, monthly tenants can have dogs provided owner of unit updates a proof of million dollar liability insurance rider and signs a waiver releasing Association for any responsibility related to having a dog in their unit. Board will proceed with getting initial Governing Documents drawn up by Baumwohl. Association will instruct Baumwohl to insert traditional language concerning dogs.

3. Presidents report. None
4. Treasurer's report and budget items

Monthly Report		
<u>As of 31 October there was:</u>		
Operating Fund		\$88,323
Contingency Fund		\$33,133
Replacement Fund		\$320,741
Rehab Fund		
83.3% of the year is gone & 63.2% of the budget is spent		
6	Owners are in arrears for a total of	\$30,345.76
18	Owners paid in advance for a total of	(\$8,817.40)

Tax Return given to Jessica.

Motion: Ken Stickles; Whatever monies are left in the operating funds will be transferred to the replacement fund.

Second: Karen Shorr

Passed 4-0

- a. 2013 budget review.
- b. Owners in arrears. Action to be taken.

i) Unit #131

The association has acquired title via non-judicial foreclosure. It will take title on Nov. 18 at which time the association will attempt to have the unit rent ready by Dec.1 in an attempt to collect monthly association fees and expenses associated with the unit.

Motion: Ken Stickles; The HOA will allocate \$4,000 to get unit rent ready on the condition that the outstanding balance on the unit exceeds \$120,000.

Second: Karen

Passed: 4-0

ii) Unit #111

current balance of \$11,434.69 in HOA fees, + \$1,123.50 in attorney's fees and 574.75 in related costs for a total of \$13,132.94 plus approx. \$600 for proof of claim filing. For an approximate total of \$13,732.94.

The Association will file a proof of claim in hopes that we will be able to collect most of the debt due to us:

Motion: Ruth Wheeler; The HOA will File proof of claim

Second Karen Shorr

Passed 4-0

- c. Loan possibility from First Bank for Office Building/Driveway
Evaluation of loan considering costs of office building, pool building, and driveway will continue.
- d. Warning Notices and Fines: Unit 18: tenant has put a deadbolt on the unit door. Association will request that owner have the lock changed within 48 hours from receipt of notification: so that management can gain access for emergency situations.

5. Homeowners Forum
 - a. Open floor for homeowner comment – 5 minutes per speaker: None
6. Property Management reports. Review of attached Property Management Reports for month ending October 2013.
7. Property Management project/item updates & related property matters (if not already addressed in written report from MRB):
 - a. Unit #102 mold problem (cont. 10/13).

Owner has demanded a new roof over his unit with the threat of further legal remedies if the association does not comply.
Karen will respond to Mr. Jeeter’s attorney with a written response as demanded.
Motion: Wheeler; The association will repair the damaged roof based on the specifications recommended by local engineers and roofers in the most financially responsible way for the association.
Second: Karen Shorr
Passed: 4-0
 - b. Total Cost to association for items related to owner claims for Unit #102: At this point the association has spent \$1,200 from service master and \$1,600 in an independent engineer. The possible cost could be \$4,000 so far.
 - c. Roof replacement for Buildings A, B, C. Status of fascia on building A and other buildings at Hidden Valley (cont. 10/13). Matt, inspected all units. Unit A south side fascia needs repair
 - d. Temporary Driveway repairs (cont. 10/13). Done.
 - e. Unit #107 Owner request for window replacement reimbursement (cont. 10/13) Still waiting on paid invoice from owner
Karen Shorr: Notify homeowner that paid invoice must be submitted before the end of this year or the association will not reimburse
Second: Ruth Wheeler
Passed: 4-0
 - f. Unit #17 owner requests for reimbursement (cont. 10/13)
Based on management, and independent contractor estimates the board has agreed on reasonable value for the replacement for damaged drywall in unit 17.
Motion: Karen Shorr The association will pay \$1,225 toward the repairs of water damaged drywall believed to be caused by a chimney chase leak in unit 17.
Second: Ken Stickles
Passed: 4-0
Motion: Karen Shorr; Association will pay \$1,080 for sliding doors replaced in unit 17.
Second: Ken Stickles
Passed:4-0

Association will request that the owner provide an estimate for picture window replacement “like for like” rather than a single hung window.

Motion: Karen Shorr: Pay invoice for Alpine Valley Homes for subfloor repair of unit 17 in the amount of \$450
Second: Ken Stickles
Passed: 4-0

- g. Plumbing Claims (prepare a statement for general meeting to inform owners of correct procedure when filing claims): Karen Shorr will prepare a statement for the homeowners meeting.
 - h. Sudden Link information (cont. 10/13) If you have a flat screen you will have to reprogram your TV on Dec. 3. If help is needed management is available.
HOA would like sudden link to provide written information on what is included in the association basic passage as well as what options are available at extra cost. Management will try to get information regarding the possibility of Bulk internet purchases.
 - i. Yearly heater service and cleaning in all units.
MRB will clean all main heaters in the complex. If unit owners would like their additional heaters cleaned for a cost of \$25 they should contact Jessica via email or phone ASAP.
Motion: Ken Stickles; All unit main heaters will be cleaned by MRB at a cost of \$30 per heater.
Second: Ruth Wheeler
Passed: 4-0
8. Special Rehab and Construction Project Business:
- a. Lighting for walkways
 - i) Review Building B & C walkway lighting project (cont. 10/13).
 - ii) Building A and other buildings: No Information. Greg Stone will communicate with Greg Sacks and inform the board via email to attempt to get lights installed as soon as possible.
 - b. Building Signage – individual buildings
 - i) Exterior ‘informal’ signage study complete. Next step is pricing of design & install.
 - ii) Target date to Install signs Spring 2014. This task will be assigned in the Jan. board meeting.
 - c. Pool Building
 - i) Produce a written Scope of Work for budget pricing: Upper pool will be updated to match the lower pool building. Interior walls will remain the same. Bathrooms will be updated to match the lower spa. Deck will be upgraded to Trex. Roof over the Jacuzzi will be rebuilt.
 - ii) Request budget pricing from Sheplar Construction to assess feasibility of completing in 2014: Design plan check and permit fees will be included in budget
 - d. Office/Lower Spa Building for 2013/2014
 - i) Update on progress of project
 - ii) Plan submission for permits
 - iii) Submission of plan to contractor for bids: Waiting to hear from Boyd Shepler. Greg Stone, Greg Sacks, and Steve Black will coordinate and establish the schedule.
 - e. Driveway Entry Sign for 2013
 - i) Status of project. Complete except for lighting and painting.
 - ii) Cost \$26,500 approximately
9. Old Business
- a. Driveway/Parking lot replacement for 2014/2015: Status report: Deferred to January board meeting
 - b. Safety barriers: Status report and possible action. Matt will check into this

- c. Tennis court disposition survey: Status report and possible action: On homeowners meeting agenda.
- d. Conference call meetings: Status report and possible action: One location is designated and owners are invited to attend. Cost would be \$49 per meeting.
Motion: Karen Shorr; To use "Go to Meeting" meeting call in service if required for meetings at \$49/meeting owners will be notified
Second: Greg Stone
Passed 4-0
- e. Board member duties for 2014. Deferred to January board meeting

10. New Business:

11. Announcement of next Board meeting: Wednesday, January 22, 2014

12. Adjournment. 2:40 PM

Management Report for October:

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 Month of October 2013

1. Onsite staff disposed of pine needles and pine cones around the complex on a daily basis. All units were inspected after each departure. Trash and debris around the complex were cleaned when necessary. Staff DEEP cleaned all common areas when needed. The pool and both spas were cleaned and vacuumed on a daily basis. All chemicals were checked, the spa walls were scrubbed and the filter grids were also cleaned as needed.
2. Black Gold Asphalt patched the loader ramp near building "F" in accordance with their proposal. The job total cost was \$1,185. Jessica sent the Board an email with an update.
3. Matt and Ryan removed all the patio furniture and the BBQ from the pool area and put them in storage for the winter season.
4. Manager's unit upgrades: Matt installed new toilets in both bathrooms in the Managers unit. The Water District offered a rebate for both toilets. They were inspected and approved and their check was received in the amount of \$251.98.
5. Phil Freeman submitted his final waiver and release form. Phil also replaced plywood and siding on the chase walls for buildings "B & C" for a total of \$805.
6. The sign monument is complete; all of the masonry has been installed. We anxiously await delivery of the sign itself.

7. Management walked through all vacant units and set heaters to 50 degrees. All sink cabinets have been opened to prevent pipes from freezing. Matt noticed that electricity is not on in unit 131. Jessica informed the Board and had the electricity turned on and billed to Hidden Valley HOA. Evening temperatures have been reaching into the low 20's.
8. All light timers were reset throughout the complex for Pacific Standard time change. Matt replaced the upper sauna door handle which was broken. A flood light in the upper common area burnt out and Matt replaced it. Staff re-filled all doggie bag dispensers.
9. Matt and Ryan began preparing the Complex for winter. All railroad ties were removed and stored on the tennis court. All rock around the perimeter of the parking lot were rearranged.
10. Mammoth received snow just before Thanksgiving! Ryan installed the old plow on the truck since received 6 inches of snow and the new plow hasn't arrived. We called Chevron and they said we should be getting it in a few weeks. One of our snow blowers was serviced by Golden State Cycle in Bishop.
11. Angelo's Chimney Sweeping will service all lower units' chimneys, including the Managers unit.
12. Service Master inspected all selected units and sent us an inspection report for each unit with an invoice total of \$1,200.
13. State of the Complex as of October 31:

Truck mileage: 74,239

of Rental units: 30

Rental occupancy %, October '13: 14.1%

Units listed: None

Units sold: #21, Studio/1 Bath, \$103,500; #105 1Bed/1 Bath, \$149,000

Respectfully submitted,

Steve Black

President, MRB

HVV Property Management

Jessica Martinez, Resident Manager