

HIDDEN VALLEY VILLAGE OWNERS ASSOCIATION
Board of Directors Meeting
Minutes

Date of Meeting: **October 2, 2013**
Time: **5:00 PM**

1. General
 - a. Call to order by Vice President Karen Shorr
 - b. Roll call: Board members present via call in: Karen Shorr, Ken Stickles, Ruthie Wheeler, Greg Stone, Greg Sacks. Management: Jessica Martinez, Matt Zubiata, Steve Black.
Homeowners: Tony Cole unit 4
 - c. Adoption of minutes of June 22, 2013, Board of Directors Meeting
Adopt minutes Motion Greg Stone
Second: Ken Stickles
Passed 5-0
2. Announcements
 - a. Notes from preceding Executive Session.
The board discussed: A) two unit's that are delinquent with their homeowners fees. (B) one unit that was involved in association rule infractions (C) one unit that is requesting restitution for interior damage in the unit.
 - b. Appointment of new board member
Karen Shorr Motion: To appoint Tony Cole unit #4 to the board
Second: Ken Stickles
Passed 5-0
 - c. Probable board vacancy due to pending sale of Stephanie Berthrum's condo:
Stephanie's term is up this Nov. so no appointment is necessary.
 - d. Nominations and election preparation for the Nov. homeowners meeting: Karen will contact Cynthia at Butners to make sure all mailings and paperwork are ready for the Nov. elections
3. Presidents report: No items
4. Treasurer's report and budget items

Monthly Report		
<u>As of 31 August there was:</u>		
Operating Fund		\$75,660
Contingency Fund		\$33,133
Replacement Fund		\$367,445
Rehab Fund		\$0
67% of the year is gone & 49.9% of the budget is spent		
4	Owners are in arrears for a total of	\$29,818.06
8	Owners paid in advance for a total of	(\$6,161.30)

- a. 2013 budget review.
- b. Determine remaining projects for 2013: The Driveway entry sign is scheduled to be completed by Oct 31. There is a possibility that some of the permitting process and interior

work on the lower spa building can be started in the Fall of 2013. All other large projects will be done after the first of the 2014 year at the earliest.

c. 2014 budget

- i) Review proposed operating budget of \$322,850
- ii) Review proposed replacement fund of 90,430

Motion: Ruthie Wheeler, Motion: Move to approve the draft operating fund budget
Second: Stone
Passed: 6-0

Motion Ken Stickles: Move to approve the replacement fund budget for next year. And increase dues by \$10 to increase the replacement fund to approximately \$100,000.
Beginning Jan 2014
Second: Tony Cole
Passed: 6-0

d. Owners in arrears. Action to be taken.

Late Owner Assessments/Owners in arrears (as of September 30, 2013): Two units are delinquent with their HOA fees:

- a. Unit "A" – current balance of \$11,435. The previous owners filed chapter 13 bankruptcy. The Association should see some money coming back to us in payments. The unit has been sold and the current owners are up to date on their HOA fees. The \$11,435 is now a static amount that is owed to the association.
 - b. Unit "B" – current balance of \$17,891 which is increasing in the amount of the monthly dues each month. The bankruptcy sale was in Aug. At which time nobody bid, so due to default the association has taken possession of the unit. The board will proceed with getting a legal opinion on how we can go about renting the unit. (Karen Shorr will call the attorney) The board will Proceed with getting cost estimates to make the place rentable. (Ruthie Wheeler will do this) the Board will Contact Management to get estimates on possible rental income (Ruthie Wheeler will do this)
 - e. Loan possibility from First Bank for Office Building/Driveway. Ken Stickles will look into the feasibility of securing a loan as an association and report back at the Nov. meeting.
 - f. Warning Notices and Fines: No fines or warnings during the last 3 months.
5. Homeowners Forum
- a. Open floor for homeowner comment – 5 minutes per speaker. No homeowners presented information.
6. Property Management reports. Review of attached Property Management Reports for months ending June, July, and Aug 2013: No questions on the Management reports. They are complete and thorough.
7. Property Management project/item updates & related property matters (if not already addressed in written report from MRB):
- a. Unit #102 interior damage problem: The report by Cecilia was forwarded to State Farm. The roof on building will not be replaced. Mr. Jeeter has been instructed by the board repair the interior of his unit and deal with the venting of the space above false ceiling in the upstairs bathroom that he installed. Karen will communicate with Mr. Jeeter to find out what repairs he has completed in his unit. She will remind him that the roof and ventilation must be addressed when he does his repairs.

- b. Roof replacement for Buildings A, B, C: The job is done and Freeman has been paid. Fascia on A building needs some work. Management will check fascia on all buildings and attempt to have repairs done before winter.
 - c. Unit #18 disruptive tenants: no disruption, fines or warnings since the last board meeting.
 - d. Temporary Driveway repairs:
Motion Karen: Go forward and accept the \$1185 bid from black gold asphalt to repair a section of the driveway.
Second: Ken Stone
Passed 6-0
 - e. Unit #107 Owner request for window replacement reimbursement: Owner needs to submit the invoice that shows that the bill has been paid to the Treasurer, Ken Stickles
 - f. Unit #44 request for ramp at entrance to Bldg. F walkway. The existing entrance to Building F was approved by the city. Building a ramp is not feasible. The step was required by the city. Matt has painted yellow caution stripe on the step.
 - g. Unit 17 Owner request for window replacement reimbursement:
The association will reimburse owner for repair of drywall due to roof leak, however, the dollar amount must be clarified and justified. The owner needs to submit requests for reimbursement more clearly. Separate invoices for the specific work needs to be submitted to the board. The board needs to confirm the scope of the window changes prior to reimbursing for the window repairs.
 - h. Plumbing Claims – State Farm agent has advised any potential claims from HOA and homeowners should be discussed with her first, at least through the current policy period which expires May 25, 2014. Owners are advised to address any common area claims through the board.
 - i. Internet arrives in Mammoth – Suddenlink information: We will try to keep current on this information
 - j. Winter Snow removal what is the protocol for when we shovel the roofs? Entryway roofs are shoveled when they accumulate 4 feet of snow. Management uses their good judgment on when to shovel roofs. Management has done an excellent job of this in the past and they will remain diligent.
8. Interim Rules and Regulation: Tabled
9. Special Rehab and Construction Project Business:
- a. Lighting for walkways
 - i) Review Building B & C walkway lighting project (cont. 6/13).
 - ii) Building A
 - iii) Other buildings
No Information available Tabled to next board meeting
 - b. Building Signage – individual buildings
 - i) What to do about the building signage (cont. 6/13).
 - ii) Signage study complete. Next step is pricing of design & install.
 - iii) Target date to install signs. (Spring 2014)
No information available; Tabled to next board meeting
 - c. Upper Pool Building for 2013 Defer until 2014
 - d. Office/Lower Spa Building for 2013
 - i) Update on progress of project: Plans are with Boyd Sheplar. The plans for the city have not been submitted.

e. Driveway Entry Sign for 2013

Steve Black will contact Boyd to get a contract and precise bid for the structure that holds the sign. He will make sure the sign is completed by Oct 31

Greg Stone will contact sign maker and make sure the sign is ready by Oct 31.

10. Old Business

- a. -Driveway/Parking Lot replacement for 2014: lower half of driveway to be done in 2014, Upper half of driveway to be done in 2015
- safety barrier in front of Buildings: Design to be discussed at Nov. meeting
- Upper Pool rehab to be done in 2015
- Tennis court disposition survey to be issued in Nov 2014 newsletter

11. New Business:

- a. Potential for generating income by paid parking during summer music festivals- This does not seem to be a viable option.
- b. Potential for generating income by renting unit 131-see item #4-d above
- c. Discussion of how to handle call in options for Homeowners Forum: As long as a single meeting location is designated homeowners can attend at that location. Even if it is a “call in meeting”
- d. Structuring of board member duties: Karen will assemble a list of projects for the 2014-15 calendar. The board will divide up these chores at the Nov. meeting
- e. Conference call meetings: Researching this will be one of the responsibilities assigned at the Nov. meeting
- f. Update to the CC&Rs and Researching this will be one of the responsibilities assigned at the Nov. meeting

12. Announcement of next Board meeting: Nov. 9, 2013 Hidden Valley common area room

10:00AM

Shiloh Inn general homeowners meeting 3:00 PM

13. Tony Cole: Motion to Adjourn

Sacks: Second

Passed 6-0

Meeting Adjourned at 10:10PM

Respectfully Submitted,

Ruth E. Wheeler

Secretary

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 June and July, 2013

1. The staff watered the complex hill sides, flower beds and newly seeded wildflower areas on odd numbered days as needed. Weed whacking; pulling of weeds and leaf blowing was done. The upper and lower common area buildings were thoroughly cleaned on a day to day basis. Cleanliness of the complex was kept in a presentable manner. Management also completed the tasks of daily unit inspections as guest's departed and monthly inspection of vacant units.
2. Management installed new top soil, seeded flower beds and set up sprinklers in front of building "A"; sprinklers in front of building "E" were set up as well. New flowers were planted in front of the Hidden Valley sign. Staff also purchased new hanging plants for the office and pool area.
3. The staff did lots of raking of pine needles, pine cones and debris during the months of June and July. Staff picked up rocks and pine needles around "the holler" trail and pool trail making it safe for guests attending the music festivals throughout the months of June and July.
4. Management cleaned and vacuumed the pool along with both upper and lower spas on a daily basis. The pool and spa walls were brushed as needed as were the pool filter grids. Staff replaced a burnt out light at the common area pool. Matt ordered a new thermal cover for the upper spa; he trimmed it for a custom fit. Scott with Mountain View Spas repaired wiring for the upper spa. The jets were not working properly. It took him 30 minutes to get them up and running.
5. Staff cleaned the BBQ grill and had the propane refilled as needed due to heavy use.
6. GC Firewood cut down two dying trees in front of building "A" as approved by the Board.
7. Matt and Ryan painted the retaining wall near building "K". Matt painted yellow caution strips on the steps of buildings "A & F".
8. Matt & Ryan employed a 60 pound jack hammer, borrowed from another MRB complex, to break up the two concrete slabs in front of building "K". They loaded a few tons of cement into the work truck and dumped them at the landfill. New flower seeds were planted in front of building "K". The owners should be very happy with the upgrade appearance at the building entrance.
9. Mammoth Lakes Fire Department inspected each unit to identify those that have a non-compliant stove. Owners will be notified of new regulations pertaining to replacement of the inserts. The Mono County Health Department inspected the pool and spa signage as well as chemicals, we are up to code.

10. The owner of unit #17 is remodeling his unit. His contractor, Brian Burns, found a leak, in the closet from the chimney chase. The closet is damp and appears to have mildew growth; the ceiling also shows signs of water damage. Photos were taken and estimates from Boyd Shepler and Brian Burns are waiting for an approval from the Board.
11. Management sent photos and estimates for upgrades of the managers unit to the Board and Steve. Steve saw and approved carpet and tile samples. The total for the manager's unit upgrades was approved by the Board at a total of \$4,707.91.

12. State of the Complex as of June 30:

Truck mileage: 73,037.
of Rental units: 30
Rental occupancy %, June '13: 24.8%
Units for sale: #21, Studio/1 Bath, \$119,500.
Units sold: none.

13. State of the Complex as of July 31:

Truck mileage: 73,396.
of Rental units: 30.
Rental occupancy %, July '13: 33.7%.
Units listed for sale: #21, Studio/1 Bath, \$103,500 (In Escrow). #105 1Bed/1 Bath, \$149,000
Units sold: none.

Respectfully submitted,

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

MAMMOTH RESERVATION BUREAU

Property Management Division

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HIDDEN VALLEY VILLAGE

Property Management Report

For the Month of August 2013

1. Management watered the complex as needed on a daily basis. All units were inspected after each departure. Leaf blowing, weed pulling, grass cutting and all landscaping were taken

- care of as needed. Trash and debris around the complex were cleaned when necessary. Staff DEEP cleaned all common areas and BBQ grill when needed. Management gave parking passes to guests with valid check-ins. Management also patrolled the parking lot during Music Festivals. The pool and both spas were cleaned and vacuumed on a daily basis. All chemicals were checked, the walls were scrubbed as needed and the filter grids were also cleaned as needed.
2. Management patched more pot holes in the parking lot. Matt and Ryan repaired the door on an electric box on the side of "A" building near unit #3.
 3. Staff helped the new owner of unit #124 shut off the water main, so he could fix a leak under his sink. The owners of unit #20 reported a suspicion of mold in their closet. Matt went to the unit to observe the issue but the owners had already cleaned the area in question. It was not mold, but some mildew that had formed on the wall. No further action is needed.
 4. Manager's unit upgrades: Matt installed new light fixtures in the bathrooms and one in the hallway. New sink faucets were also installed in both bathrooms. Wood slat blinds have been received and installed in various windows. Matt picked up the tile for the kitchen and bathroom floors from Trends Inside Out. He will have it installed within the next few weeks. Alandra from Carpet One let Matt know the carpet would be installed on Wednesday September 4th. (Current update- the carpet is in and looks wonderful- thank you Board members for facilitating these improvements for Matt and Jess. They are most appreciative).
 5. Jessica advised all owners of buildings A, B & C along with the reservation companies, of the re-roofing schedule. Building C started on August 27, B started on August 31st and building A will begin September 5th. We expect to have all 3 buildings complete by September 20th. Current update- C building is finished save reinstallation of shakes on the chases. B building is near completion. A building is in the final stages of demolition of the old roofing material.
 6. Ryan and Greg Stone observed the site of the new entry sign, made copies of the sign plans and gave a set to Boyd Shepler.
 7. Offsite staff provided Ken Stickles with a projected Property Management fee estimate for the 2014 calendar year. There was an estimated 2.7% increase above the current year.
 8. State of the Complex as of August 31:

Truck mileage: 73,643.
of Rental units: 30.
Rental occupancy %, August '13: 23.5%
Units listed for sale: #21, Studio/1 Bath, \$103,500; #105 1Bed/1 Bath, \$149,000

Units sold: none.

Respectfully submitted,

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