

HIDDEN VALLEY VILLAGE OWNERS ASSOCIATION
Board of Directors Meeting

Date of Meeting: January 22, 2014

Time: 6:00 p.m.

Location: Home of Greg Stone: 69 McNeill Ave, Encinitas, CA. Call in Number 1 (312) 878-3078 or (760) 500-0740

*****Note for future "Go to Meeting" call in meetings. If computers are used rather than phones the person who sets up the meeting must log in using their computer. That enables others to log into the meeting using computers.

1. General

- a. Call to order by Vice President Karen Shorr at 6:45PM.
- b. Roll call: All individuals were present via phone call in: Board Members; Karen Shorr, Tony Cole, Kim Walters, Ken Stickles, Ruthie Wheeler, Greg Stone, Greg Sacks. Management; Steve Black, Jessica Martinez, Matt Zubiante
- c. Adoption of Minutes for November 9, 2013 Board of Directors Meeting.
Motion: Greg Stone; approve minutes from Nov 9, 2013 Board Meeting.
2nd: Greg Sacks
Passed 7-0
- d. Motion: Greg Sacks; approve minutes for Nov 9, 2013 Annual Homeowners Meeting.
- e. 2nd: Greg Stone
- f. Passed: 7-0

2. Announcements.

- a. Notes from preceding Executive Session
Unit A: Board has filed a claim to try to recoup \$11,435 in homeowner fees owed by the previous owners of the unit. The board does not know when these fees will be collected.
Unit B: Information on this unit is differed to later discussion
- b. Unit 102 Information on this unit is differed to later discussion
- c. 2014 Slate of officers
President: Karen Shorr
Vice President: Tony Cole
Secretary: Ruth Wheeler
Treasurer: Kim Walters
Architectural Committee: Greg Stone and Greg Sacks
Motion: Greg Stone Accept the above slate of officers
Second Greg Sacks
Passed: 7-0

d. Dates of 2014 Board of Directors meetings

Tentative Board Meetings

DATE: Wednesday, March 19, 2014; 5:00PM Executive Session/6:00PM Board Meeting

LOCATION: Denny's Costa Mesa. 3170 Harbor Blvd., Costa Mesa, CA 92626

DATE: Saturday, June 21, 2014; 9:00AM Executive Session/10:00 AM Board Meeting,

LOCATION: Hidden Valley Village Condominiums

DATE: Wednesday, September 17, 2014; 5:00PM Executive Session/6:00PM Board Meeting.
 LOCATION: Denny's Costa Mesa. 3170 Harbor Blvd., Costa Mesa, CA 92626
 DATE: Saturday, November 8, 2014; 9:00AM Executive Session/10:00 AM Board Meeting,
Annual Owners Meeting: Saturday, November 8, 2014, 3:00 PM, Mammoth Lakes

3. Presidents report.

a. Assignment of board member tasks for 2014

- 1) Web Master: Ken Stickle
- 2) Lower Office Spa: Greg Sacks and Greg Sacks
- 3) Update documents CC&Rs and Bylaws: Ruth Wheeler
- 4) Lighting/Signage: Ruth Wheeler
- 5) Upper sauna: Greg Stone
- 6) Window replacement: policy Karen will check CC&R's(Door and Window replacement Guidelines are included in these minutes highlighted in Grey below)
- 7)Driveway: Ruth Wheeler
- 8) Loan: This task is postponed until we know what our needs will be when the driveway project commences.
- 9) Newsletter: Tony
- 10)Unit 102: Karen Shorr

4. Treasurer's report and budget items

Monthly Report		
As of	December 31, 2013	
	Operating Fund	\$92,291
	Contingency Fund	\$33,133
	Replacement Fund	\$311,763
	Rehab Fund	
	100% of the year is gone & 77.8% of the budget is spent	
2	Owners are in arrears for a total of	\$29,198.51
14	Owners paid in advance for a total of	(\$5,920.30)

- a. 2014 budget review: there is an exorbitant amount of excess in the operating fund due to the lack of snow removal requirements for 2013. We will have the exact amount of excess by the end of January. The excess will be applied to the Replacement fund. This should help with the cost of the future driveway replacement.
- b. Owners in arrears. Action to be taken.
 - i) Unit #131: Write off costs: Including; uncollected HOA fees and Assessments, uncollected penalty fees, amounts paid to ALS, fees associated with non-judicial foreclosure amount paid to Attorney David Baumwohl, amount paid to accountant Cindy Butner, Cost of getting unit rent ready. Ruth Wheeler is still pursuing the avenue of receiving the excess of the bided amount at the Foreclosure sale to offset the HVV lien on unit 131 (aprox \$10,000). Unfortunately the Second Trustee (Bank of America) is ahead of the HOA in the line of claims against the previous owner of unit 131.
 - ii) Total Cost for unit #131:: Treasurer will compile this information and have it ready for the next meeting.

- iii) Unit #111: The HOA is still working on collecting past due homeowner fees of \$11,435 from the previous owners of the unit. The Association has filed a claim for payment of the back dues and assessments. We are #3 of 7 claimants. Ken Stickles will follow up to see when we might be getting paid by the court that will be collecting on the claims.
 - c. Loan possibility from First Bank for Office Building/Driveway: Considerations for this loan have been differed until the cost of the driveway project is established and the completion of the office/lower spa.
 - d. Warning Notices and Fines: One verbal warning for noise complaints was given to the tenant in unit #10.
5. Homeowners Forum
- a. Open floor for homeowner comment – 5 minutes per speaker. No homeowners attended the meeting
6. Property Management reports. Property Management Reports for November 1, 2013 through January 14, 2014 are attached below.
7. Property Management project/item updates & related property matters (if not already addressed in written report from MRB):
- a. Unit #102: Roofing repairs are completed Karen Shorr will communicate with the insurance company to complete the requirements for the claims adjuster:
 - b. Total Cost to association for items related to owner claims for Unit #102: Treasurer will compile this information and have it ready for the next meeting.
 - c. Status of fascia on building A and other buildings at Hidden Valley: Done
 - d. Unit #107 Owner request for window replacement reimbursement: Done
 - e. Unit #17 owner requests for reimbursement: Owner appeal to have association pay 100% for his slider is denied. He has been reimbursed for half of the cost of the window as per the Operating Rule adopted January 12, 2005 titled “Door and Window Replacement Guidelines” copied below:

Operating Rule

Hidden Valley Village Owners Association

Adopted January 12, 2005

In accordance with those applicable articles of California Civil Code, Section 1357, you are hereby notified that the following Operating Rule of Hidden Valley Village Owners Association (HVVOA) has been adopted. Please maintain a copy of this rule with your other HVVOA Governing Documents.

Door and Window Replacement Guidelines

1) Definitions. For purposes of this operating rule the following definitions shall apply:

Standard - The style, quality and construction of the originally installed window, door, related hardware and screens.

Upgrade - A window, door, related hardware or screen of similar style as Standard, but of superior quality and/or construction.

Non-Standard Custom - A modification of a window, door, related hardware or screen which results in a different style and usually different quality and/or construction than Standard.

Window or door – All further references are inclusive of related hardware and screens.

2) Association Responsibility. As Common Area, it is the Associations duty to authorize maintenance and replacement of all windows and doors of all units within the property. Per the governing documents owners are required to obtain approval from the Association prior to commencing any maintenance or replacement of a Common Area component which may result in a change to the Common Areas. All requests for such must be submitted in writing to the Board of Directors, care of the Management Company, in compliance with the Associations current Architectural Guidelines.

3) Maintenance and Upgrades. Standard replacements or Upgrades of any window or door shall be of the dominant color of the existing installations of the respective building. Approval of Upgrades and Non-Standard Custom Modifications will not be unreasonably withheld by the Board of Directors so long as the replacement is consistent with other modifications or Upgrades throughout the property; the replacement does not significantly impact the aesthetic look and prevailing architecture of the Common area; and the replacement meets all other criteria of the Governing Documents. It is generally understood that most Non-Standard Custom Modifications do not meet the conditions as described in this Rule and the Governing Documents due to their incompatibility with the existing architectural and aesthetic style of the Common Areas.

4) Financial Responsibility. If the replacement is required due to damage determined by the Association to be caused by situations beyond the owners control, such as but not limited to weather and normal building settling, the Association will re-imburse the unit owner 50% of the approved cost of maintenance or replacement of a Standard window or door. The cost of Maintenance or replacement of a window or door that is damaged due to the neglect of the unit owner is the responsibility of the unit owner, per the Association Declarations, specifically Section 6.1.a. All rules of Section 6.1.a. shall be applicable to such an occurrence as determined by the Association. Request for re-imbusement of costs for replacement windows and doors that are determined by the Association to be in general working condition and are otherwise undamaged will be the responsibility of the unit owner.

5) Upgrade and Non-Standard Custom Modification Maintenance. The cost and responsibility of maintenance or replacement of an Upgrade or Non-Standard Custom Modification window or door is at the unit owners sole expense per the Governing Documents of the Association.

- f. Sudden Link information: \$57.70 would be the cost for a group discounted internet/cablevision bundle. Tony will send out this information in the newsletter for the March mailing from Butner's HOA Services. The Association will attempt to see if enough homeowners want to participate in this program. If enough owners want to participate in this program the cost will be reflected on their monthly HOA billing statement. Owners who

want to remain on the “just cablevision” program that we currently have will not be effected by the addition of internet to other owners.

- g. Unit #131: The foreclosure sale of unit took place on Jan 3, 2014 at the Mono County Title Co building in Mammoth Lakes. The Board was unable to purchase unit for the \$29,000 that was budgeted. There was an independent 2nd party bidder who exceeded the board’s \$29,000 bid so a board member bid against that bidder and won the bid for the unit.
 - h. Reimbursement to Ruth Wheeler for expenses incurred in getting unit #131 ready to rent in November:
The board has decided to NOT reimburse Ruth Wheeler for her expenses of \$520.17. She has donated the January rent revenue of \$850 to the HOA.
 - 1. Sand Filter for the upper spa: The backwash valve and assembly on the upper spa filter is leaking badly. That grid- type filter is very old and the repair would be quite expensive. Management recommends that HVV invest in a new sand filter for the upper spa. The cost will be about \$710 for a new sand filter and approximately \$430 for PVC parts and installation.
Motion: Karen Shorr; Authorize management to purchase a new Sand Filter and have it installed for a cost not to exceed \$1,500
Second: Tony Cole
Passed: 7-0
 - i. Parking barriers: Consideration of parking barriers is postponed until the specifics of the driveway project are known.
 - j. Old HVV Entry Sign: The old sign has been removed by Matt and Ryan. It has been safely stored. The board plans to display it somewhere on the property.
8. Special Rehab and Construction Project Business:
- a. Lighting for walkways
 - i) Review Building B & C walkway lighting project: Matt solicited a bid from Jason Hatter to extend electrical outlets on buildings B & C so that temporary lighting can be installed until the architectural committee can complete their plan of installing the lights in adjacent trees. The bid amount was \$850. Cost of lights will be in addition to this bid.
Motion: Ruth Wheeler; approve the temporary Building B & C lighting project cost not to exceed \$1500
Second Greg Stone
Passed: 7-0
 - ii) Building A and other buildings: Bulbs were replaced and redirected which improved lighting. Ruth will look for affordable lights that are more aesthetic. For all buildings and walkways.
 - b. Building Signage – individual buildings
 - i) Exterior informal signage study is complete. Next step is pricing of design & install. Karen will forward the signage study information to Ruth, she will research cost and sign options and report back by next board meeting.
 - ii) Target date to install signs will depend on cost factors and sign production time.
 - c. Pool Building
 - i) Produce written Scope of Work for budget pricing. Greg Stone and Ken Stickles did a walk around of the upper pool building. Greg submitted a rough plan to Boyd Sheplar.

- ii) Preliminary bid from Shepler Construction: Greg Stone is waiting to information from Boyd Shepler
 - iii) Assess feasibility of completing in 2014: Need to get information from Greg Stone and Boyd Shepler before we can do this.
- d. Office/Lower Spa Building for 2013/2014
- i) Update on progress of project: Color will be the red that is used in the complex (burnt crimson and shaggy bark) exposed beams will be stained.
 - ii) Plan submission for permits: This has been done
 - iii) Review of plans: Plans are current as of 9-20-2014 Karen, Kim, Tony, Ken have not seen the plans. Ruth would like to include electrical outlets for lights on the exterior on the East and North sides of the building. She would also like some Craftsman roof peek false beams on the North Side of the Jacuzzi building to minimize the odd look of the scissor struts.
Ruth also suggested that she and Kim be kept in the loop as to progress on the project because they both have units in the lower area and are familiar with the dynamics of the use of that area.
- e. Submission of plan to contractor for bids
- f. Driveway Entry Sign for 2013: Project is complete and all expenses have been paid
- g. Final Cost: Treasurer will have this information ready for next meeting including all costs for permits, design, construction, electrical, engineering, accounting etc.
9. Old Business
- a. Driveway/Parking lot replacement for 2014/2015: Ruth Wheeler will collect information and have all specifics ready by the June 2014 HOA meeting that will be held in Mammoth . An interim report will be given at the March Board meeting
 - b. Safety barriers: No action until Driveway drawings are reviewed.
 - c. Tennis court disposition survey: Karen will check with Matt as to what management's ideas are with regard to the use of this area
 - d. Conference call meetings: Go to meetings call in is working fine. We will use it in the future.
10. New Business:
- a. Updating Governing Documents: Ruthie Wheeler will be the contact for this project she will check with Steve Black to see what the most cost effective approach will be and collect opinions from all board members before she submits request to write up governing documents to an attorney. She will check with Steve Black and Cindy Butner to find out what the best and most financially responsible approach to this project is. She will get the initial proposal that was received from David Baumwohl from Karen Shorr
11. Announcement of next Board meeting: Wed., March 19. 2014 at 6:00 PM (or immediately following the executive session which will begin at 5:00 PM) Location: Denny's Costa Mesa, 3170 Harbor Blvd., Costa Mesa, CA 92626
12. Adjournment.
- Motion: Karen; adjourn the meeting at 10:14 PM
2nd: Tony Cole
Passed 7-0

2. 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 throughout our grounds were cleaned daily. Staff DEEP cleaned all common area indoor facilities as needed. The pool and both spas were cleaned and vacuumed on a daily basis. All pool chemicals were checked, the spa walls were scrubbed and the filter grids were also cleaned as needed.
3. All timers were reset around the complex as daylight changed. Trex stairway components throughout the Complex were checked and re-nailed as needed.
4. Angelo's Chimney Sweep swept all upper building chimneys (A through E). Cost was \$1400.
5. Phil Freeman repaired the fascia on building "A" roof.
6. Jessica mailed a certified letter to the owners of unit #18, from Karen Shorr, in regards to changing the locks. The tenant, Susan Tinsley, finally gave Management a copy of the unit entry key. Jess also mailed Karen's letter to the owner of unit #102 in regards to the roof.
7. Matt delivered the HVV truck to Chevron to have the new plow blade installed. Subsequently there was an issue with the cost of the plow and installation. Matt handled it with Karl and sent an email and photos of the new plow to the Board and Steve, along with cost details.
8. Onsite staff provided keys to MRB maintenance staff to service main heaters in each unit. Since last year's service was skipped, all units received primary heater service. The cost was \$1755. Next year we'll resume servicing one half of the heaters at a time.
9. Management walked all vacant units every two weeks to ensure that no pipes were frozen and all heaters were set to 50 degrees. During the extreme cold in early December units were checked more frequently.
10. Matt helped Ruth Wheeler paint and renovate unit #131 so the Board could rent it. He posted a "for rent" ad for the unit at the Post Office and in front of HVV's office. Robert Anderson replumbed the kitchen sink in unit #131 and provided a bid to replace the water heater.
11. Shepler Construction completed construction and installation of the new sign. It is extremely attractive! Electrical has been completed after some delay in receiving the light fixtures. Boyd's \$15,000 remittance was forwarded to him in late November. The check for the balance of \$9659 was cut and mailed via overnight delivery for Board members' signatures on Thursday, January 16.
12. Management picked up trash around the top of the Complex due to a bear breaking into the dumpster again. Matt contacted Mammoth Disposal to either repair or change the upper dumpster since it seems like easy access for the bears.

13. Management distributed applications to potential renters for unit #131 and showed the unit. A gentleman by the name of Eric Meier appeared to be viable prospective tenant. His references were reviewed and determined acceptable. He signed a lease and paid the first month's rent along with a security deposit.
14. Matt and Ryan rescanned TV's for homeowners who requested it for the new digital cable with Suddenlink.
15. Protective plywood sheeting was installed on building balconies for lower units in buildings B, D and F. Unfortunately we haven't quite needed the sheeting, yet.
16. Management helped S.C.E access the electric meter to unit #4. The owner complained that his electric bill was too high. We've had a number of owners relate that their electric bills were very high this month. Management let them know that Mammoth temperatures were below zero for over a week and we had to raise settings on all main heaters in vacant units to prevent pipes from freezing. Consequently Hidden Valley units did not suffer any broken pipes. Heater temperatures have been returned to normal winter settings.
17. Matt and Ryan removed the old HVV sign and stored it until the Board gives direction as to what to do with it. Hatter Electric came by to disable the electricity for the old sign. New "no parking" signs were installed around the complex where parking is prohibited for guests during the busy weekends and Holidays.
18. The owner of unit #11, Darren Hill, and other guests in "B" building called and complained that the tenant in unit #10 was playing loud music until 3:00am. Ryan called the police; the tenant received a verbal warning. The owner of unit #11 let Ryan know this is the second time that it has happened while he was visiting.
19. HVV should experience lower electricity costs commencing with January's billing. SCE offered, and we accepted, an alternative method for calculating electricity usage based upon "time of use". According to SCE, we use more electricity during lower demand hours, which will result in our usage being calculated at a lower consumption rate. They estimate that we'll save approximately \$1690 per year.
20. HVV's December propane costs spiked to \$3.50 per gallon, then \$3.61 per gallon, up from \$2.68 in November. Management contacted Amerigas, arranged for a contract renewal (which Amerigas was to have initiated but did not). HVV will receive a credit in the amount of \$1215 along with a rate reduction back to about \$2.70 per gallon in winter months.
21. The backwash valve and assembly on the upper spa filter is leaking badly. That grid- type filter is very old and the repair would be quite expensive. Management recommends that HVV invest in a new sand filter for the upper spa. The cost will be about \$710 for a new sand filter and approximately \$430 for PVC parts and installation. Your authorization is requested.
22. State of the Complex as of November 30:

Truck mileage: 74,523
of Rental units: 30
Rental occupancy %, Nov '13: 9.9%.
Units for sale: None
Units sold: None

23. State of the Complex as of December 31:

Truck mileage: 74,746
Of Rental units: 30
Rental occupancy %, Dec'13: 32.0%.
Units for sale: None
Units sold: None

Respectfully submitted,

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