

**HIDDEN VALLEY VILLAGE OWNERS ASSOCIATION**  
**Board of Directors Meeting**  
**Minutes**

**Date of Meeting: June 14, 2014**

**Location:** Hidden Valley Common Area Room

1. General

- a. Call to order by President at 10:52 PM
- b. Board Members present: Karen Shorr, Tony Cole, Kim Walters, Ruth Wheeler, Greg Sacks, Ken Stickles.  
Board Members Absent: Greg Stone  
Management present: Steve Black, Jessica Martinez, Matt Zubiato  
Owners and guests present: Diane Cole, Greg Wheeler
- c. Motion: Kim Walters; Approve the Minutes for the April 24, 2014 Board of Directors Meeting.  
Second Ken Stickles  
Passed 6-0

2. Announcements/Orders of the day: Karen Shorr reported on topics discussed in the executive Session: no owners are in arrears on payments, no warnings or fines for any owners. Fact finding discussions on the requests by owners of building C to construct a Gate, electrical improvements necessary for the pool and upper Jacuzzi, The dues structure that is included in the new governing documents.

3. Treasurers Report

a. 2014 Budget Review

<b>Monthly Report</b>	
<b><u>As of May 31, 2014:</u></b>	
Operating Fund	\$73,212
Contingency Fund	\$35,000
<u>Replacement Fund</u>	<u>\$351,465</u>
Total Funds	\$459,677
41% of the year is gone & 32.6% of the budget is spent	
4 Owners are in arrears for a total of	\$24,742.08
18 Owners paid in advance for a total of	(\$11,551.00)

b. Owners in arrears. Action to be taken

No significant owners in arrears

The HOA is receiving Chapter 13 payments from past owners of Unit 111 the association is still owed \$6,922.69 and expects to receive the total amount over time.

Still waiting to see if we will receive any money from our request for unclaimed fees in relation to the foreclosure sale of unit 131. The \$17,764 owed by the previous owners is pending write off

c. Warning Notices and Fines: No warnings or fines

#### 4. Committee Reports

##### a. Architectural Committee

###### i. Lower Office Spa: Greg Sacks

Boyd is waiting for permits from city. Should be ready to start right after July 4.

The Board will meet with Boyd Sheplar to inspect plans and discuss the progress of the project.

###### ii. Upper sauna: Greg Sacks

Upper sauna/pool dressing room

Sign and gate to the pool need repainting

Extra costs for building will be for \$2,500- for dry rot in the substructure of the wall near Jacuzzi. Hopefully this will be offset by not having to replace the fence.

We have not received a change order for the changes in plumbing and shower fixtures.

We have not received final billing.

###### iii. Ramp walkway to buildings H & I: Bid from Boyd to extend hand rail and paint deck with non-slip coating.

Motion: Tony Cole Accept the proposal from Boyd for \$2,800 to extend hand rail on ramp to buildings H and I and paint the ramped deck with non-slip paint

Second: Greg Sacks

Passed: 6-0

##### b. Newsletter Tony Cole: Summer newsletter will have information on Bears, building update, new governing documents. Lower building closure. Wood stove rebates, toilet rebates Karen will contact Butner's to see if building closure notifications can be sent out in the July billing statement.

##### c. Web Master: Ken Stickles/Erik Penn

Motion: Kim Walters; Make a onetime payment to Eric Penn for \$1000 for work that Erik did in setting up the web site.

Second: Tony Cole

Passed: 4-2

Ken suggested that costs for keeping the website up and running be included in future budgets. Kim will check with Butner's to see what the process for paying this cost will be. Ken will research actual costs of website.

##### d. Update governing documents CC&Rs and Bylaws: Ruth Wheeler

###### i. Review of meeting with attorney Tim Sanford: The Governing Documents

committee of: Ruth Wheeler, Ken Stickles, and Tony Cole meet with attorney Tim Sanford on Friday, June 13, 2014 for three and a half hours to go over the templates for bylaws and CC&R's. Most questions and corrections were addressed at the meeting. The attorney recommended that the committee survey the board with regard to: Which items should be placed in Restricted Common Area vs Common area and the HOA monthly dues formula.

###### ii. Board directives for updated Bylaws and CC&R's

a) Discussion regarding common area vs. restricted common area: The consensus of the board is that the individual homeowner of units will be

responsible for costs associated with windows, doors, screens, fireplaces, chimneys and flues. Costs associated with Balconies stairs, and stair decks will be paid for by the association. The association also needs to know why there seems to be an overlap in items listed under common area (1.7 in CC&R's) and restricted common area items listed under (2.2 in CC&R's).

- b) Discussion regarding flat vs a combination flat/proportional dues structure: After presentation of facts and a clarification that the only items to be paid for on a proportional basis will be insurance, and the reserve funding of roofs, painting, and siding. The board decided by a 6-0 straw vote to include the combination flat/proportional dues structure that was provided in the template CC&R's from the attorney. An accurate comparison of the square footage of like units in both phase I and phase II will be taken from reliable documentation. If there is a difference in the originally built sizes of like units in phase I and phase II an average of the two sizes will be used as the square footage for each type of unit (Studio, one bedroom, studio loft, two bedroom, one bedroom and loft). All monies collected for budgetary items outside the 4 proportional items above will be assessed at a flat rate.
- c) Discussion regarding the Pet policy: Homeowners will be allowed to have 2 pets in their unit. Individual homeowners may establish whether they want to rent to people who have one pet. Anyone who rent's to, or has friends with pets who use their condo must have a Million dollar liability insurance policy. Nuisance pets, leash regulations, and waste cleanup rules are clearly defined. Management will have the authority to levy fines and require nuisance animals to be removed from the property

Ruth will submit the directives to all board members to check for accuracy. She will then email them to Tim Sanford so that he can complete the final draft of the documents.

- iii. Plan for submitting Governing documents for membership vote: When he receives the board's report on the items that required their input, Tim Sanford will proceed with the final draft of the Articles of Incorporation, Bylaws and CC&R's. He will deliver it via email to all board members and management. When the board receives the final draft they will take two weeks to review it. The board will call a special meeting to approve the documents so that member voting can begin. The goal is to have all HOA members vote by the November annual meeting.

e. Lighting/Signage: Ruth Wheeler

Ruth provided a cardboard sign that could be used to show where the unit number signs could be placed. After inspection the board decided that:

- a) the large PVC letters were not necessary
- b) the size of the demonstration sign could be reduced somewhat
- c) building letters could be included on the unit number signs
- d) computer generated sign samples with white numbers and a few different colored backgrounds need to be presented to the board via email

- e) Ruth should order a couple sample signs to bring to the next meeting
  - f) The location of the signs should be as consistent as possible. Always visible from the stairway to each building.
- f. Driveway: Ruth Wheeler  
Nothing to report
5. Unfinished Business
- a. Driveway funding: The board needs to evaluate funding after the major projects for 2014 are completed.
6. New business
- a. Owner Request's with bids for window replacement costs  
Motion: Wheeler; reimburse Randy Balik half the cost of the low bid of \$259.80 (total amount of \$129.90) for the replacement of a slider screen in his unit  
Second: Cole  
Passed: 6-0
7. Property Management reports. Review of attached Property Management Reports for months ending April & May 2014. See attached at the end of the minutes.
8. Property Management project/item updates & related property matters  
Electrical improvements necessary for the upper pool/Jacuzzi  
Motion: Wheeler; Allocate up to \$2,000 to bring the electrical systems for the lighting of the upper pool and spa up to standard. The spending of this money is contingent on Jason Hatter Electrical providing the board president with an itemized detailed estimate.  
Second: Walters  
Passed 6-0  
It is understood that the original "ballpark estimate" for this project is half the amount allocated and Jason will do his best to keep the cost reasonable.  
Requests by owners in building C to modify the railings of their deck  
This request was denied by the board due to the fact that it is a non-conforming modification to the design for the common area. It creates liability concerns and encourages illegal parking off of Hidden Valley Road.
9. Announcement of next Board meeting:  
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
10. Adjournment: 3:07 PM

**MAMMOTH RESERVATION BUREAU**

*Property Management Division*

PO Box 1608, Mammoth Lakes, CA 93546 (800) 462-5571 [www.mammothvacations.com](http://www.mammothvacations.com)

HIDDEN VALLEY VILLAGE  
Property Management Report  
As of June 9, 2014

- 1. In addition to routine chores, onsite staff completed the following tasks:
  - a. Performed touch up painting as needed.

- b. Notified rental services of construction on upper common building and closure of pool and upper spa until June 20.
  - c. Repaired leak from pool filter pressure gauge.
  - d. Shoveled and plowed snow on May 6 and 21.
  - e. Set out hoses, sprinklers and timers in various locations around the Complex.
  - f. Discovered a leak from a hose bib underneath building I. Contacted Anderson Plumbing to make repair.
  - g. Set out railroad ties and rock borders around the edge of the entire parking lot.
2. The Board has already been alerted by onsite staff that a visitor slipped and injured herself on the walkway leading to Buildings H and I during a May snowfall. Steve met with Boyd and looked at the paint product that he is recommending for the sloped portion of that walkway, along with new, extended hand rails. The rough texture appears to be the best solution for the Trex floor planks. If it wears off during winter use it can easily be reapplied by onsite staff. Boyd will bring a sample for the Board on Saturday.
  3. Bears are out in numbers and are appearing all over Town. Hidden Valley had a bear climb into one of our dumpsters and scatter trash all over. It would be worthwhile to remind HVV owners to advise their guests to close dumpster lids securely when disposing of their trash (and to stay away from the bears).
  4. The upper common building is close to completion. New tile has been set in both rest rooms and was being grouted on Monday. The stall showers have been reconditioned and look new. Shower doors have not yet been installed. Beautiful rock work lines the bottom 2 feet of the building siding facing the spa. A new roof was almost complete on Monday afternoon. The HVV owners should be pleased with the finished product. One progress payment has been released to Shepler Construction on June 6 (in addition to the initial deposit), due at fifty percent completion. Boyd is obtaining material releases from his suppliers. Staff has prepared the pool for use; the spa is still drained and has to be cleaned, filled and heated.
  5. Matt provided to State Farm Insurance, the documentation they requested regarding renewal of his CA driver's license. Steve submitted some suggestions pertaining to the CC&R's revision.
  6. State of the Complex:
    - a. Truck mileage: 75883.
    - b. # of Rental units: 30
    - c. Rental occupancy %, May '14: a sparse 5.1%.
    - d. Units for sale: none.
    - e. Units sold: none.

Respectfully submitted,

Steve Black  
President, MRB

Jessica Martinez  
HVV Resident Manager