

HIDDEN VALLEY VILLAGE OWNERS ASSOCIATION
Board of Directors Meeting
Minutes

Date of Meeting: March 19, 2014

Time: 6:00 p.m.

Location: Denny's, Costa Mesa. 3170 Harbor Blvd., Costa Mesa, CA 92626: Call in number: +1 (213) 493-0606

Call in information: HVV Board Meeting 3-19 Access Code: 376-993-021 Audio PIN: Shown after joining the meeting: Meeting IID: 376-993-02.

1. General

- a. Call to order by President: 6:30
- b. Roll call. Record Board Members, Management, owners and guests present: Board Members; Karen Shorr, Tony Cole, Kim Walters, Ruthie Wheeler, Greg Sacks, Ken Stickles, Greg Stone. Management via phone in; Matt Zubiata, Jessica Martinez, Steve Black
- c. Adoption of Minutes for Jan 22, 2014 Board of Directors Meeting.

Motion: Cole

Second: Greg

Passed: 7-0

2. Announcements.

- a. Notes from preceding Executive Session:
One Unit is delinquent in the amount of \$510.27, Two other units are delinquent in the amounts of: \$10.00 and \$8.80. Unit A is beginning to generate checks to the association to repay delinquent assessments due to a chapter 13 bankruptcy. Unit B is delinquent in the amount of approx. \$18,000. This is now a static amount. There is some hope that the association can claim excess funds from the foreclosure sale.
- b. Call in procedure for meetings: We will only use call in if the entire board is not meeting at one location.

3. Treasurer's report and budget items

Monthly Report		
As of Feb 28, 2014		
Operating Fund		\$103,899
Contingency Fund		\$33,133
Replacement Fund		\$319,172
Rehab Fund		
16.2% of the year is gone & 13.9% of the budget is spent		
6	Owners are in arrears for a total of	\$28,058.50
10	Owners paid in advance for a total of	(\$8,194.20)

- a. 2014 budget review
Jacuzzi and roofing are overages

We are ahead on spending by \$9,246

- b. Owners in arrears. Action to be taken.
 - i) Previous Owners of Unit #111: We are receiving payments from the executors who are managing the Chapter 13 bankruptcy.
 - ii) Claim to collect excess fees from foreclosure sale of unit #131: Claim has been submitted to the Wolf Firm. We are behind Bank of America in the line of who will receive the approximately \$10,000, but there is a chance that B of A has written off the loan.
- c. Warning Notices and Fines: None
- 4. President/Board Member reports: Reports from Board members task assignments:
 - 1) Web Master: Ken Stickles: Emailed Hal Morris. Can't figure out what happened to the old website. Ken will try to have more information at next meeting.
 - 2) Lower Office Spa: Greg Sacks and Greg Stone
Bid received two days ago. Nobody has had time to review the bid
We Need to know permit status and the schedule of work to be done
The bid was Roughly \$220,000
Wheeler: Motion to Table until all board members have time to review the proposal by Boyd Sheplar. The board will meet for an emergency executive session phone meeting on a Thursday in April
Second: Cole
Passed 7-0
 - 3) Update documents CC&Rs and Bylaws: Ruth Wheeler
Ruth presented information that was gathered from Steve Black, Cindy Butner, and Tim Sandford. The HOA governing documents are out of date and out of compliance with current law. The association has been spending an extra \$800 yearly in taxes since 1988. Ruth's recommendation is: that the Board select 3 members to form a committee to complete the project of updating the governing documents. This project will include: 1) hiring a lawyer 2) reviewing and customizing the Articles of Incorporation, Bylaws, and CC&R's 3) meeting with the Lawyer one time to review the documents 5) reporting back to the board with a general description of the documents that have been updated 6) Implementing a procedure for distributing the updated documents and collecting votes from the membership.
Motion: Wheeler; Authorize the board to appoint a three person committee headed by Ruth Wheeler to complete the task of updating the Articles of Incorporation, Bylaws, and CC&R's by hiring Mammoth attorney Tim Sandford.
Second: Cole
Passed: 7-0
Committee: Ruth Wheeler, Tony Cole, and Ken Stickles
 - 4) Lighting/Signage: Ruth Wheeler
Ruth brought a sample down light that cost \$10 that could be used on the walks and stairways.
Ruth brought sample signs for use for the signage project and one bid.
 - 5) Upper sauna: Greg Stone, Greg brought a bid in the amount of approx. \$50,000 from Sheplar. Greg would like to have Sheplar begin working on the pool building prior to

beginning the lower spa work. The general consensus was that we need to assess the funding situation prior to beginning this work. This will be done at the April meeting

6) Window replacement: (Karen)

There is an operating rule relating to window replacement.

7) Driveway: Ruth Wheeler

Ruth meet with Mr. Hayes from the town of Mammoth Public Works to see if the Town will take some responsibility for the excess water that is draining onto Hidden Valley property from Lake Mary Road. Mr. Hayes was very nice and said that he would check the “boneyard” to see if there were some grates or drainage pipes that could be used for our project. He was very firm in his assertion that the excess water is not the town’s responsibility. On checking back with Hayes Ruth was told that there were not any surplus items available for use at Hidden Valley. Mr. Hayes inspected the bid from Black gold with the drawing that was submitted to the board last Dec. He made a few suggestions on ways we could modify the plan to save money. The bid is what Hayes called the “Cadillac” plan. It may be more reasonable for the association to scale down to more of the “family car” plan. Mr. Hayes is willing to address the board at any time. The tennis court will be removed from the bid.

8) Newsletter: Tony/Ruth

Newsletter was completed by Ruth and Tony and should go out with April billing.

Newsletters will come out as needed.

9) Unit 102 insurance claim: Karen Shorr: Karen contacted the State Farm insurance adjuster. We have provided state farm with all the pertinent information that we have. The claim is still not wrapped up. We are waiting for the insurance companies to close out the claims made by Ed Jeter.

5. Homeowners Forum

a. Open floor for homeowner comment – 5 minutes per speaker.

b. Kim Walters: Perry’s is not responsive to homeowners who are asking for bids for window replacement

6. Property Management reports. Review of attached Property Management Reports for months ending January and February 2014.

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

a. Total Cost to association for items related to owner claims for Unit #102 (Cont. 1/14) (Kim and Ken) \$5,836

b. Sudden Link information (Tony Cole)A Newsletter with the information for the bundle price of \$58.70/month will go out with the April billing. The number of unit owners who need to sign up is 70, however they may be willing to accept the "65ish" who currently participate on the basic cable bulk rate plan.

c. Unit #131: Total cost analysis (Kim Walters/Ken Stickles) approximate cost is \$18,000 however the results of the claim for excess funds from the foreclosure sale by the Wolf firm could result in a payment to the association of about \$10,000 so the association has not written off the loss yet.

d. Sand Filter for the upper spa (Status Report) Done

8. Special Rehab and Construction Project Business:

a. Lighting for walkways

- i) Review Building B & C walkway lighting project (cont. 1/14). Greg Stone recommended that we do a walk around at the June meeting. To assess the lighting needs of the complex
 - ii) Building A and other buildings (cont/1/14)
 - iii) Hazardous footing on sloped walkway to buildings H and I
Ruth recommended a grate installed to replace the trex on the sloped part of the walkway.
Table until June meeting, but have Matt price rubber mats.
 - iv) Response to letter from homeowner in building J regarding handrails and stair treads.
The owner complained that the stairway was slippery when he walked up and down it in his ski boots:
Tony, Greg Stone, and Ruth all inspected the stair treads and handrails. The construction is all new and up to code. The cost of implementing the owners request would be prohibitive and not in the best interest of the association.
- b. Building Signage – individual buildings
 - i) Pricing of design & install: Ruth brought samples and a tentative bid from one company. It was decided to have large block letters to designate the buildings and unit number signs placed at the top of the stairwells. More work needs to be done to figure out how to manage the lighting. Ruth will get one letter and one unit number sign done so that the board can see how it looks at the June board meeting.
 - ii) Target date to Install signs TBD depending on budget.
- c. Pool Building: Boyd Shepler did not get the bid to board members soon enough for everyone to analyze the information. The board had Tabled these items until a special meeting to be held on a Thursday in April
 - i) Produce written Scope of Work for budget pricing.
 - ii) Preliminary bid from Shepler Construction
 - iii) Assess feasibility of completing in 2014
- d. Office/Lower Spa Building for 2013/2014: Boyd Shepler did not get the bid to board members soon enough for everyone to analyze the information. The board had Tabled these items until a special meeting to be held on a Thursday in April
 - i) Update on progress of project
 - ii) Plan submission for permits
 - iii) Review of plans
 - iv) Submission of plan to contractor for bids
- e. Driveway Entry Sign for 2013:
 - i) Final Cost \$29,994.64
- 9. New Business:
 - a. Purchasing new computer for HVV Office
Motion: Wheeler; To purchase Jessica's computer for \$250 provided that it has everything that is needed as a complete set up (monitor, keyboard, Window 7 or higher)
Second: Ken Stickles
Passed 7-0
 - b. Possibility of changing the June meeting to June 14
 - c. Motion: Wheeler; install the old entry sign on the North wall of the office as part of the refurbishing project for the building
Second: Walters

Passed: 7-0

10. Announcement of next Board meeting: The next board meeting will be a call in meeting held on a Thursday in April

11. Adjournment. 9:50

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

January 17, 2014 through March 16, 2014

1. Onsite management maintained the Complex appearance by disposing of trash around the grounds on a daily basis, sweeping the lot and walkways, cleaning interior facilities, etc. All units were inspected after each departure. 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. Snow plowing, shoveling and loader use was performed as required, which was not nearly as often as we would have preferred.
2. Management measured for and installed buildings B & C stairways rope lighting. Both buildings combined are approximately 66ft in length. Matt solicited a bid from Jason Hatter, with a total cost of \$1,005.00 which was approved by the Board.
3. Scott with Mountain View Spas had to evaluate the lower spa pump. The pump stopped operating, seized and locked up. Scott ordered a new commercial pump and had it installed. Cost was about \$500 to purchase and install (not yet billed from vendor).
4. Service Master removed rodent droppings and sterilized the attic space between the loft and the roof for unit #115.
5. Mammoth Reservation Bureau's Maintenance staff finished servicing heaters for each unit in accordance with their proposal.
6. Boyd Shepler inspected the Complex office and lower common area crawl space for water leaks and water damage.
7. Management ordered more homeowners' parking passes for new and existing homeowners who were requesting them.
8. State of the Complex as of Jan. 31, 2014:

Truck mileage: 74,946.

of Rental units: 30.

Rental occupancy %, Jan.'14: 23.7%.

Units for sale: #115, 1 br., \$169,000.

Units sold: None.

9. State of the Complex as of Feb. 28, 2014:

Truck mileage: 75,172.

Of Rental units: 30.

Rental occupancy %, Feb' 14: 30.4%.

Units for sale: #115, 1 br., \$169,000.

Units sold: None

Respectfully submitted,

Steve Black

President, MRB

Jessica Martinez, Resident Manager

HVV Property Management