

HIDDEN VALLEY VILLAGE OWNERS ASSOCIATION

Board of Directors Meeting

Approved Minutes

Date of Meeting: June 20, 2015

Time: 10:00 or immediately following Executive Session Board Meeting

Location: Hidden Common Area Room

1. General

- a. Call to order by President Tony Cole at 11:16
- b. Roll call: Board Members: Tony Cole, Steve Latshaw, Ruth Wheeler, Kim Walters, Greg Stone, Ken Stickles, By Phone: David Natali Until 2:00 Management: Steve Black, Jessica Martinez, Matt Zubiata, Owners: Jane Gleason, Diane Cole
- c. Adoption of Minutes for March 18, 2015 Board of Directors Meeting
Motion: Kim, Approve Minutes
 Second: Greg Stone
 Passed: 7-0

2. Announcements/Orders of the day:

Exec Session: Items discussed in the executive session were: A request to waive a late fee from an owner. A request to repair interior damage from an owner. Request by management to deal with overheating in their unit, Presentation by Dave Easterby, State Farm Representative regarding the settlement of issues with unit 102, review of the Reserve Study.

President Recommendation: Due to the fact that there are large time lapses in the associations ability to move forward with projects, The president recommends that the board use email to review bids and vote for approval or denial using "reply all" these actions will be ratified at subsequent board meetings.

Motion: Kim Implement use of email voting between board meetings
 Second Greg
 Passed: 7-0

3. Treasurers Report

- a. March, April, May financial reports

FINANCIAL SNAPSHOT FOR MONTH ENDED		41.4%	Into Annual Budget period	
May 31, 2015				
-		29.9%	Operating Expense budget spent	
Operating Fund* ^{\$75K Xfer'd to Repl}	\$83,384	\$321,800	2014 Total Operating Expense Budget	
Contingency Fund	\$35,000	\$96,144	YTD Operating Expenses	
Replacement Fund* ^{\$75K from Op}	\$290,587	\$38,304	YTD Savings primarily due to low snow/removal	
Total Funds	\$408,971	11.9%	YTD Savings/Annual Operating Budget	
3	Units Past Due for HOA Dues	\$120	0.0%	Replacement Expense budget spent
17	Units Pd in Advance for HOA Dues	(\$8,666)	\$274,267	2014 Replacement Expense Budget
<u>Past Due Items of Note:</u>		\$0	YTD Replacement Expenses	
Unit 48-Zajec is requesting late fee waiver		\$45	\$55,271	YTD Savings due to Winter season-projects be 2015
		0.0%	YTD Repl Exp/Annual Replacement Revenue E	

- b. Owners in arrears. No owners significantly in arrears.

c. Warning Notices and Fines:

i. Request by Owner of unit 48 to waive late fee because the bank did not process an automatic deposit by the 15th of the month. This request was denied by the board during the executive session by unanimous vote. Dues are due on the first of each month and past due on the 15th. The board supports the enforcement of late fee assessments.

d. Reserve Study Overview:

Cost of the study was \$2,600 this cost is lower than the \$5,000 budgeted.

Summary of Study: Chris Andrews is the person who prepared the Study, the study will be used for the Jan. 2015 budget.

Main items: Driveway: The Driveway Replacement will be broken into two phases. Plumbing for Phase two buildings: Chris Andrews recommended hiring a plumber to test the plumbing. The test is called "Destructive testing" and gives a clear picture of the condition of the existing plumbing. A piece is removed from the existing plumbing, inspected and replaced. The expense of replacement of plumbing for buildings G, H, I, J and K is estimated to be 10 years from now rather than this year.

How Reserve Study affects budgeting: By moving the plumbing project back we can move the ½ driveway and painting projects up we should be able to afford ½ driveway and painting this year.

Increasing the budget for replacement funding is necessary: Estimates are: Monthly dues increase of at least \$11.80 (all to reserve fund) We will probably need to increase dues \$15 in 2016, the second half of the driveway project may require a special assessment of \$1000 per unit, however this is unknown at this time because we do not know if we will show a savings in operating costs again next year.

Beyond 2016 we should be able to avoid assessments and have a healthy reserve balance.

Items of note in the Study: Siding, roof maintenance, manager unit (these items have been left out of previous reserve studies. They are now included in the study)

-Very high cost of walkways and balcony are further out than 30 years because they have just been replaced. They are not included in this Study. They will be included in future studies when they show that they will need to be replaced or repaired within a 30 time span.

-3% inflationary standard per year is included in the study.

-The Study appears to be very complete and easy to read and understand. By law the Study must be updated professionally every 3 years

Recommendations based on the Study: increase in dues allotted to replacement. As well as a possible \$1000 assessment for driveway.

Budget Considerations presented by the treasurer:

-There are upcoming expenses: unknown final costs from Sheplar construction for lower spa. We are estimating the following costs: \$185,000 for ½ driveway, \$26,000 for pool deck, \$38,000 for Painting.

4. Committee Reports

a. Architectural Committee

i. Door to Managers Unit:

Motion: Wheeler; Approve the bid received by Jim Geguere to put the door into the lower building and proceed with the project with an expense not to exceed \$1,000

Second: Kim

Passed 7-0

ii. Final Cost of Office/Spa project: Boyd has not presented a bill. Management will contact Boyd to get the existing net add-on/replacement costs and let him know that if we do not receive a final invoice by July 15 it will be assumed that the balance due is ZERO.

iii. Projected projects for 2015

1) Exterior building number signs: Project completed, the signs were done by Maverick Signs. The cost was close to the \$1,500 budget, but not over. Thank you to Matt and Ryan for installation.

2) Driveway replacement bid reviews:

Motion: Ruth Wheeler; Accept the Driveway bid from Black Gold with the following exclusions and stipulations: Eliminate the removal of the tennis court and proceed with the project in 2 phases. Contractor to determine cost per phase as close to half the original bid proposal as possible.

Second Ken Stickles

Passed: 7-0

- 3) Upper pool deck and fence repair: Management is directed to get 3 bids for the deck repair with the following scope: same size deck, fire rated materials, bid to compare price of wood vs trex, bid to include reinforced sub-structure, modification of existing fence and benches to be code compliant. Appearance of project to remain similar in style.
- 4) Landscape for project and Office/Spa building: Management will research possibilities for landscaping the front of the office.
- 5) Painting:
 - Motion:** Kim Walters; Accept the bid of Tony Kialoa from Kialoa paints, in the amount of \$19,500 for buildings J, F, and C
 - Second: Steve Latshaw
 - Passed: 7-0
 - Management will check with Tony to make sure we are using best quality paint.

- b. Newsletter: Tony Cole will get newsletter out for August billing
- c. Web Master: Ken Stickles; Treasurer, Kim Walters is having to pay using her personal credit card and then getting reimbursement.
- d. Update documents Articles of Incorporation, CC&Rs and Bylaws: Ruth Wheeler
 - i. Number of Ballots collected is 46: Jessica and Ruth will try to contact all members who have not voted and encourage them to send in their ballots.
 - ii. Process for counting ballots: The Board must appoint an inspector of elections this can be done any time prior to the vote counting. Ruth will be sure that we are in compliance with the voting rules that were established prior to mailing out the ballots.
 - iii. Vote counting or projected vote counting date: The November Homeowners meeting is the new vote counting date.

5. Unfinished Business

Communications/Actions from State Farm regarding unit 102: Dave Easterby Agent from State farm provided the following information re unit 102:

- a) Payment to owner was made based on a third party claim under the part B (liability) of the policy. Because there was water damage at one point, and the owner had enlisted an attorney, State farm settled the claim.
- b) The payment of the claim should not affect the HOA insurance costs in the future, but no guarantee was given.
- c) No Further follow up by the board regarding unit 102 is necessary.

6. New business

- a. Unit 40 requests for interior repair of damage to unit: Damage is to interior fascia applied to the ceiling. The fascia was not original to the unit.
 - Motion:** Wheeler; Request denied because this is not a common area issue.
 - Second: Kim
 - Passed: 6-0
 - b. Mats to help prevent slipping on tile floors. Jessica researched several options.
 - Motion:** Wheeler; Have management order mats from American floor mats for the lower spa and upper sauna and order from the brock company the necessary custom mats expense not to exceed \$1,000
 - Second: Greg
 - Passed 6-0
 - c. Unit 131 Window request: bids for the replacement on one failed double pane glass window in a sliding glass door were not available. Item tabled until the Sept. meeting
 - d. Fire safety Plan: Management will do research. By communicating with the fire department and create a fire safety plan for the complex. This information will be disseminated to homeowners once the plan is completed.
7. Property Management reports. Review of attached Property Management Reports for months ending March, April, & May. 2015: No questions by the board
 8. Property Management project/item updates & related property matters:

a. Management will check with Freeman roofing into the absence of metal flashing on the fascia of building J. as well as a loose piece of flashing on the front of the office building.

b. The managers unit is very hot due to the heat generated by the Spa heater located under their unit.

Motion: Stone; Purchase a portable air conditioner for the managers unit cost not to exceed \$900

Second: Ken Stickles

Passed: 6-0

9. Announcement of next Board meeting:

DATE: Wed. Sept. 16, 2015

LOCATION: TBD

10. Adjournment.

Motion: Ruth; Adjourn meeting at 3:20

Second: Greg

Passed: 6-0

MAMMOTH RESERVATION BUREAU

Property Management Division

PO Box 1608, Mammoth Lakes, CA 93546 (760) 934-1603 www.mammothvacations.com

HIDDEN VALLEY VILLAGE

Property Management Report

April 1 through June 15, 2015

BUILDINGS:

1. Matt installed a new balcony light fixture for Unit 9.
2. New unit location signs have been installed by staff on all entry stairways. They should be very helpful to HVV guests.
3. Onsite staff received a complaint from the owner of 105 regarding water continuing to drip onto a section of his balcony from the roof fascia. There does not appear to be a metal drip edge under the composition shingles, covering the fascia. We'll have Freeman Roofing look at the roof and tell us if anything can be done, including the possibility of installing a diverter at the source of the drip.
4. Caution signs advising "slippery when wet" were installed in the common area hallways and rest rooms.
5. Shepler Construction submitted a proposal for reinstalling the back office door into the hallway in order to facilitate locking the entry area to the manager's unit (see accompanying proposal). A second bid from another vendor will be forwarded to the Board, as it has not yet been received.
6. Painting proposals were solicited from Four Points Painting and Tony Kihaloha for exterior painting of Buildings C, F & J. Four Points proposal is attached. Kihaloha's will be forwarded to the Board upon receipt.

POOL & SPAS:

1. A new blower for the lower spa jets was installed by Mountain View Spas. Electrics were installed by Hatter Electric. The blower is very effective in adding pressure from the spa jets.

2. Due to early warmer weather staff brought out the common area barbecue and deck chairs for the pool area. The barbecue required replacement of the burner assembly, which staff ordered, received and installed. (Then it snowed!)
3. Backflow preventers received and passed their annual inspections.
4. Matt performed some repairs for water leakage in the plumbing in the upper equipment room.

GROUNDS:

1. Ten potholes in the parking lot were patched by staff. Matt painted yellow safety markers on concrete landings at the bottom of exterior stairways.
2. At the end of April staff began removing and storing snow stakes and moving railroad ties to summer locations. They also repaired broken areas of fencing around the pool deck. Light timers were changed to coincide with longer daylight hours. Hoses with timers were set up in their respective locations.
3. Mammoth has been placed on Level 3 water restrictions. This means irrigating only 2 nights per week from 7 PM to 9 AM. Hand watering is also permitted on certain days during the hours of 5 PM to 9 AM.
4. Loads of pine needles and debris have been swept and raked throughout the common area grounds.

ADMINISTRATION:

1. With the warmer summer temperatures and relocation of the lower spa heater, the manager's unit is very, very warm, to the extent that the kitchen and living room areas are unusable and the bedrooms do not cool down until late into the evening. Management has solicited an opinion from an HVAC vendor for effective cooling for the manager's unit. Recommendations will be presented to the Board by management at Saturday's meeting.
2. Management solicited revised proposals for reconstruction of the parking lot, from Black Gold Asphalt and Matthew Clair Concrete & Asphalt. Black Gold's proposal has not changed from their 2013 submission and the prices are still valid. Both proposals have previously been sent to the Board.

STATE OF THE COMPLEX:

Truck mileage at 4/30: 78922
5/31: 79224

Number of rental units at 4/30 & 5/31: 30

Rental occupancy %, April 2015: 12.2%

May 2014: 6.8%

Units for sale at 5/31: #45, Studio/ 1 ba., price unknown; #102, Studio & loft, 2 ba., \$295,000; #134, Studio & loft, 2 ba., \$245,000.

Respectfully submitted,

Steve Black
Jessica & Matt
HVV Property Management