

HIDDEN VALLEY VILLAGE OWNERS ASSOCIATION
Board of Directors Meeting
MINUTES

Date of Meeting: November 7, 2015

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

Location: Hidden Valley Common Area Room

Call in information: 1-800-567-5900 Organizer access code: ✖6790328 Participant access code:2160039

1. General

- a. Call to order by President Tony Cole: 10:30
- b. Roll call. Board Members: Tony Cole, Steve Latshaw, David Natali, Ken Stickles, Greg Stone, Kim Walters, Ruth Wheeler. Management: Steve Black Jessica Martinez, Matt Zubiato. Guests Jane Stone, Diane Berry Cole
- c. Adoption of Minutes for Sept 16, 2015 Board of Directors Meeting
Motion: Ken Stickles; Approve the Sept 16, 2015 Minutes
Second: Steve Latshaw
Passed: 6-0-1 Abstention David Natali

2. Announcements/Orders of the day: The Executive session meeting included: a review of the managers reports, a review of the 11 units who did not return ballots for the Governing Document vote, a review of the owners who are delinquent in dues.

3. Treasurers Report

- a. September, October financial reports:

Monthly Report	
Sept 30, 2015	
Operating Fund	\$110,219
Contingency Fund	\$35,000
Replacement Fund	\$135,454
74.8% of the year is gone & 55.1% of the operating budget is spent	
3 Owners are in arrears for a total of	\$90.00
16 Owners paid in advance for a total of	(\$8,570)

- b. **Action Items:** Owners in arrears. Action to be taken: Ruth will call the owner of unit 23 to explain the \$30 amount due.
Following the Owners meeting if the owner of unit 48 is not present then President Tony Cole will contact the unit owner via email.
- c. Warning Notices and Fines: None
- d. 2016 budget: \$15/month increase to accommodate the low amount in the replacement fund. The painting budget has been reduced. The increase in dues should avoid the cost of a special assessment to cover the second half of driveway replacement.

4. Committee Reports

- a. Architectural Committee

- i. Projects for 2015 - 16

- 1) Driveway replacement project report: There is an agreement with Black Gold Asphalt in place to complete the upper driveway for \$188,000. Unless there is a drastic increase in materials cost (oil).

We are first on Black Gold Asphalt's job list for this year. The upper part of the driveway should begin work in spring of 2015

- 2) Upper pool deck and fence repair project and expense report: 17.6% over budget due to dry rot in the existing substructure.
Total cost is \$26,020.
- 3) Landscape for Office/Spa building project design and expense report: Expense so far is approximately \$1,500
- 4) Painting of buildings C, F, and J report. Completed. Matt had to do quite a bit of staple removal and repairs to the rope lighting. In future bids for paint jobs will include specification of obligations of the painters for clean up
- 5) Soap Dispensers for common area bathrooms. Done
- 6) Review of Tree removals. Total cost bid amount from GC Firewood is \$1350.

b. Newsletter: Tony: Tony will try to send out a newsletter in the next billing

c. Web Master: Ken Stickles: Nothing to report.

d. Update documents Articles of Incorporation, CC&Rs and Bylaws: Ruth Wheeler

i. Number of Ballots collected: 73

ii. Process for counting ballots. Homeowners are not allowed to count ballots, Steve Black, Matt Zubiate, and Jessica Martinez will be the ballot counting committee.

iii. HVV operating rules regarding ballot collection and voting are printed and available for anyone who would like to review them

iv. There are enough ballots collected so the counting of the ballots will be done at the Annual Homeowners Meeting.

5. Unfinished Business

- a. Fire Safety Plan: Steve Communicated with Tom Heller Mammoth Fire Dept. The town of Mammoth does not have a specific protocol for fire safety for condo projects. Tom gave Steve three websites to reference. In the event of a fire management will call 911 and knock on doors to be sure which units are occupied and might need to be evacuated.

A solid plan is still needed so that homeowners understand their responsibility to notify management of occupancy and management is clear about their responsibilities in the event of a fire.

- b. Request window & slider glass replacement for unit 102. Owner has submitted two bids. However the bids are not for windows that are the same as the ones that are being removed. Board has directed management to instruct the owners to submit a bid that is for like replacement windows.

6. New business

- a. Chimney sweeping expenses for half of the units. Bid amount is \$1755 from Angelo's Stove and Chimney. Angelo's was not able to complete 4 of the units. Management will follow up on this. The final bill will be submitted by Angelo's when the job is completed.

7. Property Management reports. Review of attached Property Management Reports for months ending September and October 2015.

8. Property Management project/item updates & related property matters:

Other properties pay \$18/hour when they must do snow removal after hours. Steve is proposing that Matt be paid for snow removal between the hours of 6:00PM and 9:00AM

Motion: Wheeler; Pay management at the current rate for snow removal that is done between the hours of 6:00PM-9:00AM.

Second: David Natali

Passed: 7-0

Motion: Wheeler: Instruct management to sell the old snow plough

Second: Greg Stone

Passed: 7-0

Ken Stickles: offered information on acquiring insurance and suggested that the board look into it.

Steve Latshaw: Suggested a committee be formed for looking into uses for the tennis court.

Tony Cole: would like to look into the double hung window issue

9. Announcement of next Board meeting and Homeowners Meeting:

DATE: To be decided at Homeowners Meeting

LOCATION: TBD

10. Adjournment. 12:23 PM

MAMMOTH RESERVATION BUREAU

Property Management Division

PO Box 1608, Mammoth Lakes, CA 93546 (800) 462-5571 www.mammothvacations.com

HIDDEN VALLEY VILLAGE

Property Management Report

September 1 through October 31, 2015

BUILDINGS:

1. Kihaloha Painting completed their contract, painting Buildings C, F & J. The job appears to have been done satisfactorily, even though they began power washing and scraping Building K instead of F. They touched up their mistakes. Management staff policed the grounds around the buildings being painted, cleaning up chipped paint, trash and other debris left by the workers.
2. Staff completed refinishing the interior of the lower sauna. It looks terrific!
3. Other work on buildings performed by staff included painting doors on Building E; painting the assistant manager residence entry door and the adjacent office hallway entry door and interior hallway door; installed new stove in assistant manager's residence; installed new soap dispensers in lower common area showers.
4. Lower units' chimneys were swept at the end of October by Angelo's Stove and Chimney, in accordance with their approved proposal.

GROUNDS:

1. GC Firewood felled dead trees as identified and approved, in accordance with their contract and sectioned them into rounds. As planned, Matt and Jeff limbed the trees and moved all debris into a construction dumpster that we leased for that purpose. Rounds were moved to the old tennis court for splitting. They also felled 2 smaller dead trees and followed the same procedure. Other grounds around the Complex also received pine needle and debris abatement.
2. Matt and Jeff excavated the planter areas in front of the lower recreation building and installed appropriate drainage pipes, base and connections for irrigation. The project took about 3 days to complete (in conjunction with their routine daily chores).
3. Staff moved railroad ties to their winter locations on the tennis court and elsewhere. Snow stakes were installed. The walkway leading to H & I Buildings received a new coat of non-slip paint. Irrigation hoses were disconnected and stored for winter.
4. Snow and cold temperatures were forecast for the beginning of November. Staff installed plywood sheets on lower unit balconies. Heaters have been turned on and set to low settings. Cabinet doors underneath

sinks have been opened to facilitate air circulation around water lines. Time clocks for common area lighting have been reset for Pacific Standard Time.

EQUIPMENT AND POOL DECK REMODEL:

1. A chain saw has been purchased for staff to use in ongoing tree trimming requirements every spring and fall. Cost was about \$550.
2. The HVV truck has received a thorough service including replacement of fluids, transmission and differential lubrication, brake service and more. Cost was \$1100.
3. Shepler Construction has completed remodel of the pool deck. The Board has been kept apprised of the progress during various phases of construction.

State of the Complex:

Truck mileage: Sept. 30: 80479; Oct. 31: 80936.

Number of rental units, Sept. & Oct.: 30.

Rental occ. %: Sept: 15.6%; Oct. 7.4%.

Units for sale, Sept & Oct; #45, Studio, 1 ba. Price unknown; #134, Studio/ loft, 2
Ba, \$245,000.

Units sold: none.

Respectfully submitted,

Steve Black

Jessica Martinez

HVV Property Management