

HIDDEN VALLEY VILLAGE OWNERS ASSOCIATION
Board of Directors Meeting
Minutes

Date of Meeting: June 4, 2016

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

Location: Hidden Valley Common Area Room

1. General

a. Call to order by President Tony Cole: 11:30

b. Roll call. Record Board Members, Management, owners and guests present: Board Members: Tony Cole, Greg Wheeler, Kim Walters, Ruth Wheeler present, Steve Latshaw via phone. Absent Dave Natali, Randy Balik. Management: Steve Black, Matt Zubiato, Jessica Martinez and Sierra. Homeowners: Greg and Jane Stone, Diane Cole

c. Adoption of Minutes for March 23, 2016 Board of Directors Meeting

Motion: Kim Walters; Approve the minutes from the March Meeting

Second: Greg Wheeler

Passed 5-0

2. Announcements/Orders of the day: Due to late meeting start and Steve Blacks schedule we will take any items from Steve:

Recommendation to replace old upper spa filters with sand filters.

We have enough grids to get through spring of 2017. It was the general opinion of the board that a purchase of sand filters should be done in the Spring of 2017 when the supply of grids runs out.

Solid Pool cover estimate is a max of \$2,000 and is highly recommended by Steve Black. It is better for pool maintenance and safety and warranted for 10-12 years.

Motion: Ruth Wheeler; Proceed with the purchase of the recommended pool cover to a maximum expense of \$2500

Second: Kim Walters

Passed: 5-0

Management will complete the task of submitting measurements to the pool cover company.

3. Treasurers Report

a. May financial reports: Through April 30. We are now on budget

FINANCIAL SNAPSHOT FOR MONTH ENDED		33.2%	Into Annual Budget period
April 30, 2016			
-		31.4%	Operating Expense budget spent
Operating Fund	\$87,831	\$314,550	2016 Total Operating Expense Budget
Contingency Fund	\$35,000	\$98,802	YTD Operating Expenses
Replacement Fund	\$214,906	\$6,347	YTD under budget primarily due to Maint & Supplies
Total Funds	\$337,737	2.0%	YTD Over/Annual Operating Budget
4	Units Past Due for HOA Dues	\$517	0.0% Replacement Expense budget spent
17	Units Pd in Advance for HOA Dues	(\$8,253)	\$226,250 2016 Replacement Expense Budget
<u>Past Due Items of Note:</u>		\$0	YTD Replacement Expenses
	New dues \$/structure implemented Jan 2016	\$226,250	YTD Under Replacement Budget Spending
-	Bulk cable rate increased in 2016		0.0% YTD Repl Exp/Annual Replacement Revenue

b. Owners in arrears. Action to be taken: None of significance

- c. Bulk cable expenses: Kim will continue to monitor. At this time the small discrepancy between billing and collections of Sudden link bills is getting smaller
- d. Warning Notices and Fines: None
- e. Replacement fund is being replenished at a rate of \$13,000. The amount in the replacement fund will drop down when we pay the driveway bill, but the replacement fund is in good shape.

4. Standing Committee Reports:

a. Newsletter: Tony Cole; One was sent prior to driveway work. Tony will send a newsletter with the informing owners of the new driveway.

b. Web Master/communications: None

c. Operating rules: We will use the existing forms that we have and revisit how effective they are next meeting.

d. Tennis Court Use:

Stuff on tennis court:

Plough should be covered with a tarp.

Move vehicle to a parking space

Move motor cycles

Evaluate plywood discard unneeded and figure out storage for remaining

Keep old sign for evaluation.

Firewood-Stack Matt and Jessica's firewood adjacent to propane tank. Remove remaining wood as soon as possible.

Motion: Ruth Wheeler: Have management purchase Bar-B-Que, picnic table, and games price not to exceed \$1,000

Second: Kim

Passed: 5-0

e. Upper Driveway Project: The board is tremendously pleased with the work that black gold did.

Future Cost to slurry bottom of driveway is approximately \$3,000 and should be done as soon as possible.

Future cost to slurry entire driveway in 2017 will be approximately \$8,000

Recommendation for driveway care is Slurry bottom of driveway this year (winter chain damage is apparent). Slurry entire driveway in the summer of 2017, then again in 2018. Then consider doing the slurry coat every other year.

Railroad ties will be replaced on the driveway as soon as possible.

Stumps and logs above building E will be removed.

Motion: Ruth Wheeler; Contract Black Gold to complete the Slurry coat on the Lower Driveway. Maximum cost of \$3,500

Second: Kim Walters;

Passed 5-0

Motion: Ruth Wheeler; Reimburse Tony for contribution to Black Gold's company bar-b-que in the amount of \$22.00

Second: Kim Walters

Passed: 5-0

e. Landscape and Grounds Maintenance and Improvements:

-Matt announced that Trash cleanup will be modified by management to include Mon. Wed, Sunday walk around and clean up

-Tony will contact Boyd Sheplar, to remove construction trash that was generated during his building and ended up in woods the woods behind buildings G and F

-Stair treads on some buildings are showing signs of excessive rust. Tony will contact Boys Sheplar to see if those items are under contractor warranty.

-Ruth will look into natural vegetation solutions for the area below the pool and below building B.

- Board will look into planting bulbs in sign planter.

-Building 122 has screen damage due to snow shoveling.

Motion: Ruth Wheeler: replace the screen with a standard screen

Second: Kim

Passed:5-0

Management will follow through on having unit 122's screen repaired

5. Old Business

a. Landscape for Office/Spa building project design:

Ruth Arranged a meeting with Fran Cook, a local landscape design consultant she has designed the landscape planters in front of the Red Lantern, and The Rafters. Ruth brought pictures of the Rafters and Red Lantern planters to the board meeting. Fran meet with: Tony, Kim, Ruth, Greg, Matt, Jessica and Sierra on Friday. She made several suggestions and gave a ballpark estimate cost of \$2,500 to complete the planter project. This assumes that Matt and Jeff will install lattice below the deck, dig the trenches, and install the irrigation system under her guidance. It includes her time and design, the moving of boulders for landscape accents, the purchase of two spruce trees (not Aspen) and 10 shrubs. Matt and Jeff will do the planting under her guidance. The lattice, irrigation, and placement of boulders can be completed this summer and the planting can be done in the early spring of 2017 to give the plants the best chance to establish themselves.

Matt suggested that we use Andersons plumbing to begin the irrigation system with the correct valves and connections to the water supply. Then he and Jeff can complete the installation of the laterals and bubbler heads. Fran Cook will provide guidance and a parts list for the irrigation materials. This will increase the cost, initially, however the professional installation of the water connections seems advisable.

The two areas to the extreme right and left of the planter are very difficult to irrigate so the use of decorative boulders and bulbs will be used in these areas

Motion: Kim Walters; proceed with landscape plan to complete lattice covering below deck and irrigation. Cost not to exceed \$1500

Second: Ruth Wheeler

Passed 5-0

b. Painting of buildings

Bids for buildings D and G:

Trim only of building G \$1,550

Bid for both buildings D and G; \$13,100

Bid from Freeman on fascia for building G is \$779

Motion: Ruth Wheeler Replace fascia on G cost not to exceed \$800

Second: Kim Walters

Passed: 5-0

Greg and Jane Stone felt that building E was in need of painting. Jane felt that sticking to a set painting schedule was important so that the association did not neglect the appearance and condition of the buildings to cover other maintenance items. Kim Walters checked the schedule that was set up by the reserve study corporation. Buildings on the list to be painted this year were: D, E, G, K, and I. The board had elected to differ some of this painting until 2017 so that the driveway would not necessitate a special assessment. The budget for painting this year was \$20,000 and it is still possible to spend this much to paint the buildings in the above group that are most in need of painting. The \$20,000 will not cover the cost of all 5 buildings.

The Board will make a final decision on which buildings will be painted after walking the project. And seek approval via email. So that some buildings can be painted this summer.

c. Progress report on Governing Documents:

Project Complete. Cost \$2,986 in 2015. \$8,367 in 2016 for a total project cost of \$11,353

d. Email communications to homeowners:

Jessica compiled an email list of all homeowners. Four homeowners did not have email. Butners has sent out the required documentation: "Request for authorization to receive official owner association communication". We will monitor the return of these authorizations. We should be able to save some money by using electronic communication systems.

6. Management Report: See Attached

7. Property Management project/item updates & related property matters

-New Signage for office hours: Bid has been submitted by Maverick Signs. Jessica will email the mock ups and board will approve via email. Cost will be \$365

-Matt and Jeff will replace tile in pool and get a bid for pool repairs.

8. New Business

a. Pool Cover-Addressed earlier in the meeting before Steve Black had to leave.

b. Tile repairs for the pool and Jacuzzi: Matt and Jeff will replace tile in pool and get a bid for professional pool repairs.

9. Announcement of next Board meeting and Homeowners Meeting:

DATE: Sept.

LOCATION: TBD

10. Adjournment 3:00

Notes on the complex walk around:

-Upon walking the project the board feels that buildings D and E should be completely painted and building G should have trim painting only. The West facing fascia on building E is not looking good.

-Management was directed to have Freeman Roofing come out and take a look and give a repair bid for the fascia on building E if necessary.

-Management was directed to get a bid for: complete painting of buildings D and E and painting of trim only for building G.

-Management was able to have Kialoa paint redo the painting of the stairs for the lower Jacuzzi at no charge because they were not properly premiered and the paint failed within the first year.

-A few items that were constructed by Boyd Sheplar were not satisfactory. Tony will contact Boyd to seek rectification of the following problems:

1) Construction debris left in the woods behind buildings F and G

2) Stair treads rusting on buildings G and H

3) Concrete incorrectly poured at the base of the stairs on buildings K and B

-Boulders to use for the planter project were identified on the upper right side of the driveway and the upper left side of the driveway.

-The West end of the tennis court was designated for games.

-The plough will be moved to the large uprooted area on the north side of the tennis courts and covered.

-old plywood and the old sign will be disposed

-some tree rounds will be used to make benches by using 2X6 boards

-Hole under plywood will be filled

-Areas for potential fall seeding in front of buildings B and C were identified

-Up rooted concrete area on the west side of the pool was identified.

-Little marker flags left over from the driveway project to be removed

-Need for replacement of railroad ties on upper East edge of driveway

-Infractions of common area grounds: Building F unit 41, lattice on balcony and personal positions on the deck in front of the door. Building J Ski poles hanging on balcony.

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 1, 2016

BUILDINGS:

1. Management discovered a clogged drain in the upper laundry room. Anderson Plumbing was first engaged to identify the problem, followed by Villar Excavation to employ their camera equipment in the drain line. To facilitate Villar's camera probe, staff uncovered a lower cleanout which was buried under several feet of snow. A crushed pipe was found in addition to tree roots in the drain line. Villar excavated a trench and installed a new drain line, coupling it to an existing sewer line that services the lower portion of the Complex. Cost of the project was \$4515.
2. Pursuant to authorization from the Board, an electrician installed electrical connections for a washer and dryer in the Manager's residence.
3. Common area light timers were adjusted for changes in daylight savings time as well as longer daylight hours. Heaters in units were turned off in accordance with the changing temperatures. Staff inspected units to ensure that no pipes were frozen during erratic temperature shifts.
4. Freeman Roofing installed a metal drip edge at the roof line of Building J.

GROUNDS:

1. Staff began spring cleanup duties in the middle of April. The weather kept shifting between winter and spring during April and May; raking up debris one day and shoveling snow the next.
2. Matt & Jess spoke with a variety of neighbors regarding obtaining temporary parking during our parking lot replacement project. They were unsuccessful in obtaining any cooperation.
3. GC Firewood worked with Matt to identify trees that had to be removed and who would perform cleanup and remove fallen tree trunks. After Board approval, GC felled the appropriate trees. Staff brought in a large dumpster, cleaned up tree limbs and debris, cut tree trunks into rounds and brought them to the tennis court for further splitting. A substantial amount of money was saved by staff's participation.
4. Phase 2 of the parking lot replacement began on May 10 and was completed June 2. Staff controlled parking as best they could and Black Gold Asphalt kept the Complex as accessible as possible during construction. Jessica kept residents, homeowners and rental services updated on the construction progress and projected completion date.
5. Matt and Jeff repaired damaged areas of the cinder block retaining walls.
6. In addition to daily debris removal in generally used common areas, onsite staff will perform a thorough policing of the entire HVV grounds on a weekly basis.

POOL & SPA:

1. Mountain View Spas replaced a leaking seal in a pump for the lower spa.
2. New filter grids for the upper spa filter were purchased along with new covers for both spas. The covers were cut and fitted to the spas. New signage for the pool and spa areas was purchased and installed.

3. Staff prepared the pool for opening over the Memorial holiday. Patio furniture was brought out of storage and cleaned. Some of the old furniture should be replaced.

ADMINISTRATIVE:

1. Carl at Mammoth Chevron purchased HVV's old plow blade for \$200. Funds will be submitted to Butner for deposit to the operating account with our June 5 invoice submissions.

STATE OF THE COMPLEX:

1. Truck mileage: April 30, 82698; May 31, 83084.
2. # rental units, April 30 & May 31: 30
3. Rental occupancy %: April 30, 28.9%; May 31, 7.6%.
4. Units for sale, May 31: #41, Studio, 1 ba. \$132000; #45, Studio, 1 ba. price unknown.
5. Units sold: #15, Studio/ loft, 1 ba. \$145000.

Respectfully submitted,

Steve Black

Jessica Martinez

Hidden Valley Property Management