

HIDDEN VALLEY VILLAGE OWNERS ASSOCIATION
Board of Directors Meeting
MINUTES

Date of Meeting: November 12, 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: 11:11AM

b. Roll call: Board Members: Tony Cole, Steve Latshaw, Kim Walters, Ruth Wheeler, Dave Natali, Greg Wheeler. Absent Randy Balik. Management: Steve Black, Matt Zubiata, Jessica Martinez. Guests: Diane Cole, Sierra Zubiata.

c. Adoption of Minutes for September 7, 2016 Board of Directors Meeting

Motion: Greg Wheeler; Approve minutes as corrected for Sept. meeting

Second: Kim Walters

Passed: 5-0-1

2. Announcements/Orders of the day: Steve Black must leave meeting at noon so we will skip to management reports:

3. Management Reports:

In addition to the regular management report (attached to these minutes) Steve highlighted the following: Steve received information on Sauna: He has three bids but he only received the information yesterday so he will inform the board later. Jason Hatter can replace the timer on the lower spa, but the board would rather wait and replace the entire system at once. This will involve re-wiring from the breaker to bring all elements of the sauna up to code.

Unit: 128 has replaced windows in his unit. It was reiterated that: Owners must get board approval prior to exterior work on their condos. Tony will notify owners of this via newsletter. Onsite management will closely monitor remodeling activities in individual units to be sure noise, nuisance, and proper disposal of waste rules are being followed.

Management prepped for slurry, notification to owners in lower units was not clear. One car was left in parking lot so the company had to return to cover where the car was parked.

Kialoa Painting's performance with regard to timeliness and completion of the job was not satisfactory. In the future contract bids will include a penalty for late completion clause.

Steve requested a copy of the CC&R's. Ruth Wheeler will email a PDF copy to him.

Steve Black departed the meeting at Noon.

4. Treasurers Report

a. September financial report: It is hoped that the yearend savings will be around \$30,000. The exact amount will not be calculated until the end of December when all snow removal and other costs are calculated.

FINANCIAL SNAPSHOT FOR MONTH ENDED		83.6%	Into Annual Budget period
October 31, 2016			
-		70%	Operating Expense budget spent
Operating Fund	\$94,430	\$314,550	2016 Total Operating Expense Budget
Contingency Fund	\$30,485	\$220,134	YTD Operating Expenses
Replacement Fund	\$122,716	\$42,869	YTD under budget primarily due to Maint & Supplies
Total Funds	\$247,631	13.6%	YTD Over/Annual Operating Budget
3	Units Past Due for HOA Dues	\$1,007	86% Replacement Expense budget spent
16	Units Pd in Advance for HOA Dues	(\$7,600)	\$226,250 2016 Replacement Expense Budget
Past Due Items of Note:		\$194,676	YTD Replacement Expenses

New dues \$/structure implemented Jan 2016
Bulk cable rate increased in 2016

\$31,574 YTD Under Replacement Budget Spending
125.6% YTD Repl Exp/Annual Replacement Revenue

- b. 2017 Budget is not completed yet, but it will be completed Nov. 30 It will be mailed out to homeowners in January, 2017
- c. Certificate of deposit: Association funds can be placed in a CD, but there are specific requirements to do this.

Moving money into a CD allows the association the ability to earn a little interest on the amount of money that must be held in the separate funds of the association. Moving money in this way is advisable as it keeps all the separate account funds under the \$250,000 FDIC insurable limits. As part of the requirements to move funds into a CD Kim read the following resolution:

CERTIFIED COPY OF CERTAIN RESOLUTIONS ADOPTED BY THE BOARD OF DIRECTORS WHEREBY THE ESTABLISHMENT AND MAINTENANCE OF TRADING ACCOUNTS HAVE BEEN AUTHORIZED

RESOLVED

FIRST: That the President or any Vice President of this Corporation, or Treasurer or Secretary be and they hereby are, and each of them hereby is, authorized and empowered, for and on behalf of this Corporation (herein called the "Corporation"), to establish and maintain one or more accounts, with Investment Services (herein called the "Brokers") for the purpose of purchasing, investing in, or otherwise acquiring, selling, possessing, transferring, exchanging, pledging, or otherwise disposing of, or turning to account of, or realizing upon, and generally dealing in and with any and all forms of Certificates of Deposit.

The fullest authority at all times with respect to any such commitment or with respect to any transaction deemed by any of the said officers and/or agents to be proper in connection therewith is hereby conferred, including authority (without limiting the generality of the foregoing) to give written or oral instructions to the Brokers with respect to said transactions; to bind and obligate the Corporation to and for the carrying out of any contract, arrangement, or transaction, which shall be entered into by any such officer and/or agent for and on behalf of the Corporation with or through the Brokers; to pay by check and/or draft drawn upon the funds of the Corporation such sums as may be necessary in connection with any of the said accounts; to deliver deposit funds with the Brokers; to order the transfer or delivery thereof to any other person whatsoever, and/or to order the transfer of record of any securities, or contracts, or titles, to any name selected by any of the said officers or agents; to affix the corporate seal to any documents or securities to any name selected by any of the said officers or agents; to affix the corporate seal to any document or agreements, or otherwise; to endorse any contracts in order to pass title thereto; to direct the sale or exercise of any rights; to sign for the Corporation all releases, powers of attorney, and/or other documents in connection with any such account, and to agree to any terms or conditions to control any such account; to direct the Brokers to surrender any material to the proper agent or party; to appoint any other person or persons to do any and all things which any of the said officers and/or agents is hereby empowered to do, and generally to do and take all action necessary in connection with the account, or considered desirable by such officer and/or agent with respect thereto.

SECOND: That the Broker may deal with any and all of the persons directly or indirectly by the foregoing resolution empowered, as though they were dealing with the Corporation directly.

THIRD: That the Secretary of the Corporation be and he/she hereby is authorized, empowered and directly to certify, under the seal of the Corporation, or otherwise, to the Brokers:
(a) a true copy of these resolutions;

- (b) specimen signatures of each and every person by these resolutions empowered;
- (c) a certificate (which, if required by the Brokers, shall be supported by an opinion of the general counsel of the Corporation, or other counsel satisfactory to the Brokers) that the Corporation is duly organized and existing, that its charter empowers it to transact the business by these resolutions defined, and that no limitation has been imposed upon such powers by the By-Laws or otherwise.

FOURTH: That the Brokers may rely upon any certification given in accordance with these resolutions, as continuing fully effective unless and until the Brokers shall receive due written notice of a change in or the rescission of the authority so evidenced and the dispatch or receipt of any other form of notice shall not constitute a waiver of this provision, nor shall the fact that any persons hereby empowered ceases to be an officer of the Corporation or becomes an officer under some other title in any way affect the powers hereby conferred. The failure to supply any specimen signature shall not invalidate any transaction if the transaction is in accordance with authority actually granted.

FIFTH: That in the event of any change in the office or powers of persons hereby empowered, the Secretary shall certify such changes to the Brokers in writing in the manner hereinabove provided, which notification, when received, shall be adequate both to terminate the powers of the persons theretofore authorized, and to empower the persons thereby substituted.

SIXTH: That the foregoing resolutions and the certificates actually furnished to the Brokers by the Secretary of the Corporation pursuant thereto, be and they hereby are made irrevocable until written notice of the revocation thereof shall have been received by the Brokers.

NOTE: This Form Must Be Accompanied With A Copy Of The Articles Of Incorporation

Motion: Ruth Wheeler; Accept the Resolution
Second: David Natali
Passed: 6-0

The approximate amount of money placed in the 6 month CD will depend on the year end financials. It is hoped that the amount will be around \$100,000

Motion: Ruth Wheeler; Allocate monies up to an amount that provides adequate liquidity and provides 100% insurance. To a CD

Second: Greg Wheeler

Passed 6-0

- d. Owners in arrears. Action to be taken: None
 - e. Warning Notices and Fines: Unit 128 will be directed by management to provide verification of compliance with HVV policies regarding window replacement and architectural verification that the removal of the post adjacent to the kitchen is structurally sound and up to code. Unit owner must provide management with standard documentation necessary for window replacement to avoid confusion with regard to exteriors (specifically windows) Matt will communicate with local vendors to work with management prior to modifications. Tony will include information in a newsletter. Management will closely monitor future remodeling projects by homeowners.
5. Standing Committee Reports:
- a. Newsletter: Tony will send one out in Dec. billing
 - b. Web Master/communications: There is some difficulty with inserting PDF files onto the website. Jessica will see if Steve's employee Kristina can help with this.
 - c. Operating rules: No report (Still waiting on information from Steve Black, who has examples of operating rules and some research information regarding the importance of operating rules for condo associations.

d. Tennis Court Use: Changes were successful. The area was used frequently during the summer and owners and guests seem to enjoy the space. The games and tables are stored for the winter. Management will set them up again next spring.

e. Driveway maintenance and upkeep follow up: Based on the recommendation of Black Gold a plan for continued maintenance of the driveway has been established.

Motion: Ruth Wheeler; Entire driveway (upper and lower) will be Slurry Coated in the Summer of both 2017 and 2018. After 2018 the entire driveway will be slurry coated in the summer of even numbered years only (every other year)

Second: David Natali

Passed: 6-0

f. Landscape and Grounds Maintenance and Improvements:

1) Office planter project is complete. The landscape consultant that we hired completed the planting of 100 dafodil bulbs in the planter. Plants have been tied up and made ready for winter. There was some miscommunication between Ruth Wheeler and Jessica regarding the purchase of bulbs. So Ruth has about 50 assorted bulbs that will be planted around the lower office/spa building

Motion: Kim Walters; Reimburse Ruth for bulb expense

Second: Dave Natali

Passed 6-0

2) Tree planting research: Greg Wheeler contacted the forest service. They sometimes have 2 year old seedlings that they give away, however they do not have any at this time. Forest Service recommended planting native species, which include: Jeffery Pines, Lodgepole Pines, Red Fir, White Fir, and Juniper.

Ruth Wheeler contacted the Native Plant Society they were very helpful. They have a plant sale that benefits their organization in June/July so we may be able to use native, drought resistant plants from their sale next year. Sherry Taylor, and Katie Quinland were both very helpful so Ruth will seek their advice as well as Fran Cook for future landscape help. The consensus of "Tree authorities" spoken to was: replanting young trees to replace dead trees was good. While maintaining a diversity of local species is advisable the fir trees are more susceptible to "heart rot" Jeffery's and Lodgepole's are good choices with Jeffery's being the easiest to germinate and grow. The best time to plant pines is in September.

Ruth Wheeler contacted Chalfont Nursery in Bishop They sell 1 gallon Jeffery Pines for \$10.50 and deliver to Mammoth for free.

Motion: Kim Walters; Purchase 1 gal. Jeffery pine next Sept. Cost not to exceed \$150

Second David

Passed 6-0

3) Winter readiness: Matt did not need to use the roto hammer so we do not have holes in the new driveway to accommodate the snow stakes. Driveway stakes are installed and ready for snow.

Matt informed the board that the two snow blowers that we have are very old and one new snow blower would be nice to have. Cost of a new snow blower with a 28 inch bucket and 9 HP engine is approximately \$2,900

Motion: Ruth Wheeler; Purchase new snow blower cost not to exceed \$3,300

Second: Kim Walters

Passed: 6-0

4) Water usage-Kim Walters and Steve Black have completed their tasks of setting up our voluntary online water usage monitoring system. Jessica will go online and find out what the program offers and report at the next meeting. David will research switching the metering system to individual units.

5) Fall wild flower seeding-follow up: Management completed the fall seeding of wildflowers and provided a map of the location of the various seeds around the complex so that we can monitor which seeding's were successful. Cost of seeds was approximately \$500

6) Dead tree removal: After receiving bids from Eastern Sierra Tree Service, GC Firewood, and Skyline Tree Service The board voted via email on the following motion:

Email Motion Oct. 25, 2016: Kim Walters; to contract with Eastern Sierra Tree Service to perform tree removal based on the 9/30/16 Proposal of \$8,377.23 attached. But we shall request ESTS to alter the service proposal in order for the HOA to retain 15" rounds from the nine trees for later HOA use and/or sale. It is assumed there will be no additional cost to keep the 15" wood rounds. However, we request the proposal include any separate additional cost that would be incurred to have the rounds moved to the tennis court (the recreation end opposite where snow is stored) or other recommended on-site location. A separate vote regarding moving of the rounds can follow when cost information is received.

Second via email: Randy Balik

Passed via email votes: 7-0

Trees are scheduled for removal the week after Thanksgiving. A discussion about the possibility of having 15 inch rounds stored on the tennis court to be split next spring and sold to recoup some of the expense of tree removal included the following information: There would be an additional charge of \$270 to move the wood. It might be feasible to sell the rounds un-split: It would involve more work for the board. The method of selling the wood has the potential of creating owner dissatisfaction. Kim has access to a wood splitter and will take on the splitting project. There are concerns regarding storage of wood on the tennis court.

Motion: Dave: Remove all wood

Second: Greg; Second

Failed: 2-4 In Favor Dave Natali, Greg Wheeler

Motion: Ruth Wheeler- Stack rounds on ¼ of the tennis courts and have the remaining rounds removed from the property Cost not to exceed \$8,647.23

Second: Steve

Passed 4-2

In favor Ruth Wheeler, Kim Walters, Tony Cole, Steve Satshaw

Opposed: Dave Natalie, Greg Wheeler

6. Old Business

a. 2016 Building painting review-Not satisfactory performance by Kialoah due to timing and delays of painting. Board and management will get more bids next year with future bids to include timeline and penalty to complete clause.

b. Email communications to homeowners: Only have 48 Jessica will continue to try to get email authorization forms from the remaining 34 homeowners.

c. Pool Cover-done we are waiting for delivery

d. Tile Repairs for pool and Jacuzzi-80% done

e. Construction debris behind building F and G-we will continue to monitor Matt is getting bid a bid for removal next week.

f. roofing questions about building E- still waiting on Freeman assessment.

7. Property Management project/item updates & related property matters-None (purchase of snow blower included in item f-3 above)

8. New Business

a. Sauna's: Board and Management will continue to research replacement of sauna heaters and installation. With the goal of a sauna replacement completed in Dec. This will require an email vote from the board.

9. Announcement of next Board meeting and Homeowners Meeting:

Meeting Date: Thursday, January 12, 2017 6:00 (Exec 5:00)

Meeting Location: Mammoth

10. Adjournment

Motion to adjourn 2:35

MAMMOTH RESERVATION BUREAU

HIDDEN VALLEY VILLAGE
Property Management Report
As of November 9, 2016

1. Staff cleaned and prepped the new pool deck for an application of a clear, UV protective sealer. Half of the deck was coated prior to the Labor Day holiday. The balance of the deck received the same treatment following the holiday. The entire process took 4 days to complete and resulted in an attractive finished surface.
2. The lower portion of the new parking lot received an emulsion slurry coating by Black Gold Asphalt. Matt and Jeff cleaned off leaves and debris and moved railroad tie borders before the workers began the job and reinstalled the barriers afterwards.
3. Kihaloha Painting performed much of their painting pursuant to their contract, save some pickup work which they have now completed. Today the painters returned to HVV and began painting deteriorating pickets, hand rails and fascia boards on Building G. Staff has had a difficult time getting Tony Kihaloha to complete this project. On several occasions he advised us that his painters would be at HVV on particular days but they did not show up. Most recently he promised to return to the Complex as soon as he completes another job that he has been working on. Management suggests that we solicit proposals from other painting contractors for next year's scheduled buildings. Kelly Painting is one that Management has had successful experience with this summer. They are not the least expensive painting contractor but their work is excellent. In the meanwhile, it appears that Building G will be finished soon.
4. The measuring process for ordering the pool safety cover was complex. After submitting our order for the cover, the measurements were kicked back to us from the vendor for additional measuring of certain distances. This phase of the process was repeated a few times until measurements were deemed perfect, including accommodating the handrail. We expect delivery of the cover and installation materials and instructions very soon. FYI, installations at other local complexes experienced the same need for measuring several times before the pool covers were manufactured.
5. Caulking around lower spa, between the shell and coping, had been cracking and peeling, as had the paint on the coping. Staff removed bad portions of the old caulk and installed new waterproof sealant. In addition they sanded, primed and painted all of the coping as well as the depth markers. Looks much improved.
6. Projects comprising winter preparation have been ongoing. Snow stakes have been installed without using rotary hammer to bore into the new asphalt; pool patio furniture is now stored; (extremely heavy) railroad ties bordering the parking lot were moved to a winter location on the tennis court; irrigation hoses were rolled up, marked with their respective locations and stored; office carpet was steam cleaned by staff; common area heaters were also cleaned by staff.
7. Matt replaced most of the tiles that had fallen off of the pool and spa walls. This was no easy task as the old bonding material had to be chipped from the surfaces, ground and sanded smooth and cleaned before the new waterproof thinset could be applied and the tiles installed.
8. Pursuant to input regarding a washing machine that was depositing grease on clothing, Eakins "Laundrie" has replaced it with a new one.

9. Proposals for removing several large, dead trees were solicited from 3 vendors and forwarded to the Board. Eastern Sierra Tree Service was the low bidder. This is an agenda item for discussion at the Board meeting.

10. Failures developed in both saunas. Management is trying to locate a nearby vendor who is experienced with electric sauna heaters. We have Boyd Shepler contacting his connections in Reno. In addition we have contacted some local HVAC vendors for providing either diagnoses/ proposals or referrals to experienced sauna vendors. In the meanwhile, we have asked Hatter for a bid for replacing the broken timer in the lower sauna so that it is available for use quickly.

11. Onsite staff has purchased a variety of wildflower seeds for different locations around the grounds. Soil mending and sowing of seeds has been completed. Jessica provided to the Board a map that shows where the various seeds are planted.

12. State of the Complex:

- a. Truck mileage: Sept. 30, 83716; Oct. 31, 83870.
- b. Number of rental units: 30.
- c. Rental occupancy %: Sept. '16, 22.5%; Oct. '16, 11.0%.
- d. Units for sale @ Oct. 31, none.
- e. Units sold @ Oct. 31, #41, studio, 1 ba., price not known (listed @ \$132000).

Respectfully submitted,

Steve Black, Jess & Matt
HVV Property Management