

**HIDDEN VALLEY VILLAGE OWNERS ASSOCIATION**  
**Board of Directors Meeting**  
**Minutes**

**Date of Meeting: Thursday, January 12, 2017 6:00**

**Time:** 6:00pm or immediately following Executive Session Board Meeting

**Location:** Hidden Valley Common Area Room

**Call in information:** Call in information 800-567-5900 organizer access code \*6790328 participant access code 2160039

1. General

- a. Call to order by President Tony Cole at 6:50 PM
- b. Roll call. Management, owners and guests present:  
Board Members at Hidden Valley: Tony Cole, Kim Walters, Greg Wheeler, Ruth Wheeler.  
Board Members Calling in: Dave Natali, Steve Latshaw, Randy Balik  
Management at Hidden Valley: Matt Zubiante, Jessica Zubiante  
Management via phone: Steve Black  
Guests: Matt Desario, Kinoka Ogsbury, Diane Cole, Cessa & Lyla Desario Sierra Zubiante
- c. Approval of Minutes for November 12, 2016 Board of Directors Meeting, and Annual Homeowners meeting  
Motion: Steve Latshaw; Approve Minutes for Nov. 12 regular board Meeting and The minutes from the Annual homeowners meeting.  
Second: Dave Natalie  
Passed: 7-0

2. Announcements/Orders of the day:

Items discussed in executive session included:

-Board communications with the owners of unit 128 regarding the installation of CCTV video camera in common area space and unit upgrades that were not brought to the board for approval.

-Board volunteers for Board of Directors officers:

President: Tony Cole

Vice President: Steve Latshaw

Treasurer: Kim Walters

Secretary: Ruth Wheeler.

One owner in arrears. Unit 23. In the amount of \$1,445

Excessive amount of snow removal which management has done a great job of taking care of  
The handling of the replacement of the saunas.

Motion: Randy Balik; To approve the slate of officers for the HVV Board of directors: President; Tony Cole, Vice President; Steve Latshaw, Treasurer; Kim Walters Secretary; Ruth Wheeler

Second: Dave Natali

Passed 7-0

Homeowner's forum Issues involving unit 128:

Tony Cole let Matt Desario and Kinoka Ogsbury, owners of unit 128 know that the installation of the CCTV mounted in their unit was intrusive to other owners and requested that the camera be removed.

Matt Desario apologized for lack of board approval and permits prior to work being done on the unit. He also apologized for the afterhour's noise nuisance that his workers caused and the water damage caused to the unit below his. He has rectified some of these things by repairing the ceiling of the unit below him, and applied for building permits retroactively. He has been in communication with the board regarding the permitting process and he will share the permit information when the permits are finalized. The windows that were replaced were in compliance with the Hidden Valley window regulations. He explained his stance and passion for keeping the camera mounted in his unit pointing out toward the landing of his unit. The camera is automatically activated when his digital door lock is touched. He can access and activate it at any time with his phone app. Several

board members offered alternative options for Matt to monitor the use of his condo. Kim Walters, who lives next door to unit 128 finds the camera intrusive to her privacy and requested the camera be removed.

3. Treasurers Report

<b>FINANCIAL SNAPSHOT FOR MONTH ENDED</b>		91.8%	Into Annual Budget period	
<b>November 30, 2016</b>				
-		77.8%	Operating Expense budget spent	
Operating Fund *Sep \$25K Xfer to Repl	\$94,760	\$314,550	2016 Total Operating Expense Budget	
Contingency Fund	\$30,485	\$244,593	YTD Operating Expenses	
Replacement Fund *Sep \$25K Xfer frm Op	\$120,980	\$44,928	YTD under budget primarily due to Maint &	
<b>Total Funds</b>	<b>\$246,225</b>	14.3%	YTD Over/Annual Operating Budget	
3	Units Past Due for HOA Dues	\$1,548	92.5%	Replacement Expense budget spent
11	Units Pd in Advance for HOA Dues	(\$4,051)	\$226,250	2016 Replacement Expense Budget
<u>Past Due Items of Note:</u>		\$209,326	YTD Replacement Expenses	
-	New dues \$/structure implemented Jan 2016	\$16,924	YTD Under Replacement Budget Spending	
-	Bulk cable rate increased in 2016	135.1%	YTD Repl Exp/Annual Replacement Revenue	

a. December financial report

2016 Operating expenses/savings are as reported in prior months.

2016 Replacement Fund expenses reflect building painting costs invoiced in November. The pool cover is currently reflected in pool/sauna operating expenses, but will be reclassified to the replacement fund so it can be identified for future replacement fund studies and budgeted replacement expenses with an approximate 10 year life.

Significant replacement/contingency expenses expected to post in December 2016 financials are:  
 Sauna Heaters and related for So Cal Sauna and Nick Mendoza installation  
 Bldg E Sewer Line repair/replacement by Villar Construction  
 Snow Blower purchase from HCL (approved by BOD at Nov 2016 meeting)

Snow removal costs for December/January will be much higher than expected.

Significant expenses expected in Spring 2017 (as soon as weather allows) are:  
 Sewer lines scoping and any necessary repair/replacement  
 HVV sign electrical repair

b. Owners in arrears. Action to be taken:

Unit 23 past due \$1445. A ten day letter informing the owner that the payment must be made or a lien will be placed on the property.

Steve Latshaw will phone the owner to inform him of the situation.

Motion: Greg Wheeler; Place a lien on unit 23 if payment has not been received by February 1, 2017

Second: Steve

Passed 7-0

c. Warning Notices and Fines: None

4. Standing Committee appointments for 2017:

a. Newsletter-Tony Cole

b. Web Master/communications-Randy Balik

c. Operating Rules-Steve Latshaw-Steve will forward operating rules from other complexes

- d. Tennis Court Use-This Standing Committee has completed their task so it is not needed for 2017
- f. Architectural/Landscape and Grounds Maintenance and Improvements.-Ruthie Wheeler
- g. Other committees recommended-None

#### Old Business

- a. Sauna Heater Replacement-Incomplete order was received by Hidden Valley parts were missing.

We are in the position of repurchasing the missing parts

Motion: Ruth Wheeler; Issue a check to purchase the missing parts for the Sauna. To So Cal Sauna. Cost not to exceed \$1,100

Second: Kim

Passed 7-0

Jessica will follow up with Fed EX to recover the cost of the new parts.

- b. Email communications to homeowners: Jessica got 5 more authorizations to allow email communication so we now have 53. Most of the remaining homeowners who must fill out the form no longer have it. Jessica will contact Butner's to get the forms to the additional people. It will save a great deal of cost if we can communicate with owners via email during the process of updating operating rules.

- c. Pool Cover-follow up and assessment of the new cover-The cover is beyond satisfactory. It is saving management time and energy for winter pool maintenance. It is also a very good safety feature.

- d. Tree/shrub planting research: Ruth Wheeler contacted the Eastern Sierra Native Plant Society and collected information for possible planting options. In addition to the ten Jeffery pine that the board approved at the November meeting we could plant manzanita, lupine, and columbine. Some of the plants that have been seeded in previous years on the bank below building B are not recommended because they choke our other plants. That is the reason that the bank looks "weedy" and brown for most of the summer. Ruth priced Manzanita, Lupine, and columbine in one gallon containers at Chalfont Nursery. They are around \$8.00 per plant. The Native Plant Society has a plant sale in the Spring that will also be a good resource. Ruth will make recommendations/proposals for planting some of these species in the spring and fall of 2017. The seeding that Matt did in the fall included columbine. The goal is to plant sustainable plants that will look good, be economical and "water wise"

- e. Construction debris behind building F and G: Matt got a bid from Chuck Villar in the amount of \$795 to remove all debris. This will be tabled until the June meeting because nothing can be done until the snow melts. We will need to take a look at budget constraints in the spring for this project.

- f. Follow up on new snowblower-It is working well and has been put to good use this winter. The association now has three snow blowers. Two work well. The third is very slow, but usable. There is some thought about selling one snowblower, however having the third blower as a backup in case one of the other ones breaks is preferable.

- g. Follow up on modifications of unit 128-Done during owner forum

- h. Water usage: David researched switching the metering system to individual units. Cost would be \$14,000/per unit so this is not feasible. Jessica provided the board with printed water usage information that she can access through the water saving site that we have set up through the water district for Hidden Valley. The information is easy to understand and shows water usage comparisons at daily, monthly, and yearly levels. Jessica can provide this information from the website at each meeting.

- i. Dead tree removal follow up-Jessica contacted Sherine Sanders, the Town code compliance manager and gave her a map of our property. She will follow up with property owners adjacent to Hidden Valley and have the trees removed.

5. Management Reports- See attached

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

Snow shovelers have been unavailable. Steve must pay through legitimate channels and many want to be paid "under the table" hence the difficulty getting shovelers this year.

We will proceed with Boyd Shepler for Shovelers for the roofs.

#### 7. New Business

- a. Common Area usage for CCTV video surveillance-No resolution so far

b. Specific needs for operating rules to be developed in 2017: Steve Black will email all board members two sets of operation rules from other complexes. Steve Latshaw will head up the operating rule standing committee with a goal to begin the process of having operating rules in place in the near future.

c. Review of need to repair lights for Entry Sign: A short has been found caused by water in the conduit. Nothing can be done until after snow melts. The conduit runs under the driveway. Solar powered lights were suggested. Management will look into solar options.

d. Review of need to address drainage problems for all buildings-Table until March- Matt will get 2 bids from Chuck Vilar and Eastern Sierra Plumbing to scope all buildings

e. Options/Cost of research into structural modifications of several units (Kitchen post removal): Local Structural Engineer, Craig Tapley was contacted by Secretary, Ruth Wheeler with regard to concerns about a structural post that has been removed from several Hidden Valley units. His estimate to inspect the 5 different condo types at Hidden Valley would be aprox 2.5 hours at \$130/hour. Including the differences in construction for the upper units and the lower units there would actually be 10 units to inspect. Cost would be around \$700. Steve Latshaw had a different structural engineer. Ruth will research and report back at the net meeting.

Announcement of 2017 Board meetings and Homeowners Meeting:

Wednesday March 15, 2017-Mammoth 5:00 exec. 6:00 Board Meeting

Saturday June 10, 2017 – TBA 9:00am Exec. 10:00am Board Meeting

September 13, 2017 - Mammoth 5:00 Exec 6:00 Board Meeting

November 11, 2017-Mammoth- Exec 9:00am, Board meeting 10:00am, 3:00pm Annual Meeting

8. Adjournment 10:50pm

## **MAMMOTH RESERVATION BUREAU**

*Property Management Division*

**PO Box 1608, Mammoth Lakes, CA 93546 (760) 934-1603 [www.mammothvacations.com](http://www.mammothvacations.com)**

HIDDEN VALLEY VILLAGE

Property Management Report

As of January 10, 2017

1. Staff installed the new pool safety cover. Anchors were installed in cement decking, cover fitted and fastened with tension springs. The job was completed before heavy snow began falling. Staff cleaned the pool and treated it with chemicals.
2. Two sewage pipe blockages occurred during the last 60 days, each from a different cause. Backup of sewage in #124 was caused by blockage in the main line. This incident occurred during the Christmas holiday, necessitating engaging the one plumbing vendor that was available. The second occurrence was a broken main line servicing E & J Buildings. Roots from a relatively young pine tree grew into and broke the pipe. Villar Construction was engaged to make the repair. The tree was directly above the pipe and had to be removed in order to replace the broken line. Staff helped clean up debris after the repair was completed. They also checked all of the unoccupied lower units in the two buildings to ensure that there was no sewage backup.
3. Staff purchased, painted and installed a water diverter above the stairway leading into the conference room. The diverter will help prevent ice buildup on the stairs.
4. Matt sanded, stained and painted exterior wood informational signs outside of the office.
5. At the end of November, Eastern Sierra Tree Service cut down dead trees, cut trunks into rounds and moved them onto the tennis court in accordance with their proposal. On December 22, a Town Code Compliance officer photographed the dead trees on properties adjoining ours. She will be contacting those property owners to have their trees removed.

6. During early evening on December 17, Matt noticed that the HV entry sign lights were out along with the common area lighting on Buildings A-E. He tried resetting the breakers, but they kept on tripping. Unplugging the rope lights on the stairways did not help with the issue. Jason Hatter was contacted but could not respond on the following day. Another electrician examined the wiring, but only identified a short circuit from water before he had to leave. Hatter responded the following day, performed his analysis and wrote an explanation of the problem on his invoice. The Board has a copy in hand.

7. Other maintenance duties performed by staff included removing and cleaning pool filter grids; grouting pool tiles; installed extenders on snow poles and "no parking" signs; continual unit checks during colder nighttime temperatures; monitored chimney sweeping personnel; identified and documented older, non code compliant water heaters in units; inspected for and replaced burnt out common area lighting; installed plywood protectors on lower units' sliders; moved and compacted trash in dumpsters during holidays to avoid extra trash pick-up charges.

8. Both Matt and Jeff spent much of their time from mid- December through today performing snow removal duty, including shoveling stairs, snow blowing and plowing with the pickup truck. Snow shovelers labor became unavailable as we got into the heavier, continual daily snowfall, leaving staff to shovel the entire Complex. Daily ads were unproductive, both on the radio and on Buy, Sell, Trade on Facebook. When shovelers were available, they would only work 1 day and would not return. Word of mouth amongst MRB managers occasionally produced a shoveler.

9. The HVV roofs are ready for shoveling. Boyd Shepler Construction has been are vendor for roof shoveling in the past and their hourly rate per man hour is lower than the roofing contractors who shovel during winter months. Does the Board wish for management to solicit bids or can we get on Shepler's schedule right away?

10. On December 29, Fedex delivered sauna heaters. Staff noted that the plastic covering over the boxes was torn and one of the boxes was loose, out of the packaging. Not having received specific instructions regarding inventorying the delivery, they signed for it and moved the boxes into storage. Please know that there was no agreement from Management to accept responsibility or liability for the delivery, especially when the vendor's policy is to receive the delivery himself to ensure that all needed parts were shipped. Respectfully, Management is not responsible to pay the amount invoiced for the missing parts, whether or not a claim is honored by the shipping Company.

11. State of the Complex:

- a. Truck mileage: End of Nov.'16, 83994; End of Dec.'16, 84206.
- b. Number of rental units, Nov & Dec., 30.
- c. Rental occ. %: Nov, 14.9%; Dec, 52.4%.
- d. Units for sale or sold: none.

Respectfully submitted,

Steve Black  
Jess & Matt  
HVV Property Management