

HIDDEN VALLEY VILLAGE OWNERS ASSOCIATION
Board of Directors Meeting
AGENDA

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

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

Location: Hidden Valley Common Area Room

Call in information: **Supplied by Jessica**

1. General
 - a. Call to order by President Tony Cole
 - b. Roll call. Record Board Members, Management, owners and guests present
 - c. Approval of Minutes for November 12, 2016 Board of Directors Meeting, and Annual Homeowners meeting
2. Announcements/Orders of the day:
3. Treasurers Report
 - a. December financial report
 - b. Owners in arrears. Action to be taken
 - c. Warning Notices and Fines
4. Standing Committee appointments for 2017:
 - a. Newsletter
 - b. Web Master/communications
 - c. Operating Rules
 - d. Tennis Court Use
 - f. Architectural/Landscape and Grounds Maintenance and Improvements.
 - g. Other committees recommended

Old Business

- a. Sauna Heater Replacement
 - b. Email communications to homeowners
 - c. Pool Cover-follow up and assessment of the new cover
 - d. Tree/shrub planting research (Jeffrey Pine, Manzanita, Lupine, Columbine)
 - e. Construction debris behind building F and G
 - f. Follow up on new snowblower
 - g. Follow up on modifications of unit 128
 - h. Water usage
 - i. Dead tree removal follow up
5. Management Reports
 6. Property Management project/item updates & related property matters
 7. New Business
 - a. Common Area usage for CCTV video surveillance
 - b. Specific needs for operating rules to be developed in 2017
 - c. Review of need to repair lights for Entry Sign
 - d. Review of need to address drainage problems for all buildings.
 - e. Options/Cost of research into structural modifications of several units (Kitchen post removal)

Announcement of 2017 Board meetings and Homeowners Meeting:

March

May

July

September

November

8. Adjournment

Policy & Procedure
Hidden Valley Village Owners Association

Adopted March 12, 2005

You are hereby notified that the following Policy & Procedure of Hidden Valley Village Owners Association (HVVOA) has been adopted. Please maintain a copy of this Policy with your other HVVOA Governing Documents.

Request for Work / Repair / Remediation

1) Definitions. For purposes of this Policy & Procedure the following definitions shall apply:

Governing Documents: Any and all documents of the Association including but not limited to CCR's, Declarations, Articles of Incorporation, Bylaws, Operating Rules, Rules and Regulations, Policies and Procedures.

2) Owner responsibility. The unit owner is required to submit a completed Request Form, including a written statement of the request or problem to Management. The Request Form is available at the Hidden Valley Village office. The completed Request Form should be delivered in person to the Manager at the Hidden Valley Village office located at 153 Lake Mary Road, or mailed to: Property Manager, Hidden Valley Village, PO Box 9151, Mammoth Lakes, CA 93546. The form can also be faxed to the Manager at (760) 934-7303. The Form must be completed in its entirety. Failure to do so may result in the Form being returned to the unit owner for completion and could cause a delay in action being taken by Management and/or the Board. Where appropriate please include photos, drawings, diagrams, etc... **It is important to note that all complaints against another unit owner for violations of the Governing Documents must be submitted as specified in the Bylaws of the Association, specifically Article XII.**

3) Management action. Upon receipt of the completed Form, Management will review the information provided for applicability under current policy as set forth by the Associations Governing Documents and other Rules and Regulations. If covered within the guidelines set forth by the Governing Documents, Management will promptly take corrective action in regards to the request and notify the unit owner of the action taken. If the item in question is not covered within the Governing Documents or requires a decision of the Board, then Management is to complete a written report of the issue/request including a recommendation of the corrective action necessary. Management will then provide copies of all documents related to the issue to the Architectural Committee Chairperson of the Board and the President of the Board of Directors prior to the next scheduled Regular Meeting of the Board of Directors. Specifics of the issue are to be reported in the next following Management Report which is submitted to the Board.

4) Board action. The Architectural Committee Chairperson will review all documentation and make a recommendation of action to the Board at the next scheduled Regular Meeting of the Board of Directors provided the Chair has had thirty (30) days to review and act on the documents prior to that meeting. The Board will review all documents related to the issue and attempt to make a ruling at that Board meeting, provided all necessary facts and documents are available. The Board will notify the unit owner and Management of the decision or status of the unit owners Request. The Board will cause to be recorded in the meeting minutes the specifics of the issue.

5) Architectural Changes. Requests for an architectural change to any Common Area component or any interior structural changes must be submitted in accordance with the Association's Architectural Review guidelines. Additionally, all architectural changes are subject to all other Governing Documents of the Association.

Hidden Valley Village Owners Association

Adopted January 12, 2005

In accordance with those applicable articles of California Civil Code, Section 1357, you are hereby notified that the following Operating Rule of Hidden Valley Village Owners Association (HVVOA) has been adopted. Please maintain a copy of this rule with your other HVVOA Governing Documents.

Door and Window Replacement Guidelines

1) Definitions. For purposes of this operating rule the following definitions shall apply:

Standard - The style, quality and construction of the originally installed window, door, related hardware and screens.

Upgrade - A window, door, related hardware or screen of similar style as Standard, but of superior quality and/or construction.

Non-Standard Custom - A modification of a window, door, related hardware or screen which results in a different style and usually different quality and/or construction than Standard.

Window or door – All further references are inclusive of related hardware and screens.

2) Association Responsibility. As Common Area, it is the Associations duty to authorize maintenance and replacement of all windows and doors of all units within the property. Per the governing documents owners are required to obtain approval from the Association prior to commencing any maintenance or replacement of a Common Area component which may result in a change to the Common Areas. All requests for such must be submitted in writing to the Board of Directors, care of the Management Company, in compliance with the Associations current Architectural Guidelines.

3) Maintenance and Upgrades. Standard replacements or Upgrades of any window or door shall be of the dominant color of the existing installations of the respective building. Approval of Upgrades and Non-Standard Custom Modifications will not be unreasonably withheld by the Board of Directors so long as the replacement is consistent with other modifications or Upgrades throughout the property; the replacement does not significantly impact the aesthetic look and prevailing architecture of the Common area; and the replacement meets all other criteria of the Governing Documents. It is generally understood that most Non-Standard Custom Modifications do not meet the conditions as described in this Rule and the Governing Documents due to their incompatibility with the existing architectural and aesthetic style of the Common Areas.

4) Financial Responsibility. If the replacement is required due to damage determined by the Association to be caused by situations beyond the owners control, such as but not limited to weather and normal building settling, the Association will re-imburse the unit owner 50% of the approved cost of maintenance or replacement of a Standard window or door. The cost of Maintenance or replacement of a window or door that is damaged due to the neglect of the unit owner is the responsibility of the unit owner, per the Association Declarations, specifically Section 6.1.a. All rules of Section 6.1.a. shall be applicable to such an occurrence as determined by the Association. Request for re-imbursement of costs for replacement windows and doors that are determined by the Association to be in general working condition and are otherwise undamaged will be the responsibility of the unit owner.

5) Upgrade and Non-Standard Custom Modification Maintenance. The cost and responsibility of maintenance or replacement of an Upgrade or Non-Standard Custom Modification window or door is at the unit owners sole expense per the Governing Documents of the Association.

Operating Rule

Hidden Valley Village Owners Association

Adopted January 12, 2005

In accordance with those applicable articles of California Civil Code, Section 1357, you are hereby notified that the following Operating Rule of Hidden Valley Village Owners Association (HVVOA) has been adopted. Please maintain a copy of this rule with your other HVVOA Governing Documents.

Non Standard Modification Maintenance

- 1) Responsibility of Non Standard Modifications. All costs related to the upkeep and maintenance of Non Standard Modifications which affect both Common Area and/or Exclusive Use Common Areas shall be the sole responsibility of the unit owner of record. In granting the unit owner the right to install the Non Standard Modification to said unit, the Association does not obligate itself to any current or future costs of the maintenance of the Modification. If the Association determines that the Modification is in need of maintenance and the unit owner refuses to perform such maintenance, the Association shall have the authority to enforce the provisions of the Governing Documents to recover any and all costs plus interest, as related to the Associations necessity to perform the required maintenance.
- 2) Disclosure to prospective buyers. It is a condition of the approval by the Association of the Non Standard Modification that the unit owner provide disclosure of such to any and all prospective buyers. The Association is hereby held harmless for the lack of such disclosure to all prospective buyers by any unit owner of record.
- 3) Recording of Non Standard Modification. Upon Board approval of a Non Standard Modification, and the completion of the Modification by the unit owner, the unit owner is required to Record with the County a document which acknowledges the existence of the Non Standard Modification on the part of the unit owner. The document must also reference this Operating Rule. Additionally the unit owner bears all costs of the Recording of the document. The unit owner is required to file the document for Recording and provide proof of such to the Association within 60 days of the completion of the Modification. Once Recorded the unit owner is required to provide a copy of the Recording to the Association where it is to be retained with the Associations documents. Ultimately the burden of proof of a Non Standard Modification approval rests with the unit owner. Failure to Record the required documentation does not excuse the unit owner from their responsibility of maintenance or disclosure under this Operating Rule.
- 4) Pre-existing Non Standard Modification. All conditions of this Operating Rule (excepting item 3) shall apply to all Non Standard Modifications which pre-date this Operating Rule. Any such Non Standard Modification requests must comply with, and have been submitted to the Association in accordance with the Governing Documents in affect at the time of the request. All other Rules and Regulations of the Governing Documents pertaining to Architectural Modifications of the Common Areas are enforceable under this Operating Rule.