

HIDDEN VALLEY VILLAGE OWNERS ASSOCIATION
Board of Directors Meeting
Minutes

Date of Meeting: Saturday, June 10, 2017 10:00am (Exec 9:00am)

Time: 10:00 am

Location: Hidden Valley Common Area Room

1. General

- a. Call to order by President Tony Cole 11:15
- b. Roll call. Record Board Members Present: Tony Cole, Ruth Wheeler, Kim Walters, Greg Wheeler
Management present: Steve Black, Sarah Wright, Robert Lopez.
Owners and guests present: Ken Stickle Unit 29, Greg Stone, Jane Stone Unit 39 Kevin English Unit 43
Diane Cole Unit 4
- c. Approval of Minutes for March 15, 2017 Board of Directors Meeting, and Annual Homeowners meeting
Motion: Greg Wheeler; Approve minutes from March 15, 2017 meeting
Second: Steve Latshaw
Passed: 5-0-1 abstain Natali

2. Announcements/Orders of the day: We will take Management Report First. New business second to accommodate time constraints of Steve Black and Dave Natali.

3.

Management report: See attached

Jeff and Rob fixed the entry sign at minimal cost. (Approx. \$200)

Plow was repaired at a cost of \$520- warranty did not cover repair.

Sauna is repaired, paid for, and signed off

A new vent has been installed in the office heater room. Some damage to the spa parts has occurred. We are lucky that Management has been able to repair at minimal cost. There is great frustration that this problem was not corrected until now. The door is in compliance with current safety standards now.

Cal OSHA requirements for roof top shoveling are included in the management report. Management has been instructed to let the employer of a roof shoveler know if they are not using tie downs.

Slurry coating of parking lot bid is \$6,300 for entire driveway.

Water restrictions: No watering on Friday

Sarah will follow up on the water usage program that the city provides

Motion: Ruth Wheeler; Accept the bid from Black Gold Asphalt for \$6,300 and proceed with slurry project.

Second: Steve Latshaw

Passed: 5-0

Note to Management: Please let Tony Cole know the dates of the scheduled slurry project as soon as you know

8. New Business

- a. Noise nuisance caused by hardwood floors in units:

Ruth did an internet search on noise and shared it with the board via email.

Suggestions for remedy included:

Encouraging neighbor to neighbor dialog to promote courtesy and awareness of intrusive floor noise between units. Notify all owners of floor noise issues via newsletter. Encourage owners who have solid flooring to include area rugs in heavy traffic areas. Insure that future hardwood floors include acceptable noise abatement installation procedures.

Motion: Ruth Wheeler: Any owner who is replacing flooring must get board approval to assure that sound specifications, including noise abatement is met.

Second: Steve Latshaw

Passed: 5-1

- b. Roof tie offs for snow removal and worker safety/OSHA compliance.- covered in management report.

- c. Operating rule development:

The following draft operating rules were submitted to the board for consideration and approval:

Rule 1 VIOLATION OF ASSOCIATION RULES

Rule 2 FINE SCHEDULE/PENALTIES

Rule 3 TRANSIENT RENTAL ACTIVITY AND TRANSIENT RENTERS OCCUPANCY LIMITATIONS

Rule 4 PARKING REGULATIONS

Rule 5 NUISANCE – QUIET ENJOYMENT

Rule 6 PETS

Rule 7 SMOKING

Motion: Ruth Wheeler; Accept rules 1 and 2 (1. Violation of association rules and 2. Fine Schedule/Penalties) listed below:

Rule 1 VIOLATION OF ASSOCIATION RULES

Any violation of these Association Rules, or other official documents governing the Association, may result in a notice of warning, written or verbal, or fine, or penalty to the Owner on record and, if practical, his or her tenant. Written notices, including those that contain proposed fines and/or other disciplinary action, will be initiated from either the Board of Directors or their authorized management person. Written notices shall be delivered to the Owner on record for any violations by such Owner, Owner's family, co-inhabitants, his or her guests or tenants, cleaning staff, workers or contractors, within ten (10) calendar days after becoming aware of the violation.

The primary purpose of any written notice and/or verbal warning and/or fine or penalty is to correct the behavior or conditions causing the violation.

Complaints

Owners, and their tenants, have the right to submit a complaint concerning any person violating the Association's rules or policies. It is encouraged that complaints be submitted in writing to the on-site manager without delay for processing.

HIDDEN VALLEY NUISANCE COMPLAINT FORM

Name of Person Creating Nuisance _____

Unit Number _____ Owner of Unit _____

Date of Nuisance _____ Time of Nuisance _____

TYPE OF NUISANCE/DISCRPTION

- Noise: _____
- Pet: _____
- Excess People in Unit: _____
- Smoking: _____
- Pool/Spa Violations: _____
- Trespass: _____
- Parking Violation: _____
- Other: _____

Name of Complainant: _____

Signature of Complainant: _____

Unit Number: _____ Owner of Unit: _____

Date of Form Submission: _____

Is this a Repeat Offense? _____

Additional Comments may be included on the back of this form:

Rule 2 FINE SCHEDULE/PENALTIES

The fine schedule is as follows:

First Offense: \$250

Second Offense: \$500

Third Offense: \$1,000

Notices proposing fines and/or other disciplinary action shall be personally delivered, or by first class mail, or email to the Owner on record at least ten (10) calendar days before a scheduled Board meeting, or by fifteen

(15) calendar days if the proposed action includes suspension of privileges. In either case, an Owner retains the right to present his or her case in a hearing before the Board. An Owner also has the right to submit a written response involving the violation(s) to the Board. Additional fines and/or other actions by the Board of Directors may be approved for any repeated violations, including those that occur following a third offense.

Due Process

The Board of Directors shall follow “due process” in accordance to the Association’s governing documents and any applicable civil codes and laws. The Board shall enforce the rules and policies of the Association in a fair and reasonable manner, and take into consideration all circumstances and evidence before approving any action regarding the complaint and/or violation.

Actions by the Board

Actions by the Board of Directors in connection with any violation of the Association’s governing documents (CC&R’s, Bylaws, Rules, Regulations, etc.) may include, but are not limited to:

- a) Verbal and written warnings, or written notices proposing fines and/or other actions.
- b) Hearing before the Board in executive session.
- c) Fines levied in accordance to the above fine schedule.
- d) Assessments charged to Owners to reimburse the Association for any costs of repairing the Common Area for any damage caused by such Owner, or to reimburse the Association for costs incurred in bringing an Owner’s residence to compliance.
- e) Suspension of voting rights and/or rights to use any Common Area facilities.
- f) Instituting Internal Dispute Resolution or Alternative Dispute Resolution.
- g) Other actions, including court action, or a combination of actions, as permitted by law.

Second: Kim

Passed: 5-0-1

Motion: Ruth Wheeler; Accept Rule 3 (Transient Rental Activity and Transient Renters Occupancy Limitations) as listed below:

Rule 3 TRANSIENT RENTAL ACTIVITY AND TRANSIENT RENTERS OCCUPANCY LIMITATIONS

This rule is intended to ensure that transient rental use does not create adverse impacts to a neighboring unit or the association as a whole due to excessive traffic, noise, trash, and similar issues. Additionally, this rule is intended to ensure that the number of occupants within such transient rental unit does not exceed the design capacity of the unit or cause health and safety concerns.

Transient Rental Activity occurs when a unit is occupied by a person(s) for a period of 30 consecutive days or less in exchange for a fee or other consideration.

Transient rental activity is currently permitted in this multi-family residential property in the TOML, as allowed by Title 17 Zoning. Transient rental activity is permitted by the HOA only after written notification to Management and the Board of Directors of such Transient Rental Activity and after issuance of a Business Tax Certificate and Transient Occupancy Tax Certificate pursuant to TOML Municipal Code Sections 5.04 and 3.12. Both certificate copies must be delivered to the HVV Management office prior to any transient rental activity commencing. The Business Tax and Transient Occupancy Tax Certificates must be maintained at all times. Transient Rental activity must adhere to all applicable TOML Municipal Code sections as well as the California Building Code and the California Residential Code and any amendments thereto. Any violation of the aforementioned codes is considered a violation of this rule.

The maximum number of person who may occupy any condominium unit as transient occupants or their overnight guests shall be limited to two persons per bedroom plus two. Lofts that meet California Building Code egress

requirements are considered a bedroom for the purposes of this occupancy calculation. A request for increase in maximum number of persons occupying any unit as transient renters or their overnight guests is not permitted.

- Studio 2 transient occupants maximum
- Studio+Loft 4 transient occupants maximum
- One Bedroom 4 transient occupants maximum
- One Bed+Loft 6 transient occupants maximum
- Two Bedroom 6 transient occupants maximum

Should the California Health and Safety Code, the 1997 Uniform Housing Code, or the TOML Municipal Code Chapter 5.40 – Transient Rentals of Residential Units (also known as the Quality of Life Ordinance) reduce the occupancy calculations, this rule will automatically reduce occupant maximums accordingly.

Each transient rental unit must have a notice posted within the unit in a location clearly marked and accessible to the transient occupant(s) containing all HOA Rules and all information as specified in TOML Municipal Code Section 5.40.040 Par B.

The Transient Rental Operator, which is generally a rental management company, the unit owner, or other designated party managing transient rental activity, must notify Management in writing of each occurrence of occupancy for the unit.

Information shall include but is not limited to:

1. Unit number
2. Arrival date
3. Departure date
4. Number of Transient occupants (# of Adults and # of children)
5. Transient occupant contact name
6. Transient occupant contact phone number
7. Local Operator contact name and phone number

Any vehicle parked on property associated with the transient occupant(s) must display a parking permit identifying the unit number and dates of occupancy. Parking permits are provided to the transient occupant by Management or the rental management company as applicable. Issuance of parking permits and parking of vehicles shall be limited and administered in accordance with the **Parking Rule**. Any transient occupant vehicle that does not have the necessary and appropriate parking permit visibly displayed is subject to immediate towing at the vehicle owner's expense.

Second: Steve Latshaw
Passed 6-0

Rule 4 will be Parking Regulations. David Natali will write up a parking rule which will include a requirement to list how many people are in the unit and have it ready for the September meeting.

Motion: Tony Cole; Accept rule 5 (Nuisance-Quiet Enjoyment) as listed below:
Rule 5 NUISANCE – QUIET ENJOYMENT

No noxious or offensive activity shall be carried on in any portion of the Association's development by Owners or co-inhabitants, his or her tenants or guests, nor shall anything be done thereon which might be or become an annoyance or nuisance, which may interfere with the rights of quiet enjoyment of occupants within the development or which shall in any way increase the rate of any insurance. No Owner or occupant shall engage in any activity within the development which is in violation of any law, ordinance, statute, rule or regulation of any local county, state or federal body.

Quiet use and enjoyment of condominium units is a property right for all owners and their tenants. The noise nuisance definition and enforcement can be found in the Town of Mammoth Lakes Municipal Code, Chapter 8.16 Noise Regulations. It is important to realize that our building construction and design easily transfers noise to adjacent units, especially units that exist below other units. Types of noise include, but are not limited to:

- *Television and stereo volume
- *Foot traffic especially on stairs
- *Talking
- *Slamming of doors/cabinets
- *Movement of Luggage
- *Appliances

Although it is not practical or feasible to eliminate all noise, minimizing noise when possible is deserved and appreciated by all those residing at our complex. Between the hours of 10:00 PM to 7:00 AM it is particularly crucial to minimize all noise as to not disturb other occupants in adjoining or nearby condominium units.

Many of the complaints by our owners and tenants come to light due to condominium units being used for transient rentals. On occasion excessive noise is caused by persons using our pool and spa. In any event of noise nuisance a courteous reminder to the person or persons creating the disturbance is acceptable and appreciated if possible. It is advised that anyone experiencing excessive noise and/or nuisance contact the onsite manager. The onsite manager will investigate and document the complaint asking the occupant(s) to discontinue the excessive noise/nuisance. In some cases, it may be appropriate for the complainant to contact the local police for unreasonable and excessive noise especially after 10:00 PM. In addition to Management documentation of nuisance issues the complainant should document noise and nuisance problems by filing the Hidden Valley Nuisance Complaint Form with the onsite Managers.

The Association shall hold owners of condominium units strictly responsible for the control of excessive noise or other nuisances generating from their condominium unit or their guests or tenants using any common area. Complaints of excessive noise will result in fines assessed to the owner. Owners leasing or renting their units shall assure compliance to all rules and policies by their tenant(s)/guest(s). In addition to fines levied by the Association, the municipal code allows for enforcement and fines by the local authorities.

Second: Steve Latshaw
Passed: 6-0

Motion: Steve Latshaw; Approve rule 6 (Pets)
Rule 6 PETS

Pets occupying units are restricted to the category of “usual and ordinary” such as, dogs and cats. Restrictions on pets are created to eliminate nuisance to others and promote safety. The following rules governing pet, and pet owner behavior will be enforced by HVV Management.

- As judged by management, pet noise must be kept to a minimum to avoid becoming a pervasive nuisance.
- When outside, movement by pets must be carefully controlled by keeping them on a leash and not left alone.
- Pets must be kept away from visitors uncomfortable with their presence.
- Pet owners must diligently clean up and properly dispose of all defecation from the pet.

Fines for breaking these rules will follow guidelines in Violation of Association Rules (Rule 1). The monetary Fine Schedule/Penalties will apply to infractions of pet rules. (Rule 2)

Second: Tony Cole
Passed: 6-0

Motion: Tony Cole; Approve Rule 7 (Smoking) as listed below:
Rule 7 SMOKING

The smoking of any product using cigarettes, electronic cigarettes or pipes is strictly prohibited in any Common Area in the development that is within twenty feet (20') of any condominium unit or building. Common Areas include, but are not limited to; condominium unit decks, stairways, porches, pathways, pool/spa areas, barbeque areas, and driveways. City Ordinances may also prohibit or restrict smoking in areas outside the development.

Second: Ruth
 Passed: 6-0

4. Treasurers Report

FINANCIAL SNAPSHOT FOR MONTH ENDED		32.9%	Into Annual Budget period
April 30, 2017			
-		65.2%	Operating Expense budget spent
Operating Fund	\$17,496	\$319,550	2017 Total Operating Expense Budget
Contingency Fund	\$18,463	\$208,206	YTD Operating Expenses
Replacement Fund	\$171,320	(\$101,258)	YTD OVER budget due to Snow Removal
Total Funds	\$207,279	-31.7%	YTD Over/Annual Operating Budget
YTD Op Exp total does NOT include total Mar-Apr snow			
7	Units Past Due for HOA Dues	\$2,048	0.0% Replacement Expense budget spent
11	Units Pd in Advance for HOA Dues	(\$11,569)	\$89,352 2017 Replacement Expense Budget
<u>Past Due Items of Note:</u>		\$0	YTD Replacement Expenses
-	\$10 Dues increase effective Jan 2017	\$89,352	YTD Under Replacement Budget Spending
10 day letters to units 3 & 23		0.0%	YTD Repl Exp/Annual Replacement Rev

- a. May financial report will be included in the September meeting report.
- b. Owners in arrears. Action to be taken: Unit 23 is consistently in arrears. The amount at this point is \$270.41. VP Steve Latshaw will call the unit owner to inform him that if his delinquent dues are not paid the association will turn the collection process over to ALS.
- c. Special Assessment for Snow Removal Jan-March: We are roughly \$100,000 over budget due to snow removal. By deferring some maintenance items we can accommodate some of this overage. We could borrow from our replacement fund, but the amount would have to be paid back within one year. It is the recommendation that the association issue a onetime emergency special assessment of \$750/per unit.

This recommendation was carefully considered by both the board and the homeowners who were present. The general consensus was that this is most financially responsible option.

Motion: Steve; Assess an emergency special assessment of \$750/unit approximately 58% of which should be tiered due to roof snow removal. The payment of the assessment is to be divided into three equal payments due August, 2017, September, 2017, October, 2017

Second: Tony Cole
 Passed: 6-0

The following resolution was read by Kim Walters:

**HIDDEN VALLEY VILLAGE CONDOMINIUMS HOMEOWNERS ASSOCIATION
 BOARD OF DIRECTORS RESOLUTION
 EMERGENCY SPECIAL ASSESSMENT**

WHEREAS, pursuant to Article IV, Section 4.3 of the Amended Declaration of Hidden Valley Village Condominium Project (the Declaration), Hidden Valley Village Homeowners Association (the Association) Board of Directors (the Board), at any time, may levy a special assessment in order to raise funds for unexpected operating

or other costs, insufficient operating or reserve funds or such other purposes as the Board in its discretion considers appropriate;

WHEREAS, the Association has incurred unforeseen extraordinary expenses for snow removal including roofs shoveling, walkways shoveling, and parking lot loader snow removal for the period Jan 1, 2017 through Apr 30, 2017 resulting from an act of nature, the wettest winter with the most substantial snow pack on record since 1969, which could not have been foreseen by the Board in preparation of the association's proforma budget;

WHEREAS, as of the Association's May 31, 2017 financial report, snow removal expenses incurred to date are \$124,593; The Association's roof shoveling specific expenses incurred to date are \$78,587; The Association anticipates snow removal expenses of \$15,857 yet to be incurred for the period Oct 1, 2017 through Dec 31, 2017, assuming average snowfall; The Association's annual 2017 snow removal budget is \$37,000; The Association anticipates 2017 annual snow removal expenses will exceed budget by approximately \$103,450 as of Dec 31, 2017.

WHEREAS, the Association's Dec 31, 2016 reported operating fund savings have been depleted to partially fund the extraordinary 2017 year to date snow removal expenses; The 2017 operating fund balance has been depleted to an insufficient level as a result of funding the extraordinary and unforeseen snow removal expenses; The Board has deemed the best alternative for replenishing the operating fund and funding anticipated snow removal expenses for the remainder of the year to be an Emergency Special Assessment levied by the Association against all of the owners; and

WHEREAS, pursuant to Article IV, Section 4.4, Paragraph C, Items 2-3 of the declaration the Board, without membership approval, may levy a special assessment necessary for an emergency situation such as an extraordinary expense to maintain the property or any part of it for which the association is responsible where a threat to personal safety on the property is discovered, or for an extraordinary expense that could not have been reasonably foreseen by the Board in preparing the proforma operating budget and upon the Board passing a resolution containing written findings as to the necessity of the unforeseen extraordinary expense involved and distributing the resolution to the members with notice of the assessment.

NOW, THEREFORE, IT IS HEREBY RESOLVED, that the Board hereby approves the levying of an Emergency Special Assessment in the aggregate amount of \$63,000. Given that 56% of the Emergency Special Assessment is specifically for roof shoveling and is proportional based on unit type and 44% of the Emergency Special Assessment is flat, each of the 84 unit owners shall be assessed as to the unit's allocated portion of the total Emergency Special Assessment:

Studio	\$	594.60
Studio Loft	\$	745.80
One Bedroom	\$	748.95
2 Bedroom	\$	859.20
1 Bedroom + loft	\$	925.35

BE IT FURTHER RESOLVED that the Special Assessment levied against each unit shall be payable in three equal installments, the first of which shall be in the amount indicated due and payable on Aug 1, 2017, the second of which shall be in the amount indicated due and payable on Sep 1, 2017, and the third of which shall be in the amount indicated due and payable on Oct 1, 2017.

Studio	\$	198.20
Studio Loft	\$	248.60
One Bedroom	\$	249.65
2 Bedroom	\$	286.40
1 Bedroom + loft	\$	308.45

BE IT FUTHER RESOLVED that the Association's President is hereby directed and authorized to send a letter to owners advising of the levying of the Emergency Special Assessment by the Association, the amount of the

Emergency Special Assessment levied against each unit, and the due dates for the installments of the Emergency Special Assessment.

STATEMENT OF SECRETARY

The Board has approved these Resolutions by a majority vote duly held in accordance with Article VI, Section 6.3 of the Association's Bylaws, and California law.

Dated: _____

Ruth E. Wheeler, Secretary

Motion: Tony Cole; Accept the resolution for the emergency special assessment

Second: Steve Latshaw

Passed: 6-0

5. Standing Committee reports:

a. Newsletter: Tony Cole.-Tony will try to get a newsletter out that includes information on: Assessment due to \$100,000 cost of snow removal, the development of operating rules, the driveway slurry dates (if possible) need for owners to communicate with management regarding the occupancy of their unit.

b. Web Master/communications: Randy Balik: Randy has been working with Sarah on Web Master use. Password needs to be changed and website needs to be updated. Management will take care of this and send an email to the board with a link to the website.

f. Architectural/Landscape and Grounds Maintenance and Improvements: Ruth Wheeler

i) Follow up on structural engineer report on kitchen posts in units. Ruth Wheeler will organize the inspections of units with management and have the structural engineer complete this project before the September meeting.

iii) Follow up on estimate for sewer line inspections after the snow melts.

Estimate from mountain plumbing. Is here but it is not very specific.

Steve Black will follow through and get bids for the inspection. The board will have to approve via email so that this project can be completed this summer.

iv) Snow damage to units if any-Robert reported that he had no damage to report from units. More extensive inspections are required to assure that there is no water damage to the interior of units. Snow loads on roofs caused some chimney chases to leak. Management will check for evidence of water damage in every unit to determine which units will need chimney chases repaired. Management will make a list of all damage to interior which may have been caused by water intrusion.

Homeowners present reported some specific damage caused by chimney chase leaks.

Motion: Kim have repairs done for chimney chases unit 39-E 43-F 27-D cost not to exceed \$1,075 per chase

Second: Tony

Passed: 6-0

Steve Black will get three bids for roofing repairs. The bids are to be separated out for roof inspection, maintenance, and repairs. The association will need to know which specific chases must be repaired.

v) Request by owner of unit 43 to upgrade his unit.-Kevin English, the owner of unit 43 submitted the correct requests to perform upgrades to his unit including drywall repairs, fireplace replacement, shower/tub replacement, window replacement, cabinet and floor replacement. The board passed the following motion via email so that the owner could proceed with his project in a timely manner. The board was able to give the owner the approval to begin his project within three days of receiving his request.

Motion via email: Ruth Wheeler; Approve all upgrades requested

Second via email: David Natali

Passed via email vote: 6-1

vi) follow up on fall planting of wildflower seeds.-Map given to management they will water and monitor which areas of planting were successful. At this point it looks like some of the flower seeds have come up.

g. TOML Quality of life Ordinance - complaints of non-compliance and nuisance: Dave Natali has fielded a couple of complaints regarding noise nuisance, specifically regarding foot noise due to hardwood or laminate floors. He has also followed up with the city regarding issues of excess number of guests in transient rental units.

Dave Natali Completed his phone in call and departed the meeting.

5. Old Business

a. Sauna Heater Replacement-the project came in about \$2,000 under the original bid that we received, however the project was completed way behind schedule and at least \$2,000 over the original bid provided by the supplier and the installer. This was partially due to missing parts that were signed for by management, but were not with the delivered boxes. The error required the installer to make a second trip to Mammoth to complete the install. Both saunas are performing well.

b. Email communications to homeowners- Management will get email approval forms out to those who have not signed forms. Management will put together an email list that can be used to communicate with homeowners.

c. Follow up on modifications of unit 128-Kim will follow up on water leaks to make sure there is not an ongoing problem.

d. Water usage-Management will follow up on water district information and will have a water usage report at each board meeting.

e. Dead trees on adjacent properties removal-follow up-Kim contacted Shareen regarding the trees adjacent to our property. Shareen was supposed to contact the owners of the property. Management will contact the town offices to follow up on the removal of the trees.

f. Firewood on the tennis courts-Management will put an advertisement out to sell 15 inch rounds.

6. Management Reports-See attached.

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

a. Follow up on Truck/plow repairs.-Truck muffler has still not been repaired. The plow is repaired.

b. Follow up on Manager's unit painting.-Completed.

c. Cook stove replacement in manager's unit.-Management has not done the research. They will look for a stove to purchase at the Sears July 4th Sale

d. Follow up on unit 121 ceiling cracks.- Management inspected. They did not feel that involving Boyd Sheplar was necessary.

e. Possible excess payment to management during the February transition of managers- Kim will meet with Steve Black at his office to verify expenses billed to the association.

f. Carpet pad replacement in managers unit due to pet urine.- Steve Black's management company will pay for pad replacement and installation as well as the Service Master cleaning fees associated with the carpet damage. The association will pay the existing Service master bill and then Steve Black will reimburse the association.

Motion Tony Cole: Pay service master bill for \$1,315.60.

Second: Greg Wheeler

Passed: 5-0

g. Unit 43 entry door-The entry door in unit 43 was damaged. The owner requested to replace the door with a paint grade insulated door.

Motion: Ruth; Approve owner request to replace door with similar door at his own expense.

Second: Kim

Passed: 6-0

h. Lower Spa repairs-Lower spa needed to be repaired due to overheating in the heater room in the office building.

8. Announcement of Next Board Meeting: Wednesday September 13, 2017 - 5:00 Exec 6:00 Board Meeting

9. Homeowner Forum-No specific homeowner forum items that were not covered by the regular agenda items.
11. Adjournment 5:30PM

MAMMOTH RESERVATION BUREAU

Property Management Division

PO Box 1608, Mammoth Lakes, CA 93546 (760) 34-1603 www.mammothvacations.com

HIDDEN VALLEY VILLAGE

Property Management Report

As of June 8, 2017

1. When snow melted from the HVV entry sign area Rob and Jeff began looking for the problem with the lights. They dug trenches, following the wiring from the sign to the asphalt driveway, then continued on the east side of the driveway towards Building E. Adjacent to the old sign area, electrical wires had been run through metal pipe which, when uncovered, had water in it that caused a short circuit. Jeff installed new wiring through appropriate conduit, trenching deeper under the ground. The entry sign lighting is working again.
2. Mammoth Chevron spent many hours trying to solve the HVV snow plow mechanism problem and had the truck at their facility for over three weeks. Ultimately they had to drive the truck to Reno and have the factory's technician determine what the deficiency was and make repairs. Cost was \$520.
3. The last snowfall of the winter (spring) occurred on April 19. By April 22, spring cleaning began. Part of the effort included removing sheets of plywood that protected decks and windows, including shoveling them out of hard-packed snow. As the snow began to melt much debris became exposed, in the forms of tree branches and pine cones along with trash. Staff would fill dumpsters half way and left room for trash from occupants at the Complex. They began lining the driveways with rocks and railroad ties, removed snow stakes, installed the fish station for opening weekend. Hoses were removed from storage and placed around the grounds.
4. After many telephone calls and emails to the sauna vendor, they finally returned and completed electrical wiring on the lower sauna on May 17. The Town Building Inspector signed off on the permit.
5. Touch up painting began in May, along with painting the office interior. Steve B. and Rob inspected wood components on walkways and entry stairs and identified areas that needed attention. Staff has been painting diligently as weather permits.
6. The lower spa equipment room must be ventilated to permit air flow into the room for the heater. The current vent above the door is inadequately small, contributing to the room and heater getting extremely hot and interrupting the heater's operation. An exhaust fan had previously been installed on the heater and vented to extract heat but is ineffective for reducing hot air from the room. The heater needs fresh air intake to keep it operating at a normal temperature. Staff found a large vent in storage, in good condition. Jeff cut an opening in the door and is currently installing the vent. A PVC connection on the heater began leaking. Mammoth Spa Creations will replace the water line with heavier, heat resistant pipe. The new vent should effectively provide adequate fresh air.
7. Management obtained information from Cal- OSHA regarding roof shovelers safety and who is responsible. They referred us to a particular link on their web site which addressed roof snow removal. Management reviewed and printed out the information. It stated that the Employer is responsible for the safety of his employees and must provide safety equipment and education on how to use it as well as supervise his staff. Several methods of snow removal are mentioned such as using roof rakes and mechanical lifts along with the method that our contractors use: laborers standing on roofs, harnessed and secured with ropes. There are supposed to be anchors that their safety equipment attaches to with certain strength requirements. I called Boyd Shepler about his methodology and

learned that, depending on the height of snow on the roofs, he either installs anchor hooks into exterior roof rafters for his workers to attach to or ties onto chimney chases. Once installed, he leaves his anchor hooks in place for future use. We tried to find related liability information in the "Condominium Blue Book" but could not locate any relative subject matter.

8. A proposal was received from Black Gold Asphalt for slurry coating the parking lot this summer in the amount of \$6300. A copy of the proposal will be forwarded to you in a separate email.

9. The Mammoth Water District issued water usage restrictions for the summer season. Irrigation is permitted 3 days per week, 1 AM to 11AM and 4 PM to 11 PM. Hand watering is permitted 6 days per week between the hours of 5 PM and 10 AM.

10. State of the Complex:

- a. Truck mileage: April 30, 85100; May 31, 85229 (extra mileage from trip to Reno for repairing plow).
- b. # of rental units, April 30, 30; May 31, 32.
- c. Rental occupancy %: April 30, 30.9%; May 31, 18.1%.
- d. Units for sale May 31, 2017: #33 (in escrow).
- e. Units sold: #43, \$126,000.

Respectfully submitted,

Steve Black
Rob & Sarah
HVV Property Management