

# HIDDEN VALLEY VILLAGE OWNERS ASSOCIATION

## Board of Directors Meeting

### Minutes

**Date of Meeting: Wednesday, March 15, 2017 6:00 (Exec 5:00)**

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

**Location:** Hidden Valley Common Area Room

#### 1. General

- a. Call to order by President Tony Cole. 9:15
- b. Roll call. Record Board Members, Management, owners and guests present: All board members present at Hidden Valley: Tony Cole, Kim Walters, David Natali, Steve Latshaw, Randy Balik, Greg Wheeler, Ruth Wheeler. Management present at hidden Valley: Steve Black, Sarah Wright, Robert Lopez.
- c. Approval of Minutes for January 12, 2016 Board of Directors Meeting  
Motion: Randy Balik; Approve Minutes  
Second: Steve Latshaw  
Passed: 7-0

2. Announcements/Orders of the day: Tony welcomed Robert Lopez, and Sarah Wright the associations new management team.

#### 3. Treasurers Report

- a. February financial report

FINANCIAL SNAPSHOT FOR MONTH ENDED		16.2%	Into Annual Budget period
February 28, 2017			
-		27.5%	Operating Expense budget spent
Operating Fund	\$80,287	\$319,550	2017 Total Operating Expense Budget
Contingency Fund	\$21,838	\$87,805	YTD Operating Expenses
Replacement Fund	\$144,645	(\$34,340)	YTD OVER budget due to Snow Removal
<u>Total Funds</u>	<u>\$246,770</u>	-10.7%	YTD Over/Annual Operating Budget
<b>YTD Op Exp total does NOT include total Feb snow remo</b>			
7 Units Past Due for HOA Dues	\$906	1.2%	Replacement Expense budget spent
7 Units Pd in Advance for HOA Dues	(\$8,851)	\$89,352	2017 Replacement Expense Budget
<u>Past Due Items of Note:</u>		\$1,096	YTD Replacement Expenses
- \$10 Dues increase effective Jan 2017		\$88,256	YTD Under Replacement Budget Spending
- <b>10 day letters to units 3 &amp; 23</b>		0.7%	YTD Repl Exp/Annual Replacement Reve

- b. Owners in arrears. Action to be taken: List units from exec meeting

Unit 23: \$206.30

Unit 3: \$47.50

Unit 127: \$558.28

Kim will follow up to see if phone calls will be appropriate.

- c. Warning Notices and Fines: Ten day letter has been sent to owner of unit 23, and Unit 3

#### 4. Standing Committee reports:

- a. Newsletter: Suggested topics for Tony's Newsletter:

Welcome Robert and Sara,

Guidelines for management duties

Notification occupancy maximums for the various size units at Hidden Valley.

Requirement of Parking passes

Notification of necessity to sign the use of email form. For units that have not already completed the form.

Dumpster use. And bear proofing, even in winter.

Necessity for owners to phone or email management every time their unit is occupied.

b. Web Master/communications:

Billing for website will be transferred from Kim Walters to MRB.

Kim and Sarah will get admin. Log in info to **Randy Balik**. Randy will check to make sure we have a web system that is cost effective and adequate.

c. Operating Rules: The following issues will be researched and the board will try to communicate and gain consensus to develop operating rules.

1) Occupancy-Kim

2) Nuisance-Ruth

3) Parking-David

4) Pets-Steve

f. Architectural/Landscape and Grounds Maintenance and Improvements.

i) Request for approval of window replacement for a broken upstairs window by the owners of unit 32. Window will be purchased and installed by Mammoth Screen and Glass. It will match all other exterior windows.

Motion: Randy; To approve replacement window

Second: Greg

Passed: 7-0

ii) Structural engineer research to have a structural engineer determine the need for the kitchen posts in units.

Motion: Randy Inspect units to see if removed posts are structural

Second: Kim

Passed: 7-0

**Ruth** will follow through to get the structural engineer scheduled and coordinate with management

iii) Scheduling of sewer line inspections after the snow melts: **Management** will proceed with the bid soliciting process to have all buildings inspected if necessary.

Steve Black will contact Chuck Villar to verify the necessary extent of the inspection.

iv) Snow damage and removal:

Truck Damage-Truck muffler to be repaired this week.

Plow Damage-Check warranty information.

Possible damage to individual units: **Management** will record all owner complaints and inspect units as often as possible.

v) Interior ceiling and wall cracks in unit 121: Owner reported a new ceiling crack traversing unit above the loft wall. As well as the door shifting so that the latch did not catch when the door was closed. This necessitated moving the square plate on the door jamb. **Management** will inspect and have Boyd Sheplar check it out if necessary.

vi) Reminder of owner remodeling responsibilities: **Tony** will include in the newsletter

5. Old Business

a. Sauna Heater Replacement. All sauna parts will be moved to the lower sauna which can be locked up.

**Management** will contact the installer to get the job completed

b. Email communications to homeowners: **Sarah** will coordinate with Jessica to attempt to resend letters to owners who are not on the email list.

c. Follow up on modifications of unit 128. **Kim** will follow up with town, **Sarah** will follow up with Jessica to be sure permits and board authorizations are complete

d. Water usage. **Sarah** will check with Jessica to learn how to use the water website and she will have a water report for the next meeting.

e. Dead tree removal follow up:

**Kim** will follow up with Sherine at the town to find out what the status of having the dead trees adjacent to our property removed.

6. Management Reports

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

a. Request to repaint managers unit

Motion: Randy purchase paint for managers unit not to exceed \$200

Second: David

Passed: 7-0

Cook Stove in Managers unit is old and worn. **Managers** will research cost of good replacement stoves and report back at next meeting.

b. Carpet damage in managers unit

**Steve** will pay for any additional cost of carpet cleaning

c. Truck Repairs-The tail pipe will be repaired this week

d. Plow Repairs-Management will try to locate the warranty information.

e. Manager's Keys-By September 1 **Management** will report back to the board to let them know that they have keys in tact.

## 8. New Business

a. Clarification of Management system for distribution of unit Keys to unit owners, guests, and transient renters.

Motion: Ruth Wheeler: Management should continue to hand out keys to guests.

Second: Randy Balik

Passed: 5-2

b. Clarification of Homeowner responsibilities to inform management of when their unit is occupied:

Motion: Ruth Wheeler: Owners must insure that management is notified of the arrival and departure date of occupants including themselves. With a phone number contact of the occupant. Via email or phone call.

Second Randy

Passed: 7-0

c. TOML Quality of Life Ordinance (transient Rentals) and Board action against violations.

In order to help support the spirit of the quality of Life Ordinance.

**David Natali** has volunteered to be the contact person for complaints of non-compliance and nuisance.

Complaints should be directed to onsite management and emailed to [hiddenvalleycondos@verison.net](mailto:hiddenvalleycondos@verison.net)

9. Announcement of Next Board Meeting: Saturday, June 10, 2017. Time 10:00. Location Mammoth Lakes

10. Homeowner Forum: Roof shoveling—**Steve** will check into compliance with OSHA requirements.

11. Adjournment

Motion: Dave Natali: Adjourn meeting: 10:28

Second Greg Wheeler

Passed 7-0