

HIDDEN VALLEY VILLAGE OWNERS ASSOCIATION
Board of Directors Meeting
MINUTES

Management Action Items

Date of Meeting: Thursday, August 23, 2018
Time: 6:00 AM or immediately following Executive Session Board Meeting
Location: Hidden Valley Common Area Room
Call in information: (515) 604-9024, Access Code 284183#

1. General
 - a. Call to order by President Tony Cole
 - b. Roll call. Present in Mammoth: Board Members, Tony Cole, Ruth Wheeler, Steve Latshaw, Mike Murphy, Management: Jeff Fulton Homeowner: Diane Cole Unit 4 Present via Call in/Skype: Kinoka Ogsbury, David Natali, Homeowner Matt Desario Unit 128 Absent: Board Member Randy Balik
2. Announcements/Orders of the day
 - a) Items discussed in Exec. Meeting: Management performance, Management proposals, CC&R violations.
 - b) Recusals: None
 - c) Changes to order of agenda: None
3. Consent Agenda
 - 1) Approval of Minutes for June 9, 2018 Board of Directors Meeting
 - 2) Release of final payment to Four Points Painting
 - 3) Approval expenditure for annual inspection of fire extinguishers, Service and a CA State Fire Marshall tag by Blizzard Fire Protection. Cost \$540.
 - 4) Approval of request by owner of unit 120 to replace windows and sliding doors.
 - 5) Direct Management to schedule Angelo's Stove and Chimney to do chimney sweeping and chimney cap checks for all chimneys on the property.
 - 6) Direct management to apply Thompson's deck seal or a comparable produce to the wood pool deck after Aqua Creations completes pool work.
 - 7) Approve final payment to Mountain Plumbing for drain work completed at Hidden Valley this year.
 - 8) Direct management to clean up storage area under building K steps and properly store snow blowers, pool cover, and plow, and tennis court tables and games.
 - 9) Direct management to paint sloped walkways to buildings H and I with non-slip paint.

Requests to pull items from consent agenda: None
President Tony Cole announced: Without Objection the remaining all items are adopted by general consent.

4. Treasurers Report

a. Financial report-

| | | | | |
|----|------------------------------------|------------------|-------------|---|
| 1. | FINANCIAL SNAPSHOT FOR MONTH ENDED | | 58.1% | Into Annual Budget period |
| | July 31, 2018 | | | |
| - | Operating Fund | \$129,356 | 48.7% | Operating Expense budget spent |
| | Contingency Fund | \$35,000 | \$319,550 | 2018 Total Operating Expense Budget |
| | Replacement Fund | \$291,972 | \$155,524 | YTD Operating Expenses |
| | <u>Total Funds</u> | <u>\$456,328</u> | \$30,077.64 | YTD UNDER Budget |
| | | | 9.4% | YTD Under/Annual Operating Budget |
| 2 | Units Past Due for HOA Dues | \$696 | 47.6% | Replacement Expense budget spent |
| 14 | Units Paid in Advance for HOA Dues | (\$9,339) | \$142,000 | 2018 Replacement Expense Budget |
| | <u>Past Due Items of Note:</u> | | \$67,578 | YTD Replacement Expenses |
| - | | | \$14,899 | YTD Under Replacement Budget Spending |
| | | | 10.5% | YTD Repl Exp/Annual Replacement Revenue |

- b. Budget preparation for 2019-Difered to October
- c. Owners in arrears. Action to be taken: None
- d. Warning Notices and Fines: None
- e. Board designated priority (master list) list for maintenance projects: Major projects are either completed or scheduled.

5. Reports from Standing Committees

a. **Newsletter**: Tony Cole

i) Communications from homeowners-Tony will send newsletter after this meeting

ii) Items to be covered in next newsletter-Complaint regarding mouse droppings. Management has repaired vents. Pool furniture donations wanted. Contact management when your unit is being occupied. Parking passes should be picked up. Breonna Pepaj is our new office manager. Common area use. Jeff's contributions as a handy man.

b. **Web Master/communications**: Randy Balik-updated governing documents, minutes and agendas as well as posting the Operating Rules which were sent out to owners for review on June 27, 2018

c. **Operating Rules**: Ruth Wheeler

i) 30 day Review of Rules by owners-This has been completed, On August 21, 2018 Matt Desario submitted questions, complaints and suggestions regarding items 1.3 Hearing, 2.1 Occupancy Limits by Unit Type, and 5.3 Flooring Restrictions. No other comments or concerns were submitted to the board via email, direct written communication or submissions to the managers. Matt Desario made comments regarding his complaints/suggestions. During the regular meeting. These comments and responses by board members are noted under "owners forum" in these minutes.

ii) Cost to date of rules: Legal fees for 2017 through July 30, 2018 are \$6629. Costs incurred by Butner for Mailing and emailing of rules to owners for review on June 27, 2018 are not included in this dollar amount.

iii) Adoption of Rules can proceed. A motion can be made under Old business

iv) Distribution of Rules to Homeowners-This has been accomplished on June 27, 2018 when the rules were sent out to the homeowners for review. It might be helpful to have a condensed "nuts and bolts" summary of the operating rules. This can be done at a later date.

d. **Architectural/Landscape and Grounds Maintenance and Improvements**: Ruth Wheeler

This topic on the agenda is very extensive this month. To save meeting time, but still keep all board members informed a report was sent out to board members prior to the meeting to review. The following report covers all items regarding Grounds Maintenance and includes additional information given at the meeting.

i) **Building inspections by structural engineer-** In July Cathy Cage, Structural engineer came to Hidden Valley to inspect units that management considered problematic. She called Ruth during the course of the visit. Ruth asked for clarification about the upstairs kitchen posts. Cathy was unclear over the phone and said she would need to evaluate each unit individually she sent a bill for her visit to Hidden Valley. Ruth contacted Steve Black in July to communicate the situation. He was going to get back to her about the billing and clarification of the specific post removals of concern. Steve did not get back to Ruth, however She's assuming, based on the management report that he was able to clarify the situation regarding the removal of kitchen posts in studio lofts in buildings G, H, I, J, and K., as well as the billing procedures and written report by Cathy Cage. The Board recommendation is to have management take care of notifying owners with post removals as to what the Structural Engineer recommended in writing.

ii) **Follow up on Drain Maintenance performed by Mountain plumbing-**A payment of \$5467 was made to Mountain Plumbing in June. All Mountain Plumbing jobs have been completed.

iii) **Construction debris from units 120 and 41-** Unit 41 has construction mess all over the place. Managers have not contacted unit owners to rectify problem. There were some complaints of inconvenience caused by firewood being dumped off the balcony of unit 120 that blocked the trail up to the pool. There was also a problem with using the dumpster for construction waste. Jeff's solution to this was padlocking the dumpster. Management needs to develop better ways to deal with this type of problem. Management's communications with owners of units has been disregarded, or minimal.

Management is directed to communicate directly with owners who are using the common area for their personal storage. They are to give the owner a reasonable amount of time to clean up their mess. If the nuisance/mess is

not cleaned up by the owner management should move the items being stored in the common area into the unit, or (with the owner's permission) remove the mess to the dump at the owner's expense

iv) Follow up on interior unit repairs to unit 121- Done! Jeff has completed all interior repairs on units that were damaged due to the 2016-17 storms. This was a financial savings for the association.

v) Snow Blower and Plow storage- The Snow blowers and plow were not properly stored. They were left out uncovered. Blowers should have been stored in the shed under the stairwell in building K or the workshop in building A. Management was instructed to rectify this problem. The plow was left uncovered on the tennis court, it has now been covered with a tarp. Because the snow blowers have been left out all summer, and the plow was left uncovered we may need to budget to have them serviced and repaired in the fall.

vi) Architectural change requests from owners- Remodel of unit 120 has gone smoothly with request forms, permits etc. being submitted by owners. Remodel of unit 41 is a big mess. Management is instructed to get in communication with the owners of Unit 41 and let the board know what is going on with this unit. This situation and the mess that is overflowing onto the deck needs to be cleared up by labor day. Remodel of Unit 127 was done without any notification to the board. As far as the board knows permits were not pulled. There were no exterior changes (windows) to the unit. An adjacent owner notified the board that he was concerned with possible electrical changes. Steve Black communicated with the owner regarding the removal of his kitchen post and the owner will replace the post. The unit is currently on the market to be sold so the board has decided to allow the seller and buyer to deal with code issues through escrow. Jeff informed the board that the owner has changed the lock and that management does not have access to the unit. This is in contradiction to rules and management is instructed to correct the problem.

vii) Removal of Dead tree East of building I- Done! The woman who owns the property had the tree cut down and then sold the wood. No cost was incurred by the association. Tony Requested that management survey the property to identify other trees that present a hazard to buildings and should be removed.

viii) Proposal for fall landscape planting- As stated in the Management report Valerie Black has been taking care of some planting. She contacted Ruth about joining her to attend a local seminar about hardy plant choices for Mammoth. Ruth was unable to attend, but Valerie has taken the lead and has plants ready for planting being cared for down in Crowley. Ruth does not have the cost amounts for this. The small trees that were planted in the fall of 2017 all survived and seem to be adequately established. The bulbs in the old sign planter were well received by the occupants who were at Hidden Valley when their short blooming period occurred. There are many gopher/squirrel holes in the planter, but they stop where Tyler put down the protective chicken wire. We will fertilize the flower beds (both the sign planter and the front office landscaping) and purchase and plant 10 more small trees from Chalfant Nursery in the fall. We will also purchase wild flower seeds to spread in the fall. We should be well below budget. If we are over budget due to summer plant purchases it is recommend that we cut back on wild flower seeding.

ix) Dates for project start and end times- Painting of buildings B, K, I completed in early July. Building K was painted with Clarke and Kensington paint, buildings B and I were painted with Dunn Edwards paint. Management will monitor how the two different types of paint compare. Concrete Pool Deck Repair completed. Pool resurfacing to begin Sept. 5. Driveway slurry to be completed AFTER pool resurfacing.

x) Storage area under building K stairs-The Storage area was filled with junk and personal items belonging to Jeff. Ruth spoke to Jeff directly about this. She requested that Jeff clear out the shed and move the snow blowers and pool cover into their proper storage spots. He understood that this was what was needed and he has begun the clean up of the storage space. The cleaning of the storage area is on the consent agenda.

xi) Tables, benches and games for tennis courts-These items were not put out this summer. Management is instructed to paint tables with deck water seal and store them properly for use next summer.

xii) Installation of railroad ties on the parking lot- Railroad ties are still on the tennis courts. Jeff said that they did not put them out because the driveway was scheduled to be slurry coated. This was not acceptable to the board as the ties are usually put out in May and taken in in after Labor Day. The driveway slurry is scheduled for after labor day. The railroad ties provide needed safety curbs in front of some of the areas near buildings as well as continuity of appearance and protection for the edges of the asphalt. Management was directed to get permission from the board or Steve Black prior to omitting duties.

xiii) Pellets stored in front of building G-The tenant in unit 131 had his winter pellets delivered and placed by the driveway in front of his unit. Management did not direct him to get the pellets off the common

area. The owners of the unit told their tenant to get the pellets stored on his deck. He has moved all pellets onto his deck.

xiv) Repair of coping around lower Jacuzzi-Jeff did a beautiful job of covering the old blocks around the Jacuzzi with a layer of concrete and painting it. The job involved quite a bit of messy work by Jeff removing the old caulking which was really dirty and slimy. Jeff reported that there were mushrooms growing under the old caulking

xv) Leaking hose timers -The hoses that have timers attached to them build up pressure and the old hose bibs failed. All but one bib has been replaced. It is important to get the remaining bib fixed before the leaks affect the building siding. As a temporary fix management is manually watering the area that uses the leaking hose bib.

xvi) Silt in drain that services the drainage from Lake Mary Rd.-This is an important maintenance item!! The drain on the upper West side of the driveway that drains water from the large pipe that comes off Lake Mary Rd. is partially covered with silt. In addition to removing the dirt from around and in the drain we need to add gravel and rocks to deal with the run off from Lake Mary so that the bank does not become undercut and the driveway is not damaged due to improper drainage. On Monday Ruth went to the town offices and spoke to Ron Fansler, Senior Public Works Inspector. He was familiar with the issue that our complex must deal with due to the reconfiguration of the Lake Mary Drainage. Ruth requested that the town supply the gravel and rock material that we need to improve the situation. He will speak to his higher ups and see if the town will supply the materials. Our managers will need to install the rock. (As an after meeting side note the Town of Mammoth Lakes has responded to Ruth's request and will supply and deliver the rock material to the complex)

xvii) Deck seal for wood surface of pool deck-The wooden pool deck needs to be painted with Thompsons Water seal or a similar product. This is a matter of routine maintenance so it on the consent agenda. It is recommended that Management do this immediately after the pool resurfacing is completed. They can paint the wooden tables at the same time.

xviii) Pool cover storage - The new pool cover was been folded and left out on the outside shelf in the pool area in full sun. It has now been moved to the storage area under building A.

xix) Seal grout in all common area bathrooms - Tyler has been doing a great job of keeping the bathrooms clean. He recommended that we have the grout resealed because he must use bleach and the grout is easily stained.

xx) Paint for walkways to Buildings H and I - The slip check paint that is used on the sloped walkway to buildings H and I needs to be re-applied before winter.

e. TOML Quality of life Ordinance - complaints of non-compliance and nuisance: Dave Natai-None

f. Reserve Study: Ruth Wheeler:

i) Scheduled date for the study team to perform the reserve study will be either Sept 23, or 29- Questionnaire will be sent to all board members so that they can add input. Kinoka will be available in Mammoth on Sept 23, and Ruth will be available on Sept 29 so one board member will be present for the walk around. It is hoped that Kim Walters will be able to attend as well.

6. Old Business

a. Water usage: No town water report available. If management notices leaking toilets or faucets they notify the owner to have it repaired.

b. Adoption of Operating Rules

Motion: Ruth Wheeler; Adopt the Hidden Valley Village Owners Association (HVVOA) Rules regulations, Policies and Procedures as submitted to the Homeowners for a 30 day review period on June 27, 2018.

Second: Mike Murphy

President Tony Cole requested a Roll call vote for Motion: Tony Cole, Yes, Steve Latshaw, Yes, Mike Murphy, Yes, David Natali Yes, Kinoka Ogsbury No, Ruth Wheeler, Yes.

Passed: 5-1

c. Property management Contract Bids- The board has received bids from 3 management companies the board will review the bids and schedule a special board meeting to select the 2019 Management company.

7. Management Reports-See attached

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

Black gold must be notified that they will need to wait until the pool project is done to do the slurry coat.

Fix handle and closure spring on the pool gate.

Fix the odometer in the truck....check fuses

Patch and paint the remainder of the block wall

Put Deck seal on the wooden pool deck

Paint the sloped walkways to building

Put Sealant on the tile in all common area restrooms.

Motion Tony: Replace the pool gate closure and lock for the upper pool following the pool renovation at a cost not to exceed \$300 for gate closure and lock.

Second: Mike Murphy

Passed 6-0

9. New Business

a) Swale for drainage from Lake Mary Rd.

Management is directed to address the problem of silt runoff from lake Mary Rd. by getting rocks from the Town of Mammoth to create a swale to direct the water run off From Lake Mary Road into the drain located at the top west side of the driveway.

b) Call for nominations for open board positions in 2019-Mary Stanley from Butner has made all arrangements and will not charge us extra for the notification to homeowners.

10. Homeowner Forum.

a. Open floor for homeowner comment – 5 minutes per speaker: None, however Matt Desario contributed opinions regarding, 2.1 Occupancy Limits by Unit Type, during the Report on the operating rules. He feels that the occupancy limits based on the Town of Mammoth Lakes occupancy standards are too restrictive and he would like the complex to allow greater occupancy. Mike Murphy commented that the cost of getting the rules completed would increase significantly if we made a to change items at this time and since there were no comments received within the 30 day window for operating rule review his recommendation was to leave the section 2.1 as stated in the rules. Ruth commented that the board's job is to strike a balance between all homeowners. While it is financially advantageous for her to allow more occupancy in her rental unit, stacking her unit with more than the number of people the town allows, or allowing homeowners to gain variances for the number of people in each unit places an undue hardship on the complex and other homeowners.

11. Announcements:

a) Next Board Meeting Date: November 17, 2018, 10:00 AM, Location Hidden Valley Common Area Room

b) Annual Homeowners Meeting November 17, 2018 2:00 PM. Location TBA

12. Adjournment 8:40

MAMMOTH RESERVATION BUREAU

Property Management Division

PO Box 1608, Mammoth Lakes, CA 93546 (760) 934-1603 www.mammothvacations.com

HIDDEN VALLEY VILLAGE

Property Management Report

As of August 20, 2018

Consent agenda information:

1. Management had released the final check to Four Points Painting after they completed touch up painting as identified by Board members.
2. Blizzard Fire Protection has inspected and serviced all common area fire extinguishers. Assistant Manager Tyler collected and brought extinguishers to central location and returned them after service, saving \$60 in charges from Blizzard. Net cost to HVV was \$540.

Landscape and grounds maintenance:

1. Black Gold Asphalt to perform patching and slurry coating immediately after Labor Day holiday (according to their administrative scheduler). Job should take two week days to complete which will allow for onsite parking during the project.
2. Painting Buildings B, K and I along with pick-up work completed by Four Points Painting. Staff removed firewood and restacked it in conjunction with painters' progress.
3. Repairs to broken cinder blocks on retaining walls have been completed by manager Jeff, painting performed. Ground around tree by Building B has been back filled. In addition he will be filling gouges in areas of retaining wall caused by loader over past years.
4. Pool and spa renovation- Aqua Creations will arrive on September 4. Depending on the time, they will either begin work that day or the following morning. The pool and upper spa will be closed during the end of the day on Monday, September 3rd and draining of the two facilities will commence.
5. New plants and shrubs have been purchased, most of which have already been planted by Valerie and Tyler. Valerie, Tyler and Steve B attended a presentation at the Water District Offices by a landscape contractor, specifically discussing hardy plants and shrubs that survive winters such as we receive here in Mammoth. There are still some plants and shrubs remaining to be planted, currently being maintained at the Black's residence in Crowley Lake until Valerie can supervise their planting at HVV.
6. Chris Andrews, Stone Mountain Corporation, has narrowed his inspection of the common areas to either Saturday, September 22nd or 29th. He has to coordinate with other facilities in Mammoth. We should have a specific date by the end of the second week of September. A proposal/ contract will be sent to us for review.
7. Management will contact Angelo's to schedule chimney sweeping and repair/ replacement of chimney caps.
8. Touch up painting is being performed around the lower common area building, steps leading to the conference room and panels below the spa. Other touch up painting will be performed after Labor Day.
9. Management engaged Anderson Plumbing to repair three leaking hose bibs. The one remaining leaking bib is in a very tight area underneath the lower common area building and still has to be addressed.

Other completed/ in progress tasks:

1. New filter for pool was installed by Mammoth Spa Creations. Cost was \$1867.
2. Jeff finished sanding, priming and painting the entry gate to the pool.
3. Management will provide at the Board meeting, a log containing the status of support posts on upper units in (lower) Buildings G, H, I, J, K. Steve met with John Crown, Unit 127 owner, regarding his kitchen post that was removed (H Bldg, upper S & L). He will be installing a new 4 x 4 post immediately, as the unit is in escrow.
4. Staff has been in communication with the Water District regarding reducing water leakage on the Complex. Units have been inspected by staff and leaking faucets and toilets identified, homeowners contacted about performing repairs. We expect that the Water District August water usage report will show a reduction in leakage estimates.

5. Staff has begun distribution of HVV parking permits. A spread sheet is being kept identifying homeowners who received their permits.
6. Office staff has completed updating owner identification and profile cards, except for a very few units. The cards have been laminated to protect them during use.
7. Old and duplicate files are being purged and eliminated to improve office efficiency. Both Breonna and Valerie are working on this project to ensure that important files will not get deleted or thrown away.
8. The new concrete deck around a portion of the pool has been poured. Jeff repaired a few broken sections of coping.
9. A & D Plumbing has performed the mandated annual inspection of pool and spa backflow preventers. All three have passed inspection.
10. Staff trapped chipmunks, squirrels and mice getting into crawl spaces underneath several buildings.
11. Jeff helped owner of #127 with water leak at 11:30PM.
12. Staff sanded and painted fire hydrants and protective posts.
13. Management keeps a daily work log for each staff member.

State of the Complex:

Truck mileage at the end of: July, 2018, 92,811.
Aug 20, 2018, 93,059
Number of rental units: June & July, 39
Rental occupancy %: June '18: 18.5%
July '18: 24.6%
Units for sale: #127, S & L, 2 ba, in escrow, \$289,000.
Units sold: #18, S & L, 2 ba, \$245,000.

Respectfully submitted,

HVV Management:

Jeff Fulton, Tyler Simmons, Breonne Pepaj, Valerie Black, Steve Black

