

HIDDEN VALLEY VILLAGE OWNERS ASSOCIATION
Board of Directors Meeting
AGENDA

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. Record Board Members, Management, owners and guests present
2. Announcements/Orders of the day
 - a) Items discussed in Exec. Meeting
 - b) Recusals
 - c) Changes to order of agenda
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:
4. Treasurers Report
 - a. Financial report
 - b. Budget preparation for 2019
 - c. Owners in arrears. Action to be taken
 - d. Warning Notices and Fines
 - e. Board designated priority (master list) list for maintenance projects
5. Reports from Standing Committees
 - a. Newsletter: Tony Cole
 - i) Communications from homeowners
 - ii) Items to be covered in next newsletter
 - b. Web Master/communications: Randy Balik
 - c. Operating Rules: Ruth Wheeler
 - i) 30 day Review of Rules by owners
 - ii) Cost to date of rules: Legal
 - iii) Adoption of Rules
 - iv) Distribution of Rules to Homeowners.
 - d. Architectural/Landscape and Grounds Maintenance and Improvements: Ruth Wheeler
 - i) Building inspections by structural engineer
 - ii) Follow up on Drain Maintenance performed by Mountain plumbing.
 - iii) Construction debris from units 120 and 47
 - iv) Follow up on interior unit repairs to unit 121

- v) Snow Blower and Plow storage
 - vi) Architectural change requests from owners
 - vii) Removal of Dead tree East of building I
 - viii) Proposal for fall landscape planting
 - ix) Dates for project start and end times
 - x) Storage area under building K stairs
 - xi) Tables, benches and games for tennis courts
 - xii) Installation of railroad ties on the parking lot
 - xiii) Pellets stored in front of building G
 - xiv) Repair of coping around lower Jacuzzi
 - xv) Leaking hose timers –
 - xvi) Silt in drain that services the drainage from Lake Mary Rd.
 - xvii) Deck seal for wood surface of pool deck
 - xviii) Pool cover storage
 - xix) Seal grout in all common area bathrooms
 - xx) Paint for walkways to Buildings H and I
- f. Reserve Study: Ruth Wheeler:
- i) Scheduled date for the study team to perform the reserve study
- e. TOML Quality of life Ordinance - complaints of non-compliance and nuisance: Dave Natai
6. Old Business
- a. Water usage:
 - b. Adoption of Operating Rules
 - c. Property management Contract Bids
7. Management Reports-See attached
8. Property Management project/item updates & related property matters
9. New Business
- a) Swale for drainage from Lake Mary Rd.
 - b) Call for nominations for open board positions in 2019
10. Homeowner Forum.
- a. Open floor for homeowner comment – 5 minutes per speaker
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

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

