

HIDDEN VALLEY VILLAGE OWNERS ASSOCIATION

Board of Directors Meeting

January Meeting Minutes

Date of Meeting: Thursday, January 25, 2018

Time: 5:00 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 5:55
- b. Roll call: Board Members present at Hidden Valley: Tony Cole, Steve Latshaw, Ruth Wheeler, Dave Natali, Mike Murphy, Present via call in: Kinoka Ogsbury, Absent Randy Balik. guests present: Guests Leslie Murphy unit 3, Kim Walters unit 126, Erin Farrel, Office Manager, Jeff Fulton Manager, Steve and Valerie Black MRB management.
- c. Motion: Dave Natali: Approve minutes from the Nov 11, 2017 board meeting.
 Second: Tony Cole
 Passed 5-0-1
 Motion: Tony Cole; Approve Minutes from the Nov. 11, 2017 Post Homeowners Meeting
 Second: Dave Natali
 Passed: 5-0-1

2. Announcements/Orders of the day

- a) Items discussed in Exec. Meeting-2 units that encoured fees due to late payments, management performance and scope of duties, Board code of ethics.
- b) Recusals-None
- c) Changes to order of agenda-None
 Tony Cole emphasized the need to limit discussion to 20 minutes and limit comments to board only

3. Treasurers Report

- a. financial report

FINANCIAL SNAPSHOT FOR MONTH ENDED		100.00%	Into Annual Budget period
Month Ending 12/31/2017			
-		113.20%	Operating Expense budget spent
Operating Fund	\$122,978	\$319,550	2017 Total Operating Expense Budget
Contingency Fund	\$17,063	\$361,675	YTD Operating Expenses
Replacement Fund	\$266,188	-\$42,125	YTD OVER budget due to Snow Removal & Propane
Total Funds	\$406,229	-13.20%	YTD Over/Annual Operating Budget
\$63K Emergency Snow Removal Special Assessment AUG-OCT			
5	Units Past Due for HOA Dues	\$2,005	13.20% Replacement Expense budget spent
12	Units Pd in Advance for HOA Dues	-\$4,900	\$89,352 2017 Replacement Expense Budget
<u>Past Due Items of Note:</u>			
-	\$10 Dues increase effective Jan 2017	\$11,833	YTD Replacement Expenses
-	Special Assessment Pmts DUE Aug-Oct 2017	\$77,519	YTD Under Replacement Budget Spending
		7.40%	YTD Repl Exp/Annual Replacement Revenue

- b. Owners in arrears. Action to be taken: Owners of unit 7 fell behind in dues. They are now up to date with dues and late fees.

- c. Warning Notices and Fines: Unit 23 follow up-The request by the owner of unit 23 to waive late fees was denied by the board. Unit 23 is now up to date on all payments.
- d. Contingency fund goals: The contingency fund amount is lower than it has been in the past due to expenses incurred in 2017. Kinoka suggested that we should have more in the contingency fund. Our past contingency fund balance was \$35,000. We have enough in our operating fund to transfer some funds from the operating fund to the contingency fund. Kinoka met with Accountant Cindy Butner who indicated that some Complexes in town had significantly higher amounts in their contingency funds. While Hidden Valley's \$35,000 was ok, it is on the lower side of the average for similar complexes in town.

Motion: Ruth Wheeler; transfer \$17,000 from operating fund to contingency fund.

Second: Tony

Passed: 6-0

- e. Follow up on bids to keep board informed of needs and where we are on the budget-There is a need to get bids for projects in a timely fashion. All Bids should be submitted to Treasurer and copied to the Board.

4. Standing Committee Chairman assignments:

- a. Newsletter-Tony Cole
- b. Web Master/communications-Randy Balik
- c. Operating Rules-Ruth Wheeler
- d. Pool and Upper Spa Resurfacing-Steve Latshaw
- f. Architectural/Landscape and Grounds Maintenance and Improvements-Ruth Wheeler
- g. HVV Rules/TOML Quality of life Ordinance - complaints of non-compliance and nuisance: David Natali
- h. Reserve Study-Ruth Wheeler

5. Reports from 2017 Committees

- a. Newsletter: Tony Cole

ii) Items to be covered in next newsletter-Reserve Study, info from this meeting. The newsletter will be sent hard copy as well as email.

- c. Operating Rules: Ruth Wheeler

i) Progress and discussion of Draft Rules-Participation of all board members and management via Email correspondence has been helpful. All attending board members have access to the draft which is ready to be discussed under Old business. The goal is to send the draft to attorney Tim Sanford after the board reviews the draft.

ii) Method of distributing Draft Rules to HOA for review and comment-Ruth requested that management research the most cost effective way to distribute the rules to all owners once the draft has been finalized and approved by the board. It is hoped that email can be used for most owners.

iv) Printing and distribution of rules once they are checked by attorney and finalized by the board.-It is hoped that the rules that do need to be distributed via hard copy can be printed in a cost effective manner.

v) Cost to date of Rules-Ruth did not have the cost calculations done. She will have them for the March meeting.

vii) Board approved draft rules to resubmit to Attorney Tim Sanford-The draft should go to Tim prior to Feb. 1 It is hoped that feedback from the attorney and subsequent discussion by board members can be accomplished before the March meeting so that the board can approve the final draft of the rules prior to the March board meeting.

- d. Architectural/Landscape and Grounds Maintenance and Improvements (carried over from 2017): Ruth Wheeler

i) Follow up on structural engineer report on kitchen posts in units-Consulting engineer, Kathy Cage has completed her inspection she will get a report to us.

ii) Presentation of sewer line inspections (lateral line scoping). Recommendation for maintenance plan for sewer lines. Mountain Plumbing completed their inspections and made recommendations for all buildings on the property. The board has been informed of this via email. Ruth put the information on a

spreadsheet.(See attached Spreadsheet). Buildings D, E, and G have work in progress. We still must address the needs of buildings B, F, I and managers units. Ruth Wheeler will present a motion under old Business.

iii) Roof repairs – Follow up on Freeman’s completion of roof repair-Additional cost of \$500, Freeman inspected in mid-December. Plan is to complete repairs next week. Not sure if insurance will cover the additional charge. Freeman’s performance and follow through is substandard. In the future it might be advantageous to solicit bids from other roofers early in the season.

iv) Insurance claim follow up-Most of the repair projects that were listed in the claim have been completed and we still have funds from the claim. This is largely due to management contributions by Jeff Fulton. Thank you Jeff!

v) Interior unit repairs due to 2016-17 snow load damage-Only 5 units left to be completed.

Management is directed to purchase a ladder so that Jeff can complete the last 5 units.

vi) Follow up on bulb planting-Tyler and Jeff planted the old sign planter. Valerie purchased bulbs to plant on the back side of the lower Jacuzzi. She used her own funds to do this. Thank you Valerie!!

vii) Architectural change requests from owners.-None this is very worrisome considering the amount of remodel work that has been seen around the complex. Homeowners need to be informed about the need to get approval and permits prior to beginning work.

xi) Chimney repairs due to 2017 storm damage: Boyd Sheplar reported that chimney repairs were not needed.

xiii) Servicing main electric heaters in all manager and owner units-Still needs to be done. The bid given in November seemed to be excessive so this item was tabled.

Motion: Ruth Wheeler authorize management to service all heaters in units and managers building at a cost not to exceed \$3,000

Second: Mike Murphy

Passed: 5-0-1

e. TOML Quality of life Ordinance - complaints of non-compliance and nuisance: Dave Natali

i. Complaint regarding barking dog in Building I- David will write a letter of warning to the unit owner who is allowing dogs to be brought to her unit by short term renters.

5. Old Business

a. Sewer Line maintenance-

Motion: Ruth Wheeler; Proceed with recommended work for buildings B, F, I, and the managers units after spring break crowds have diminished. Cost not to exceed \$5,000

Second: Tony

Passed: 6-0

b. Email communications to homeowners: email list preparation-Erin has most of the owner emails, only 11 more units to go. Less than 5 units have “snail mail “addresses only.

d.: Water usage: HV usage is down however the report showed a continuous use Detected. We used at least 26 gallons per hour continuously since Friday Nov3. This might be caused by a leak. Management will try to trace it down

e. Dead trees on adjacent properties removal-follow up -.-Town of Mammoth had numerous dead trees removed from properties adjacent to Hidden Valley. Management was instrumental in getting the town to act on this matter: One last tree on Sam’s Wood property on the East end of building I still needs to be removed.

Management will follow up.

g. Operating Rules-

Board discussion on the operating rules draft included: terminology corrections, checks against the bylaws and CC&Rs, attempts to be sure the rules were consistent with stated goals. See the DRAFT copied to the end of the agenda.

Motion: Ruth Wheeler; Instruct Management to send the draft as corrected to Tim Sanford for a final review.

Second: Mike Murphy

Pass: 5-1

Ruth will email the board and management the rules draft.

h. Property management Contract: Steve Black had hard copies of the contract. He will email the board an electronic copies of the contract.

i. painting bids for 2018 to complete differed painting projects. Steve had hard copies of two of the three bids. He will email those and the third bid to the board so that the board can select a bid and authorize management to begin scheduling prior to the March meeting.

k. . Cost of Cell Phone, WiFi and land line services for Hidden Valley-Cost is \$369.55/month resulted in a lowering of the bulk cable.

6. Management Reports: See copied below

Action Item from management report: Direct management to submit bids for new dishwasher and refrigerator for managers units. Board will vote via email.

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

a. Scope of Duties of Managers-Board requested an updated scope of duties from management. Steve will email it to the board

b. Spread Sheet for owner information-Has been Completed by Valerie Black and Erin Farrel. Thank you Valerie and Erin!!

c. Frontier Communications Invoices review No duplicate charges credit in the amount of \$107.68 was sent to HVVOA.

d. Pool bids will be coordinated through Steve Latshaw. Steve Black will keep track of items that bidders recommend which may need to be incorporated in the reserve study.

8. Email Motions November-January

a. Motion: Randy Balik; purchase and install a replacement Stop Sign for the top of the driveway

Second: Ruth Wheeler

Passed: 7-0

b. Motion: Ruth Wheeler: Hire Mammoth Plumbing to complete the recommended work for buildings D, E, and G cost not to exceed \$3,500

Second: Steve Latshaw

Passed: 7-0

9. New Business

a. Board designated priority (master list) list for maintenance projects.-Kinoka will start to build a list of differed maintenance. She will email it to board and management. Steve will add items

b. Dates and deadlines for bids-This was a problem last year. It is hoped that we can solicit bids in a more timely manner in the future.

c. time frame for project start and end times. Painting, Pool, driveway projects all need to be put on the 2018 calendar

d. Preparation for Reserve Study.

i. Soliciting items to be included in the reserve fund for the study-The reserve study team will attempt to get input from owners, management, the accountant and the board.

ii. Members of the reserve study team-Ruth will coordinate with Kinoka Ogsbury, Kim Walters, Steve Black, and Cindy Butner

e. Upper sauna repair-Tony expressed frustration at the poor performance of the new upper sauna. Nick Mendoza diagnosed the problem, he is supposed to make the repair next week, but he has been unreliable in following through on his commitments.

f. Board Code of Ethics, Board Member Commitment Pledge. The board directed Erin to print up copies of the Board Member Code of Ethics, and Board Member Commitment Pledge on pages 469-471 in the 2017 Blue book so that the board can review and sign them.

g. Parking stickers for homeowner cars. The new logo can be used for homeowner parking stickers. To be displayed by all homeowners. Tony will follow through on the ordering of the stickers.

Motion: Ruth Wheeler Approve the parking stickers to be produced and distributed to owners. Cost not to exceed \$300

Second: Passed 6-0

h. Electronic options for board communication- Mike will investigate using laptops for board members to call in for meetings. Kinoka recommended a more sophisticated editing system which we will try to use for big projects like the operating rules in the future.

i. Hidden Valley Village Logo- Tony showed a print up of two options for the new logo. The Board preferred the "wood style" boarder.

10. Homeowner Forum.

a. Open floor for homeowner comment – 5 minutes per speaker

Kim Walters: Parking permits are not being monitored. Request that Management develop a system for monitoring parking.

Laundry washer is not working

Request that the tentative dates of meetings be posted on the website

Request that we revisit quiet hours in the newsletters to remind homeowners.

11. Announcements:

a) Next Board Meeting Date: March 24, 2018

12. Adjournment 10:38

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 January 23, 2017

1. Mountain View Spas was engaged to calibrate the upper spa jet pump and motor so that they turned on and off simultaneously. Jeff was taught how to perform the calibration himself; the procedure will be performed in-house when required in the future. The upper spa jets are now operating normally. Staff removed paint and patched concrete decking at the lower spa.

2. Gary Wagner, owner of Wagner Pool Construction out of Lancaster, CA, came to Hidden Valley to inspect the pool, spa and equipment, make recommendations for repairs and provide estimates for repairs and resurfacing. His estimates for a variety of repairs are in an email which was forwarded to the Board separately from this report.

Richard Dietz, owner of Aqua Creations, a second contractor who can identify issues with the pool, upper spa and equipment and is licensed to make repairs and resurface pools and spas, will be coming to Mammoth in February. He will perform an inspection of our facilities and recommend various replacements and repairs.

3. Staff has planted flower bulbs in the planter box opposite the HVV entry sign and around the office area. Plants and shrubs have been trimmed back and newly planted trees received support stakes.

4. In mid-December Freeman Roofing observed with Jeff the "walkthrough list" of remaining roof and chimney chase repairs. Freeman estimated a cost of about \$500 to perform the repairs, as none were included in State Farm's claim. Since then management has left numerous messages with Freeman Roofing to perform the repairs while we had no snow. Freeman was non-responsive until after New Years. They returned, met with Jeff again and received a written copy of the list of roof repairs, but did not perform the work. After numerous attempts at reaching Freeman Roofing locally, Steve B called Phil Freeman in Mexico but could only leave a message about having his crew make the repairs. Today Mike Freeman came to the Complex and advised staff that he would return next week after the weather clears and perform all of the repairs.

5. Staff engaged Taz Electrical to inspect the upper sauna, identify the problem with the equipment and make repairs. After 2 hours, Taz left the Complex without determining what was wrong. (We have not received a billing from Taz for their time). Subsequently, after several phone calls/ messages, Nick Mendoza appeared at HVV, found the issue with a part in the sauna, ordered the part and advised Valerie that he would return upon delivery of the part and install it. Today Nick called and advised Val that the part will arrive on Friday, January 26 and he will

return to Hidden Valley this weekend to install it. The wiring diagrams for the sauna are in a file in the HVV computer.

6. The Town of Mammoth has succeeded in having numerous dead trees surrounding our Complex cut down and removed.

7. After being away from Mammoth for a month, consulting engineer Kathy Cage has inspected each type of HVV unit regarding structural issues that could be caused during remodels where certain support posts are removed. She will try to complete a report to the Board in time for Thursday evening's meeting, but is having emergency surgery on her ankle today and may not be able to finish it. If unable to finish, Kathy will call in a verbal report.

8. Mountain Plumbing has completed replacement of a broken drain line and along with a cleanout replacement for Building E and (we believe) flushed and scoped line. Staff has been trying to reach someone at Mountain Plumbing for several weeks in order to find out if they performed hydro jet and scoping on Buildings D and G lines per their proposal. Mountain's administrative office employee has been away and we are unable to obtain return phone calls from anyone from the Company.

9. Today Mammoth Screen and Glass has replaced the broken window in #127. They will receive replacement glass for #2 window on February 8. The glass that had been shipped was the wrong size.

10. Steve B. has spoken with Dave Easterby regarding adding to our existing claim for the 2 windows in item 9 above, plus additional roofing repairs by Freeman. Dave's office is in contact with the State Farm adjuster to confirm that the windows and roofing repairs will be added to the claim. He too is out ill but is having his office staff follow up. I should have their confirmation before our Board meeting.

11. Staff has contacted several owners regarding clearing the decks of unauthorized belongings. Cleared to date are units 11, 12, 16, 33, 38, 43, 104, 107, 121, 128 and 133. 123 does not want items removed and 28 has been unreachable.

12. Carmichael Business Tech is scheduled for January 30th at 1 PM to install a hard drive, 3.5 adapter and Microsoft 10 O.S. upgrade. CBT (and staff) would like to change our email provider to gmail, as it is more user friendly, faster and efficient. Of course, this would change our email address. Your input please?

13. Staff projects completed include drywall repair, texture, prime and paint interior of #110; cleaned out bulb inserts in several entry light sockets; replaced entry light fixtures for #1 & #30; met with pest control company regarding #121 rodent problem; painted sections of cinderblock retaining walls and continue to work on walls in various locations; built frame and installed interior hallway door to office; patched holes under J building to prevent rodents from entering into walls.

14. Administrative tasks performed by office staff included entering owner information on master spread sheet; pursued owner email authorization forms; created many new owner profile cards for occupancy rack due to changes in ownership during last 12 months; prepared a new chart of Board of Directors contact information; purchased a new office phone/ answering machine as old one stopped working; trained Tyler on office procedures; solicited bids from painting vendors for this summer's work- painting Buildings A, B, H, I, K and siding on Building G. Vendors solicited are Jim Kelly Painting; Sierra Paint and Drywall; Turnkey Painting. It is likely that only Sierra Paint & Drywall will have their bid submitted for the meeting.

15. New office Administrative Assistant Erin Farrel began working on January 17. She is well educated, professional and well versed in various Microsoft computer programs. Erin will join us at the Board meeting.

16. Jeff advises that the dishwasher in the manager's unit no longer works. The refrigerator is also making loud noises. Management requests authorization to replace both appliances.

16. State of the Complex:

- a. Truck mileage: Dec. 31, 89,648; Jan. 23, 89,850.
- b. # of rental units: 32.
- c. # of rental companies: 7.
- d. # of rental nights: Dec.'17, 336.
- e. rental occupancy %, Dec. '17: 33.9%

Please note that only 3 rental agencies are reporting arrival and departure info, (MRB, MRBO formerly Nomadness, Mam. Reservation). Not reporting are Vacasa, 101 Great Escapes, Mammoth Sierra, Airbnb.)

- f. Units for sale as of Jan. 23,'18- none.
- g. Units sold: #47, studio, \$190,000.

Respectfully submitted,

Valerie, Jeff, Steve B.
 HVV Property Management

2017-18 Drain Maintenance cost

<u>Building</u>	<u>Root Balls</u>	<u>Clean out</u>	<u>Cost</u>	<u>Mammoth Plumbing Comments</u>
A	none	ok	\$ -	115' out, couldn't push camera ant further. All sewer in very good condition.
B	?	Needed	\$ 1,389.00	No clean out visible. Located sewer under building. Estimate to dig up sewer in front of building and cut in clean out allowing access to the sewer,
C	none	ok		90' out to manhole cover. Some water standing in mainline under manhole. Sewer in good condition
D	small at 92'	ok	\$ 689.00	95' out, couldn't push more. Most sewer in good condition. At 92' small root ball. At 39'-42' section of new pipe is slightly lower than old A/C pipe. Estimate to hydro jet sewer line and clear root ball. Then camera sewer once done to make sure it is clear. All parts and labor \$689.00
E	Roots in first 4' of pipe	ok	\$ 1,645.00	First 4' of pipe has roots growing in it. Should replace. 100' out sewer goes under building K. All in good condition. Old ABS clean out down the hill is for the same line. Estimate to dig up first section of sewer and replace with new ABS pip and remove the roots. All parts and labor \$1,645.00
F	small at 43'	Needed	\$ 1,864.00	Used end of line clean out under building. Not convenient for snaking. Got 50' out. At 43' small root ball near deck. Need to dig up sewer where exits building/deck and install clean out. Most sewer in good condition. Estimate to dig up sewer line under the deck. From the install a clean out allowing access into the sewer. Due to its location the digging up of the sewer would be more time consuming. All parts and labor \$1,864.00

G	3 root balls	ok	\$ 689.00	Got 80' out. Root ball at sewer main transition. Small root ball at 64'. Large root ball at 44', 7' deep. Large root ball at 30'. At 22' sewer drops into A/C from 4" SDR. All 4" SDR looks great. A/C possibly sewer main. All goes towards man hole. Estimate to hydro jet sewer line and remove the root ball. From there would camera the sewer Line to inspect it. All parts and labor \$689.00. Would also recommend the city come out and inspect their section of sewer pipe there.
H	none	Need to Mark Cleanout under stairs on west side	\$ -	Couldn't locate clean out around building. Used end of line clean out under building. First 20' of 4" ABS under building has large low spots with standing water. Got 87' out to sewer main. Found clean out under a little dirt, under the stairs on west side
I			\$ 589.00	No clean out. Can easily cut one in under building. You can walk in. Good snaking location. 1/2 days work, includes checking sewer after it's in. 4" ABS. Estimate to cut in clean out to 4" sewer line under building, all parts and labor \$589.00
Laundry room Pool	none	yes	\$ -	125' out. All new pipe up to 125, large jump in sewer where it transitions. Great condition
Office/Managers Unit			\$ 989.00	No clean out. Can install one in equipment room. Estimate to install clean out in sewer line and camera line once done \$989.00, all parts and labor.

TOTAL EXPENSE \$ 7,854.00

ROOT REMOVAL EXPENSE \$ 3,023.00

