

**HIDDEN VALLEY VILLAGE OWNERS ASSOCIATION**  
**Board of Directors Meeting**  
**MINUTES**

**Date of Meeting: Saturday, March 24, 2018**

**Time:** 6:00PM 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. Meeting was called to order by President Tony Cole at 6:40
- b. Roll call: Board members present at Hidden Valley: Tony Cole, Ruth Wheeler, Kinoka Ogsbury, David Natali. Present via phone Steve Latshaw-, Absent Randy Balik, Mike Murphy. Management: Steve Black, Jeff Fulton, absent Erin Fuller, Guests Diane Cole unit 4, Kim Walters unit 126, Charles McDonnald unit 20
- c. Approval of Minutes for January, 25 2018 Board of Directors Meeting

Motion: Tony Cole; Approve minutes for Jan 25, 2018 meeting

Second: Dave Natalie

Passed: 5-0

2. Announcements/Orders of the day-Tony reminded homeowners to hold comments until homeowner forum. Kim Walters used her phone to act as the phone in host for the meeting.

- a) Items discussed in Exec. Meeting: possible warnings for two units, management performance, and management scope of services.
- b) Recusals: None
- c) Changes to order of agenda: None

3. Treasurers Report

<b>1. FINANCIAL SNAPSHOT FOR MONTH ENDED</b>				
<b>February 28, 2018</b>				
-			16.2%	Into Annual Budget period
Operating Fund	\$112,424	\$319,550	16.2%	Operating Expense budget spent
Contingency Fund	\$35,000	\$51,767		2018 Total Operating Expense Budget
Replacement Fund	\$291,641	-\$113.71		YTD Operating Expenses
<hr/>				YTD UNDER Budget
Total Funds	\$439,065		0.0%	YTD Under/Annual Operating Budget
2	Units Past Due for HOA Dues	\$580	0.9%	Replacement Expense budget spent
14	Units Pd in Advance for HOA Dues	(\$7,516)		2018 Replacement Expense Budget
<u>Past Due Items of Note:</u>				YTD Replacement Expenses
-	\$10 Dues increase effective Jan 2017			\$1,222
				YTD Under Replacement Budget Spending
			0.8%	YTD Repl Exp/Annual Replacement Revenue

b) Owners in Arrears. Action to be taken: None

c) Warning Notices and Fines: None

d) Contingency Fund Replenished as of January, 2018: \$17,937 transferred from Operating Fund to Contingency Fund. Contingency fund balance \$35,000 as of January 2018.

e) Managers Unit Fridge and Dishwasher: Budgeted \$3.5k and spent \$1222. The remaining balance will roll over into the Replacement Fund.

f) Mountain Plumbing repaired drain lines for buildings D, E and G. HOA paid \$3,023.

g) Transfer of Funds from Union Bank to Union CD: We needed to move some funds out of Union Bank as the HOA is over the FDIC limit of \$250K. At one time the board voted to use the Union CD. Exact details and interest rates to follow once finalized.

## CD Plus\* Rates:

30 days:	0.90%	9 months:	1.55%
3 months:	1.15%	12 months:	1.65%
6 months:	1.45%	18 months:	1.80%
2 yr :	2.00%		

h) Signed 2017 Tax Engagement Letter

i) List of Deferred Maintenance Items:

#1 Painting w/ Doors for Buildings G,I,K,B,H and A budgeted \$62,500. We have one bid in that I know of for \$90,276 from Kelly Painting.

#2 Pool and Spa Resurfacing budgeted \$34,254. We have one bid in that I know of for \$79,980 from Wagner Pool. Work appears to be more extensive than what was budgeted for.

#3 Pool Heater and Filter Replacement budgeted \$6,567. No bids in.

#4 Pool Spa Pump \$1,854 budgeted. No bids in.

#5 Asphalt Seal Coat/ Parking Lot Replacement top and bottom budgeted \$6,695. No bids to date

4. Reports from Standing Committees

a. Newsletter: Tony Cole

i) Tony will send out a newsletter with the May billing. He has supplied Butner's with a rubber stamp to stamp "Newsletter enclosed" on the billing statements

ii) Items to be covered in next newsletter-homeowners need to let the board know about interior modifications, painting of buildings, parking lot slurry, and pool resurfacing will cause disruptions at Hidden Valley. Management will give advanced notice of work to be done as soon as they have the start dates of each project.

b. Operating Rules: Ruth Wheeler

i) Recommendations by Attorney Tim Sanford were numerous. Tony has incorporated the recommendations into the rules. It is ready for Erin to retype and proofread. There were many inconsistencies with the Bylaws and CC&R's in section V. Unit Modifications. This was a section that we used directly from our old rules, thus the discrepancies with our new governing documents. It is recommended by Tony and Ruth that Tony contact Tim regarding our objectives for Unit modifications which are:

The term Architectural committee can be replaced with the word "Board of Directors".

The association wants to be clear that interior modifications that involve potential structural modifications or changes to floor covering are noted and approved by the board.

ii) Cost to date of rules: Last year total legal was \$2,086. This year as of the Feb. Financial Statement legal costs are \$3,044. We have spent 33% of our legal budget for the year.

Most of last year's and all of this year's legal fees are related to the Operating Rules for a total cost of approximately \$5,130

iv) Ruth and Tony recommended the following plan for completion of rules by attorney: The management is directed to make the typing and modifications recommended by Tony to the rules. Tony will contact attorney Tim Sanford with corrected rules in hand and request that Tim Sanford complete rule V and produce a final draft for the board. As soon as this is completed the board can vote to accept or reject the draft. If the draft is accepted we will proceed with the distribution of the rules to the homeowners for the 30 day homeowner review. This proposal was acceptable to the board.

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

i) Follow up on structural engineer report on kitchen posts in units: Report was received by management and forwarded to President Tony Cole. Fee to Cage Technical Services was over the amount approved by the board. Fee was \$2040. Ruth met with Cathy Cage to clarify items in the report. The report specifies which posts in units can be safely removed and which posts will be problematic if removed. There was an error in the original report that has been corrected regarding the numbering of the posts in the diagrams. There were also some misunderstandings regarding the post removals that were of concern. These items were clarified and corrected in Ruth's meeting with Cathy Cage.

Bottom level units in buildings A-F (phase 1 of the complex) may not remove Kitchen post or walls unless there is a minimum sized beam above the post. Bottom level units in buildings G-K were originally constructed without the "kitchen post" any wall reconstruction of those bottom units must be separately inspected. The upper floor units in Phase one (buildings A-F) may remove the kitchen post or the post located at the bottom of the stairwell because a 6X8 beam that supports the loft is visible. Upper level units in Phase 2 (buildings G-K) *may not* remove the post that supports the loft because there is a 4x6 beam above it. This beam is not strong enough to support the loft. Cathy

Cage suggested two options for those units that have removed Kitchen posts in buildings G, H, I, J, and K (phase 2 of the complex). Replace the post with a 4X4 or larger post or bolt steel side plates on both sides of the beam.

Included in the cost of this engineering review is access to digital scanned specifications and building plans for the original units at Hidden Valley. These can be provided to our management to keep on file and made available to owners who would like to do interior remodels of their units. Cathy cage recommended that the association charge a fee for the use of these digital plans as this is common practice. This may help to recoup costs that the association has incurred to hire her to inspect the units that have structural modifications.

Motion: Ruth Wheeler; The Board directs Management to: 1) obtain the digital scanned specifications for Buildings A-K and the managers units from Cathy Cage (cts@qnet.com) 2) Do a unit by unit walk-through of every upper level unit in phase 2. And every lower unit in the complex to determine which unit owners need to be contacted and instructed to modify their unit to comply with safety standards. 3) email the list of non-compliant units to the board.

Second: Tony Cole

Passed 4-1

Motion: Ruth Wheeler; Homeowners who wish to have copies of their unit plans, from the association's digital data bank will be charged \$75 for the plans.

Second: Tony Cole

Passed: 5-0

Motion: Dave Natali; Approve the payment of \$2040 to Cathy Cage

Second: Tony

Passed: 5-0

Ruth will resend the report to board.

ii) Follow up on Drain Maintenance: Mountain Plumbing completed work on Buildings D, E, and G. The check to pay for this work was very slow in getting to Mountain Plumbing (check was signed on 2/26/18. Now that they have been paid for the work they have completed. The remaining work on buildings B, F, I, and the managers units should be scheduled. The work that Mountain Plumbing bid on regarding buildings B, F, I, and the managers building is attached below. A motion to approve the work in B, F, I, and managers was passed in January. Management is requested to follow through on contacting Mountain Plumbing to schedule and supervise the work.

iii) Follow up on Roof repairs: Freeman Roofing completed most of the pickup list items except for fascia realignment on the back side of Building B. We have not yet received an invoice for this work. Steve has contacted Insurance Company. Dave Easterby will meet with Steve on Monday March 26 to catch up on the final insurance items which include: 2 broken windows and additional roofing damage/repairs.

iv) Insurance claim follow up: Steve has contacted the Insurance Company. Insurance agent, Dave Easterby will meet with Steve on Monday March 26 to catch up on the final insurance items which include: 2 broken windows and additional roofing damage/repairs.

v) Interior unit repairs due to 2016-17 snow load damage. Completion of units so far: Jeff did not purchase the ladder to use to complete the remaining 5 buildings. Hopefully this project can be completed right after April 7. Jeff has been working on the block wall, it needs to have the blocks mortared and finished.

vi) Follow up on servicing main electric heaters in all manager and owner units: Steve will follow up on some units that might not have been completed. The Heater servicing person is working around unit occupancy.

vii) Architectural change requests from owners: None??? Management is reminded to forward requests by owners for modifications.

viii) Damage to pool caused by pool freezing. Pipes were not damaged due to the freeze. Management missed the fact that the pool heater shut off. The mistake has been corrected

ix) Removal of one Dead trees East of building I. Management needs to follow up with Sharine at the town office to schedule removal. The tree is not on our property so there should not be a cost to the association.

x) Other dead trees on property: 2 large fir trees East of building G. They will not need to be removed for a few years, but Kinoka will be sure to budget for tree removal for future years

e. Pool resurfacing project: Steve Latshaw-There are 2 bids. That involve two very different techniques. There are many extra costs that will be incurred to bring all things up to code. A large part of the expense will be repair/replacement of the deck.

Steve L will research the fiberglass resurface. Steve Black will get 3 bid for the decking necessities. Erin will build an excel spreadsheet of cost comparisons between the two bids pool.

f. Reserve Study: Ruth Wheeler:

i) Reserve study team-Ruth Wheeler, Kinoka Ogsbury, Kim Walters, Steve Black, Jeff Fulton

- Ruth Received the following information via email from Cindy Butner: Stone Mountain has prepared your study in the past and between the owner (Chris Andrews) and Steve Black and your on-site manager, they should have a good handle on what needs to be included in the study. We do find that things come up between studies that no one thought of, so it is not unusual to ask that items be added. Those items should be somewhat significant, ie., you don't want to include too many small items in the study. A lot of boards set a limit - say \$5,000 or so, and include items only above that amount in the study. (Except for things like pool heaters, etc. that come up now and then and have unpredictable lives). Items costing less than the limit would come from the operating fund. Also, anything done on an annual basis should be incorporated into the operating fund.
- One of the best things you can do as a board is have one or two board members walk the property with Chris and Steve or the on-site manager and talk about what needs to be done, items that are covered, etc. Then share any information on bids received with Chris. That way the first pass of the study is usually pretty good and requires only minor tweaks. Sometimes there is no interaction with the board and Chris and the first pass at the study requires a major overhaul. Chris will revise a study once without an extra fee but if there are several revisions, he charges extra. It's best to get a good first pass and keep the changes to a minimum.

ii) Solicitation from owners for items to be included in the reserve study: Based on the recommendations by the accountant an accurate and conservative approach is needed. Everything included in the reserve study must be included in future budget considerations for the replacement fund. The general consensus of the board was to proceed with the representatives of the reserve study team rather that solicit input from the entire group of homeowners.

iv) Scheduled date for the study team to perform the study-Steve Black will contact Chris Andrews from Stone Mountain on Monday March 26 to find out when Chris is planning to walk the complex. He will notify the Board, Kim and Jeff of the date.s

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

i) Complaint regarding fire alarm in unit 128.

Jan 25, loud noise after quiet hours no notice sent to the town of Mammoth Lakes.

March 12, 2018. , Alarm was going off in the unit. Management could not be contacted, local contact could not be contacted. The town would not accept a complaint because a transient occupant was not in the unit. A major concern was expressed that management was not available to rectify the alarm problem. The access key to the unit could not be found. There was no written record of the tenants who departed the evening of the incident. Jeff has installed a manual "door bell" type button in the call box for emergencies so that management can be awakened in case of future emergency situations. Kim Walters was invited to participate. She expressed frustration and dissatisfaction with the fact that so many things involved with the rental unit next to her create disruptions to her quality of life.

5. Old Business

b. Email communications to homeowners: email list preparation: Still working on it.

c. Water usage: Management follow up on possible leak: Steve will email the current water usage report to the board. Dave Natali requested that the board track down the possible leak by Shutting off water one building at a time and checking the meter.

d. Operating Rules-The goal is to have the board approved draft operating rules distributed to homeowners by May 1. So that the board can adopt the rules at the June meeting.

e. Property management Contract/Scope of Duties of Managers-Contract was sent out today via email, Scope of duties was sent our yesterday.

f. painting bids for 2018 to complete differed painting projects.-We have three bids. All are over our budget. We may need to cut back on some of the painting to cover the pool resurfacing expenses.

Three Buildings can be painted I and K are in need of painting. Management will chose between buildings G, B, and H based on which building needs to be painted most. The choice of the building will be communicated to Kinoka on Monday March 26.

g. Pool resurfacing bids-covered above

- h. Board designated priority (master list) list for maintenance projects. Kinoka included the priority list in the treasurer's report. The priority list will be included with the treasurer report each meeting.
  - i. Dates and deadlines for bids. The board requested that management provide bids earlier than a couple days before the meeting.
  - j. Time frame for project start and end times. (Painting, Pool, and Driveway) The Board is still waiting on pool bids but Painting and Driveway should be scheduled next week. Driveway target date is May. Jeff will paint an orange circle around the putty knife and supervise the removal/repair of the driveway prior to the slurry being installed. Painting Target date is May.
  - k. Board Code of Ethics, Board Member Commitment Pledge.-Erin provided forms to the board. See attached. The signed forms will be kept in the office.
  - l. Parking stickers for homeowner cars.-Tony is waiting for quotes
  - m. Electronic options for board communication.-
6. Management Reports: See attached
7. Property Management project/item updates & related property matters
- a. Scope of Duties of Managers-Steve sent an electronic copy of the scope of duties.
- Tony requested and executive session conversation with the board and Steve Black to discuss management performance.
8. Email Motions January-March
- None
9. New Business
- a) Safety covers for intake pipes located on the steps of the lower Jacuzzi.-Jeff has the correct part. An adapter is needed to install the part. The Board requested management to install the part as soon as possible.
10. Homeowner Forum.
- a. Open floor for homeowner comment – Kim Walters was invited to return to the meeting via text however due to the late hour and the fact that she was invited to contribute input earlier in the meeting she declined to participate.
11. Announcements:
- a) Next Board Meeting Date: Saturday June 9, 2018. In southern CA
12. Adjournment
- Attachment 1) Managers Report

**MAMMOTH RESERVATION BUREAU**  
*Property Management Division*  
**PO Box 1608, Mammoth Lakes, CA 93546 (760) 934-1603 [www.mammothvacations.com](http://www.mammothvacations.com)**

HIDDEN VALLEY VILLAGE  
Property Management Report  
As of March 22, 2018

**BUILDINGS:**

1. Freeman Roofing completed most of the pickup list items except for fascia realignment on the back side of Building B. We have not yet received an invoice for this work.
2. Pursuant to their proposal and the Board's instruction, Mountain Plumbing completed projects for Buildings D, E & G. Staff has spoken with their office regarding scheduling the balance of their recommended work (Buildings B, F, I and lower recreation building). We will confirm with them precisely what remains to be done along with the cost so that we're all in agreement before work begins.
3. Robert Anderson Plumbing was engaged to replace a broken hose bib and water supply line for Building D. The work was completed March 7.
4. Touch-up painting of walkways was performed by staff during periods of warm weather.

5. Office maintenance by staff included installing and painting rear entry door, trim and office baseboards, hung pictures, rearranged desk and file cabinets to make more room for staff. A new exterior light fixture was installed for Unit 17.
6. Mammoth Screen & Glass repaired broken windows in units 2 and 127. These were additional repairs from last winter's weather. State Farm agent Dave Easterby still has not provided confirmation of insurance payment for these repairs along with Freeman's additional work. He is to provide information to me on Friday, March 23.
7. Kathy Cage' Engineering Report was received at Hidden Valley and forwarded to Ruth Wheeler.
8. Management purchased a new refrigerator and dishwasher for manager's unit from Sears. Both were part of a Holiday sale, for a total cost of \$1206.78. Jeff picked them up in Bishop, installed each and removed and discarded the old appliances. Steve B. made the decision to purchase the appliances in order to take advantage of the sale prices.
9. Heater cleaning in units has been completed by MRB's maintenance staff.
10. Painting proposals were solicited from Sierra Paint & Drywall, Turnkey Services and Jim Kelly Painting. Turnkey withdrew their proposal as they would not be able to complete all of the buildings this summer. Management then solicited a proposal from Four Points Painting and hopes to receive it on Friday, March 23. The two valid proposals have already been emailed to the Board.

GROUNDS:

1. Snow removal has been minimal through mid- February. Then it finally began snowing, however limited until recently. February's loader service invoice was \$558. March will be more substantial.
2. The HVV truck received a lube and oil change service at Chevron.
3. Retaining walls' repairs were made by Jeff. Protruding rebar was cut; he rented a roto hammer to drill into concrete to prevent breaking existing blocks; new cinder blocks were installed. More work on broken areas will be perform in spring.
4. Sherine Sanders from Town Offices inspected the dead tree on the East side of Building I. She is now working on identifying the property owner to facilitate removal of the tree.

POOL/ SPA/ SAUNA:

1. Upper sauna was repaired by Nick Mendoza, no charge.
2. Management met with two pool contractors regarding recommendations for equipment repairs and resurfacing. Their reports were previously emailed to the Board. Aqua Creations advised that they will require housing for four workers for up to eight days.
3. New safety covers have been installed in the lower spa which disperse suction for user's safety.
4. During some very cold weather, a small area of ice formed underneath the pool skimmer basket, blocking a return line into the pump room and causing a breaker for a circulating pump to trip. Jeff melted the ice with hot water through a hose from the upper laundry room. The return line and pump returned to normal operation. There was no damage to the pool or equipment.

ADMINISTRATIVE:

1. Erin and Valerie produced new homeowner information cards and records, including contacting owners to acquire correct contact information, rental and housekeeping services for units.

2. CBT installed in the HVV computer, a new hard drive along with Windows 10 Operating System. Erin and Valerie together will perform a file deletion project which will old files in the computer which are no longer being used. The combined effort is to ensure that important files are not deleted.
3. Staff purged and updated office and HOA files and reorganized the key cabinet and storage cabinet.
4. State of the Complex:
  - a. Truck mileage, March 18,'18: 91,002
  - b. # of Rental units: 35
  - c. # of Rental companies: 6
  - d. # of Rental nights, Feb.'18: 315
  - e. Rental occupancy %: Feb.'18: 32.1%.
  - f. Units sold: #38, 1 br/ loft, 2 ba. price unknown.

Respectfully submitted,

Jeff, Erin, Valerie, Tyler, Steve B.  
HVV Property Management

Attachment 2) Plumbing bid breakdown

Mammoth Plumbing bid breakdown:

<b><u>Building</u></b>	<b><u>Root Balls</u></b>	<b><u>Clean out</u></b>	<b><u>Cost</u></b>	<b><u>Mammoth Plumbing Comments</u></b>
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

Attachment 3) Board member forms

**BOARD MEMBER CODE OF ETHICS**

As a board member, you need to be aware that more is expected of that in leadership roles. Review the following statements. Signing this Code of Ethics solidifies your commitment to honest board service.

As a member of this board, I will:

- Be committed to fulfilling the mission and vision of the Hidden Valley HOA.
- Keep all confidential board information, confidential.
- Focus my efforts on the Hidden Valley HOA and not my personal goals.
- Serve on a committee and/or task force in a leadership capacity.
- Refrain from using my service on this board for my own personal advantage or for the advantage of my friends or associates.
- Respect and support the majority decisions of the board.
- Immediately disclose to the board any perceived or real conflict of interest as soon as I have knowledge of the potential conflict.
- Approach all board issues with an open mind, prepared to make the best decisions for everyone involved.
- Do nothing to violate the trust of those who elected or appointed me to the board or of those we serve.
- Never exercise authority as a board member except when acting in a board meeting or as I am delegated by the board or its President.
- Continue to maintain the Hidden Valley HOA board member candidate qualifications.
- Consider myself a trustee of this organization and do my best to ensure that it is well maintained, financially secure, growing and always operating within the best interest of those we serve.

\_\_\_\_\_  
BOARD MEMBER SIGNATURE

\_\_\_\_\_  
DATE

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**BOARD MEMBER COMMITMENT PLEDGE**

I, \_\_\_\_\_, recognizing the vital responsibility I am undertaking in serving as a member of the Board of Directors of the Hidden Valley HOA, hereby pledge to carry out in a trustworthy and diligent manner the duties and obligations of my role as a board member.

My Role:

I acknowledge that my primary role as a board member is (1) to understand, support and ensure fidelity to the Hidden Valley HOA mission and vision, and (2) to carry out the functions of the office of board member and/or officer as stated in the Bylaws.

My role as a board member will focus on the development of the broad policies (e.g., long-term vision, overall financial philosophy, etc.) that govern the implementation of institutional plans and purposes.

My Commitment:

## 2017 Condominium Bluebook

I will exercise the duties and responsibilities of this office with integrity, fidelity and care.

### I Pledge To:

- Maintain a good working relationship with other board members.
- Keep up to date on the organization's major programs and services.
- Follow trends and important developments in the HOA industry and substantive fields of interest.
- Educate myself about the needs of the constituents I serve.
- Act knowledgeably and prudently when making recommendations.
- Recommend qualified individuals with relevant skills and experience as possible nominees for the board.
- Prepare for and participate at board and committee meetings.
- Participate in the strategic planning process.
- Willingly volunteer and use my special skills to further the organization's mission and vision.
- Complete all assignments in a timely manner.

2017 Condominium Bluebook

- Listen respectfully to others' points of view.
- Take advantage of opportunities to enhance the organization's public image by periodically speaking to leaders in the community about the work of the Hidden Valley HOA.
- Respect the confidentiality of the board's executive sessions.
- Speak for the board or Hidden Valley HOA only when authorized to do so.
- Suggest agenda items for future board and committee meetings.
- Aid and advise the President when my help is requested.
- Avoid burdening the staff with requests for special favors.
- Ensure any communication with the community association manager does not undermine the relationship between the board and the manager.
- Avoid, in fact and perception, conflicts of interest that might violate the trust of the board or organization, and disclose to the board, in a timely manner, any possible conflicts.

If, for any reason, I find myself unable to carry out the above duties as best as I can, I agree to resign my position as a board member/officer.

\_\_\_\_\_  
BOARD MEMBER SIGNATURE

\_\_\_\_\_  
DATE

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