

HIDDEN VALLEY VILLAGE OWNERS ASSOCIATION
Board of Directors Meeting
AGENDA

Date of Meeting: Saturday, November 17, 2018

Time: 10:00AM or following the 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 Oct, 30 2018 Board of Directors Meeting
 - 2) Release of final payments to vendors:
 - a. Aqua Creations- both progress payments and final payment released, totaling \$36,513.
 - b. Stone Mountain Corp (Reserve Study)- final payment release 10/25/18, \$1,537.50.
 - c. Mammoth Spa Creations (lower spa heater)- deposit only released, \$2,000. Final payment pending installation of spa light and restart of heater.

Requests to pull items from consent agenda:

4. Treasurers Report:

a.

FINANCIAL SNAPSHOT FOR MONTH ENDED		74.8%	Into Annual Budget period	
September 30, 2018				
-		62.3%	Operating Expense budget spent	
Operating Fund	\$137,150	\$319,550	2018 Total Operating Expense Budget	
Contingency Fund	\$35,000	\$199,229	YTD Operating Expenses	
Replacement Fund	\$278,956	\$39,776.89	YTD UNDER Budget	
Total Funds	\$451,106	12.4%	YTD Under/Annual Operating Budget	
2	Units Past Due for HOA Dues	\$1,068	75.8%	Replacement Expense budget spent
13	Units Pd in Advance for HOA Dues	(\$6,454)	\$142,000	2018 Replacement Expense Budget
<u>Past Due Items of Note:</u>		\$107,629	YTD Replacement Expenses	
-		(\$1,421)	YTD Under Replacement Budget	
		-1.0%	YTD Over Repl Exp/Annual Replacement Budget	

- b. Owners in arrears: 2 units in arrears
 - c. Warning Notices and Fines: None
 - d. 2019 Draft Budget Approved with \$20 increase. This represents a 4.7% increase over 2018. Increases are due to 5% increase in management fees, \$7.5 K increase in Buildings line items as well as general trend of rising costs for labor and materials to maintain and upkeep the complex.
 - e. 2019 Draft Budget and changes to the reserve fund sent to Cindy Butner in preparation for the Annual Meeting.
 - f. Approval of Finalized 2019 budget
 - g. Action to be taken for owners in arrears
 - h. 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-Operating rules have been adopted. An easily usable handbook that can be placed in all units should be developed.
- d. Architectural/Landscape and Grounds Maintenance and Improvements: Ruth Wheeler
 - i) Follow Up on items from August Grounds and maintenance list: Water seal applied to pool deck-Done. Slip check paint on buildings H and I walkways, Done. Seal grout in all common area bathrooms-Still needed
 - ii) Architectural change requests from owners (none??)
 - iii) Fall landscape planting
 - iv) Dates for project start and end times
 - v) Silt in drain that services the drainage from Lake Mary Rd.: The Town supplied the coarse gravel and management constructed a drainage swale to help reduce the buildup of silt in our drain.
 - vi) Repair of Fence around the lower propane tank-Thank you to management for their pro-active approach to taking care of this item.
- e. TOML Quality of life Ordinance - complaints of non-compliance and nuisance: Dave Natai
- f. Reserve Study: Ruth Wheeler: Reserve Study has been completed. It is posted to the website. Thank you to: Steve Black, Kinoka Ogsbury, Kim Walters, and Matt Desario for attending the walk around with Chris Andrews.
- 6. Old Business
 - a. Water usage:
 - b. Completion of paperwork for MRB 6 month extension of contract.
- 7. Management Reports-See attached
- 8. Property Management project/item updates & related property matters
- 9. New Business
 - a) Recommended committees and tasks for 2019.
 - b) Noise and nuisance complaints from homeowner of unit 118.
 - c) Other homeowner complaints.
 - d) Snow Shoveling hourly payments.
 - e) Management request for new Honda Snow blower.
 - f) Homeowners who have not supplied Management with keys/access to units
 - g) Payment for chimney sweeping
- 10. Homeowner Forum.
 - a. Open floor for homeowner comment – 5 minutes per speaker
- 11. Announcements:
 - a) Next Board Meeting Date: The meeting will be remain open until after the homeowners meeting so that the 2019 meeting dates can be set after the board elections.
 - b) Annual Homeowners Meeting November 17, 2018 2:00 PM. Location Mammoth Library.
- 12. Meeting temporary adjournment
- 13. Meeting Adjourned

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 November 2, 2018

Consent agenda information:

1. Release of final payments to vendors:
 - d. Aqua Creations- both progress payments and final payment released, totaling \$36,513.
 - e. Stone Mountain Corp (Reserve Study)- final payment release 10/25/18, \$1,537.50.
 - f. Mammoth Spa Creations (lower spa heater)- deposit only released, \$2,000. Final payment pending installation of spa light and restart of heater.
2. A questionnaire from State Farm for renewal of HVV's Umbrella policy had erroneously been sent to Tony Cole and forwarded to Cindy Butner and Steve Black for completion. Upon inquiry with State Farm, their staff was to have completed the document.

Landscaping and grounds maintenance:

1. The fence surrounding the lower propane tank had deteriorated over the years. Staff demolished most of the fence, poured new concrete footings, installed new corner posts and rebuilt and painted the new fence.
2. Using rocks and gravel supplied by TOML, staff constructed a drainage swale that will filter silt and debris during runoff, before reaching drains in the parking lot. Debris and silt has been cleaned out of the drains.
3. Pine needle abatement and debris cleanup has been an ongoing project throughout fall. Staff has been removing rotted wood, old tree limbs and other debris scattered behind buildings.
4. Hoses have been rolled up and stored. Snow stakes are being installed throughout the perimeter of the parking lot along with appropriate "no parking" signage.

Pool and spa repairs and maintenance:

1. Aqua Creations completed installation of split drains in the pool and upper spa, resurfaced both facilities with their "AquaGlass" product and installed new tile and depth markers.
2. Mammoth Spa Creations installed a new heater for the lower spa in accordance with their proposal. Jeff discovered that the spa light fixture was leaking water and had to be replaced. MSC has ordered a new fixture, which should arrive and be installed during the week of November 5- 9. The old heater was placed in storage, to be used for replacement parts for the upper spa heater. Depth numbers were repainted on lower spa.
3. Upper spa jet pump began leaking. MSC is investigating. Stones have appeared in the equipment. MSC suggested that Jeff snake the lines. Resolution being followed up by staff and MSC.
4. Pool patio furniture has been moved to storage for the winter.
5. Staff has sanded and stained the wood pool deck, primed and painted railings, adjusted bathroom door that was out of alignment and scratching paint.
6. New anchors for the pool cover have been ordered. As soon as they arrive Staff will install the anchors and pool safety cover.
7. Staff removed blockage in the upper ladies shower and replaced the exhaust fan which was tripping a main breaker.

Buildings and equipment maintenance:

1. Angelo's Stove and Chimney swept chimneys in units 101 through 136, with a few exceptions. Two units were inaccessible as homeowners changed locks but did not provide management with keys or access combinations. Breonna sent an email notifying affected unit owners and staff notified live- in occupants. One tenant was away on vacation.
2. The entry door to the Assistant Manager's unit was removed along with the old jamb which was deteriorated and leaking air. Jeff rebuilt the door jamb and reinstalled the new door. The jamb and trim have been painted.
3. Staff replaced broken wood trim around the office building exterior and primed and painted new wood along with second story trim around manager's unit windows. Sections of the lower recreation building exterior were painted (and repainted to better blend with existing paint).
4. Staff scraped old non-skid paint on walkways leading to Bldgs H & I; walkways were repainted with same material.
5. Snow blowers have been prepared for winter, including changing oil, lubrication and replacement of broken sheer pins.
6. **Management seeks authorization to purchase a new Honda Snow Blower, as the older blower works intermittently and, according to the Reserve study, is scheduled for replacement in 2019.** Cost should fall within funding allocation.

There are a few more administrative items that may be related to the Board in advance of the meeting pertaining to parking passes not being retrieved by guests and missing homeowner contact information and keys. Staff is performing follow up work before we address these matters with the Board.

In addition, an interim management agreement covering January 1 through June 30, 2019, is being prepared and will be forwarded to the Board in a separate email. Thank you.

Respectfully submitted,

Steve Black and HVV Staff,
HVV Property Management

