

HIDDEN VALLEY VILLAGE OWNERS ASSOCIATION
Board of Directors Meeting
DRAFT MINUTES

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: 10:15
 - b. Roll call. Board Members: Present: Tony Cole, Steve Latshaw, Ruth Wheeler, Kinoka Ogsbury, Dave Natali, Mike Murphy. Absent: Randy Balik; Management Present: Steve Black, Jeff Fulton, Homeowners Present: Mike and Laura Tikunoff, Karen Shorr, Matt Desario, Chuck Ogsbury.
2. Announcements/Orders of the day
 - a) Items discussed in Exec. Meeting- Management performance, homeowners in arrears, snow removal policy, roofing repairs,
 - b) Recusals. None
 - c) Changes to order of agenda. None
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: None
 Motion: Mike Murphy: Approve the consent agenda
 Second: Dave Natali
 Passed: 6-0
4. Treasurers Report:
 - a.

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

- b. Owners in arrears: 2 units in arrears for minimal amounts.
- 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 send to Cindy Butner in preparation for the Annual Meeting.
- f. Approval of Finalized 2019 budget

Motion: Mike Murphy, to approve the finalized budget.

Second: Dave Natali

Passed: 6-0

- g. Action to be taken for owners in arrears: None, amounts are minimal.
- h. Board designated priority (master list) list for maintenance projects-All projects for 2018 are completed.

5. Reports from Standing Committees

a. Newsletter: Tony Cole

i) Communications from homeowners: None

ii) Items to be covered in next newsletter-

Water Heaters, consider having water heater replaced if it's 10 years old or older. At least consider having it inspected by a plumber.

To assist the association with determining the necessity of re-piping the phase II units any homeowners who will be doing work on their units that involves exposing the plumbing are requested to notify the Board and management so that arrangements can be made to inspect any pipes while they're easily accessible.

Homeowners are to be instructed to NOT tune skis/boards on the common area walkways.

b. Web Master/communications: Randy Balik: No Report

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 Done

ii) Architectural change requests from owners: none

iii) Fall landscape planting. The trees planted in the fall of 2017 are surviving but not flourishing. We will wait one more year before we purchase new plants. Fall wildflower seeds were purchased by Valerie Black. Management is direct to seed the usual areas with the wildflower seeds.

iv) Silt in drain that serves the road drainage from Lake Mary Rd. The TOML supplied the coarse gravel & broken granite; resident managers constructed a drainage swale to help reduce the buildup of silt in our drain. Thanks to management for doing the hard work of getting the rock swale put in.

v) 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: No complaints have been received

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. Updated item will be presented to owners at the Homeowners Meeting

6. Old Business

a. Water usage: Staff has repaired valves, and found leaks in units, and notified owners.

b. Completion of paperwork for MRB 6 month extension of contract.-MRB submitted the paperwork to the Board. The contract is extended from Jan. 1, 2019 to July 1, 2019

7. Management Reports-See attached

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

a. ROOFING expenses-Management is directed to have the roofs and work that Freeman did inspected by a roofing professional.

b. Upper spa has a problem with heat control and a jet that is overpowered. Management is directed to research purchase of a digital heater control in order to keep the spa at 103 degrees, and contact Aqua Creations to address the jet control problem.

9. New Business

a) Noise and nuisance complaints from homeowner of unit 118.-This complaint was not forwarded to the board. The complaint was due to a tenant with a young child in the unit above 118 making excessive noise on an uncarpeted floor. A major problem with this complaint was that the information about the complaint was not forwarded to the board: The owners of the upstairs unit are aware of the problem and attempting to rectify the issue.

b) Other homeowner complaints.-Management is directed to set up a protocol for dealing with homeowner complaints. The protocol must inform the homeowner and the board.

c) Snow Shoveling hourly payments: Management is directed to adjust the onsite management hours to accommodate early morning snow removal.

d) Management request for new Honda Snow blower.

Motion: Dave Natali; Purchase a Honda snow blower not to exceed \$3300

Second: Mike Murphy

Passed 6-0

Management is directed to sell one of the old snow-blowers and keep the small snow blower that is located on the pool deck. Management is also directed to cover and store snow blowers properly.

e) Homeowners who have not supplied on-site managers with keys/access codes to units. Management is directed to notify owners that they are out of compliance and cite the section 5.2-in the CC&Rs:

5.2-D. Access: For the purpose of performing construction, inspection, maintenance, or emergency repair for the benefit of the common area or the owners in common, the association's agents or employees shall have the right, to enter any unit or to enter any portion of the common area at reasonable hours. Such entry shall be made with as little inconvenience to the owners, renters and/or authorized guests as practicable, and any damage caused thereby shall be repaired at the expense of the association.

f) Payment for chimney sweeping-\$1450

Motion: Mike Murphy; Approve the payment to Angelo's Stoves for \$1450

Second: Tony Cole

Passed: 6-0

g) Payment for roofing \$4570

Motion: Mike Murphy; approve the payment to Freeman Roofing for \$4570

Second: Tony Cole

Passed 6-0

10. Homeowner Forum.

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

Karen Shorr, unit 8-upper jacuzzi is not working properly. Water temperature control is inconsistent and the jets are not working properly. Management is directed to find if a digital controller is available for retrofit. Management is directed to check the water temperature every evening when they close the spa area. It should be maintained at 103 degrees.

Dave Natali, unit 1-Owners and tenants need to be informed to not tune skis/snowboards with wax in the common area walkways.

Kim Walters, unit 126 –Homeowners need more/better communication when snow removal & other services around the complex that require moving parked cars are scheduled.

Lower Jacuzzi has been out of commission for months; owners need to be informed about these types of common area inconveniences. What is the source of the problem, what is being done to rectify it, and when is a reasonable expectation of completion.

Occupancies limits at Hidden Valley are based on the town occupancy limits. Information provided by a board candidate is inaccurate.

Management is directed to notify homeowners of common area issues in a timely manner.

Mike and Laura Tikunoff unit 38 -recapped a situation which created a conflict between neighbors. Mike requested clarification of the difference between common area and restricted common area. Mike and Laura expressed an appreciation for the Board's resolution and the time that the board took to help resolve the issue.

11. Announcement: Annual Homeowners Meeting, November 17, 2018 2:00 PM. Location Mammoth Library.
12. Meeting Recessed at 12:05
13. Meeting reconvened at 4:05PM
14. Announcements:
 - a) Next Board Meeting Date: Jan. 24, 2019 Location and time TBA
 - b) 2019 Officer Positions:
 - President: Tony Cole Unit 6
 - Vice President: Steve Latshaw Unit 26
 - Treasurer: Kinoka Ogsbury Unit 120
 - Secretary: Ruth Wheeler Unit 136
 - Member at Large: Dave Natali
 - Member at Large: Mike Murphy
 - Member at Large: Randy Balik
 - c) Recommended committees and tasks for 2019
 - a) Newsletter: Tony Cole
 - b) Website: Randy Balik
 - c) Management contract: Mike Murphy and Dave Natali
 - d) Condensed Rules Booklet: Ruth Wheeler
 - e) Quality of life Ordinance - complaints of non-compliance and nuisance: Dave Natali
 - f) Architectural/Landscape and Grounds Maintenance and Improvements: Ruth Wheeler (Homeowner volunteer Jana Przebiegda)
 - g) Work weekend and Potluck: Homeowner Laura Tickunoff
 - h) Tennis court use and cost research: Homeowner Matt Desario
 - i) Sudden Link Cost Research: Homeowner Matt Desario
 - j) Solar uses Research: Homeowner Mike Tickunoff
12. Meeting Adjourned: 4:45PM

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:
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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 shear 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