

HIDDEN VALLEY VILLAGE OWNERS ASSOCIATION
Board of Directors Meeting
DRAFT Minutes

Date of Meeting: Tuesday, April 16, 2019

Time: 7:00 PM or following the Executive Session Board Meeting

Location: Home of Tony Cole, 205 S Juanita Ave, Redondo Beach, CA 90277

Call in information: (515) 604-9024, Access Code 284183#

General

- a. Call to order by President Tony Cole: 7:30
 - b. Roll call. Record Board Members, Management, owners and guests present: At Tony's residence Tony Cole, Steve Latshaw, Ruth Wheeler, Dave Natali, By phone Jeff Resse, Kinoka Ogsbury, Unit owners Mike Tickenoff, Laura Samuelson, 38 and 21 Kim Walters 126
1. Announcements/Orders of the day
 - a) Items discussed in Exec. Meeting-management performance, unemployed onsite manager. Potential new managers.
 - b) Recusals None
 - c) Changes to order of agenda: Move homeowner forum to before consent agenda:
- 10) Homeowner Forum.

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

Mike and Laura: Cap on railing outside unit 21 needs replacing. Homeowners searched property several times during the day and they could not find onsite managers present. Mike and Laura contributed several exterior snow damage items: Chimneys on the driveway

3. Consent Agenda

- 1) Approval of Minutes for March Board of Directors Meeting
- 2) Approval of Minutes for November Homeowners Meeting
- 3) Follow up on complaint from owner of unit 126 regarding after hours noise from adjoining unit 128: Dave Natali solicited opinions from the board as well as Danny Earls of Town of Mammoth Lakes code enforcement department. The conversation with Danny Earls resulted in the following communication: "Based on the evidence provided, he agreed with the Board that the noise Kim is experiencing is not out of the norm for regular living experiences. I asked him if he received many complaints about noise from other complexes and he said no, The Town receives a surprisingly low number of noise complaints.

Requests to pull items from consent agenda: None

Dave Natali: Move to accept Consent agenda.

Steve Latshaw: Second

Passed: 6-0

4. Treasurers Report: Kinoka Ogsbury

Treasurers Report:

- a. **Bobcat:** We have not budgeted for this this year but could consider doing it next year as a lease to own?
 - a. Would this replace the truck?
 - b. Lease amount per month
 - c. Would not replace the need for the large loader
 - d. Insurance approximately \$1k per year.
 - e. Repairs and Maintenance and fuel \$1.6k
 - f. Personal Property Tax charged by Mono County \$200/yr.
- b. **Special Assessment:**
 - a. The cost for the snow removal through March is \$106,404
 - b. Average of snow removal for the past 3 years for the period April, Nov & Dec. (\$4200)
 - c. Total snow removal costs for the year estimated at \$110,600

- d. Assessment will be: $\$110,600 - 40,000(\text{budget}) = \$70,600 / 84 = \$840/\text{unit}$
- e. Need to ask the attorney if snow assessment should be divided evenly vs by square footage calculation (we should follow same procedure as 2017 but Cindy is not sure what we did).
- f. We need to give owners 30 day notice before levying an assessment.
- g. I move that the board vote to levy an emergency assessment of \$840/unit. Payable in two instalments of \$420 each and that the board send out notice to all owners on May 1st. The first assessment would be levied in June 1st and the 2nd September 1st.

Motion: Dave Natali: Emergency assessment of \$840/unit with proportional breakdown for roof shoveling. Homeowners will be notified May 1 Payments will be collected in three parts Aug, Sept, Oct.

Second: Tony Cole

Passed: 5-0

c. Management Fees Increase:

- a. I suggest the board use contingency funds to cover the increased cost of management but for sure we will have to raise dues again next year to cover increased management fees.
- b. I estimate dues will need to increase \$40-\$50 in 2020 just to cover higher management fees based on bids received.
- d. Signed and submitted the Engagement Letter for Annual Financial Statements and Income Tax Returns for the year ended: December 31, 2018. Letter was prepared by John M. Tomasch.
- e. Suddenlink bundling Matthew DeSario to work with Butner to send out proposal to owners and get their feedback. How many owners are paying for internet separately now? What would the final cost be vs current.
- f. Major projects that we need bids on—Can we get an ETA from MRB on this?
 - roof damage to units:
 - reach out to insurance company for snow damage-we need a list of all damage and to get insurance company out in a timely manner. We have not budgeted for snow damage not covered by insurance.
 - need cost to repair snow damage
 - status on pump room electrical bids?
 - update from Steve on reimbursing HOA for keys?
 - need a recap of finance charges Steve is going to reach out about getting these waved.
 - need a recap of all invoices for MRB shoveling for 2018 and 2019

Major Projects/Replacements:

Painting w/ Doors - A,G,H			44,000
Painting - Annual Touch Up			9,000
Pool & Spa Pump			2,000
Pool Wood Fence Enclosure			8,600
Pool Furniture			5,000
Siding Progressive Replacement			60,000
Manager's Unit Carpet			5,500
Manager's Unit Interior Paint			3,000
Manager's Unit Renovate			20,000
Asst. Manager's Unit Carpet			3,000
Asst. Manager's Unit Interior Paint			1,500
Snowblower			3,300
Truck Replacement			25,000
Miscellaneous Unscheduled Expense			2,500
Total Major Projects/Replacements	0	0	192,400
Total Expenses	328,355	0	192,400
Excess Revenues Over Expenses	0	0	(19,545)
Forecasted Fund Balance at Start of Year	120,000	35,000	303,400
Forecasted Fund Balance at End of Year	120,000	35,000	283,855

5. New Business

a) Evaluation of Bids received for Management contract to begin July 1, 2019 and extend through June 30, 2020

Motion: Dave Natali; Move to accept Old Faithfull's bid tentatively based clarification of a few specific items in the bid which will be compiled via email by the board by Thursday April 18

Second: Tony Cole

Passed 6-0.

6. Reports from Standing Committees

a. Web Master/communications: Jeff Risse:

1. Posted photo and bio for new BOD director at large, Jeff Risse
2. Posted BOD meeting agendas for March and April 2019
3. Posted BOD meeting minutes for Jan and March 2019
4. Posted March, 2019 newsletter
5. Posted BOD ethics pledges (on BOD page)
6. Added Nuisance Complaint instructions and complaint form PDF to Contacts page.

Future tasks

1. Add web form for nuisance complaints (allows soft copy to be emailed to HVV management and resident manager)

2. Post agendas and minutes as needed.

3. Renew website hosting service (Weebly.com). Current plan **expires 9/22/19**. Will need payment for either \$144/one year renewal (\$12/mo) or \$216/two year renewal (\$9/mo). Last renewal in 2017 was for two years.

Motion: Ruth Wheeler, Renew the website hosting service to Weebly.com for two years for a cost of \$216 (\$9.00/month)

Second: Tony Cole

Passed 5-0

Jeff Risse departed meeting: 8:47

b. Newsletter: Tony Cole: Tony will get newsletter to Cindy for next mailing

c. TOML Quality of life Ordinance - complaints of non-compliance and nuisance: Dave Natali-None

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

i) Architectural change requests from owners, Mike Tickunoff and Laura Samuelson's request to install a washer/dryer: The paperwork for this has been completed by the board.

7. Management Reports-See Attached below

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

a. Refurbishing of Manager and assistant managers Units:-Board requested that The managers unit be ready for refurbishing no later than May 1, 2019

b. Clarification of modified scope of duties for MRB management for February-June 30—The board has requested that Steve Black submit adjusted management fees for the period of Feb-June 30

c. Insurance claim for damage to units due to excessive snow this year-The board requested management obtain cost estimates for snow damage

d. List of units that have reported water intrusion damage to their units—The board requested management to supply a list of units that have been damaged by water intrusion.

9. Old Business

a. Status on each action item recorded in the March meeting minutes. Tabled

10. Homeowner Forum.

a. Open floor for homeowner comment – 5 minutes per speaker- Moved to item 1 on agenda.

11. Announcements:

a) Next Board meeting: Mammoth Common area room; Saturday June 8, 2019 9:00 Exec 10:00 Regular meeting.

12. Meeting adjournment 9:36

MAMMOTH RESERVATION BUREAU

Property Management Division

PO Box 2081, Mammoth Lakes, CA 93546 (760) 934-1603 www.mammothvacations.com

HIDDEN VALLEY VILLAGE

Property Management Report

As of April 9, 2019

BUILDINGS:

1. Management has been contacted by Scott Olson, owner of Unit 41, regarding water intrusion into his unit causing damage to drywall. Other homeowners have reported various levels of damage, mostly minor. Dave Easterby (HVV's insurance agent) and Management met with the Olsons. Dave viewed the damages to drywall along with snow buildup on the roof and exterior siding adjacent to Unit 41. After our inspection of the Olson's unit, Management and Dave discussed considerations for opening an insurance claim for cumulative snow damage throughout the Complex. Dave advised that we identify the various damages to determine if the dollar amount of repairs is worthy enough to open a claim. During the 2016-'17 winter, an emergency was acknowledged by State Farm and Hidden Valley HOA did not incur a penalty against future policy premiums. This year will be different; a claim will count against us on our record and could affect future premiums over the next three years. Management has inspected several HVV units for interior damage, but has not yet completed the task. In addition we have observed damages to chimney chases on Buildings A, B and E and to composition shingles and metal flashing on the roof eave above Unit 10 on Building B. Photos will be forwarded to you separately from this report. There are more inspections to be performed as the snow melts that will reveal damages to balcony and entry deck components. A list of units that have incurred damage will be forwarded to the Board by the end of this week. Resident owners and owners with full time tenants should provide pertinent information to the Board.

EQUIPMENT:

1. A break in the weather enabled the HVV truck to be taken to Mountain Motors on Friday, April 5th, to be worked on over the weekend. Today, April 9th, Mike at MM reported that portions of the Glo-Plug system have to be replaced, including a controller. Replacement parts have been ordered along with a new windshield wiper arm and tail light lens. If the parts arrive timely, we hope to have the truck back by Friday, April 12th.
2. Our number two snow blower developed a problem with the drive train and has been taken to Sierra Engine for repairs. Replacement parts have been ordered. Before dismantling the machine the vendor estimated about \$400 for repair costs.
3. Repairs to the upper sauna due to vandalism were more extensive than originally estimated. Not only was the sensor inside of the sauna room removed, the temperature controller on the outside of the sauna was damaged. Details are described on the electrician's invoice. Total repair cost was \$1629.

SPAS AND EQUIPMENT:

1. American Leak Detection will be coming to Mammoth on April 23rd, to locate and mark the leak in Hidden Valley's upper spa. Management requested that we are scheduled with other work in the area, but ALD did not have any additional clients needing services. Their estimated cost for service includes:

\$450 minimum for 2 hours and \$125 per hour for each additional hour; \$1.25 per mile from and return to Bakersfield, estimated 538 miles would total \$672.50; \$125 for overnight accommodations and meals, \$50 extra if spa is considered to be a fiberglass spa. \$1300 is a reasonable cost estimate according to ALD.

2. The bromine dispenser for the lower spa is not operating properly, resulting in foam developing on the spa surface. Staff has backwashed the filter several times but the condition reduced only a small amount. Mountain View Spas has been engaged to inspect the dispenser and either repair it or replace it with a current piece of equipment. Mammoth Spa Creations was first contacted to help us but their owner is ill and they are behind with commitments to their clients.

ADMINISTRATIVE:

1. Management spoke with Chris Andrews, Stone Mountain Corp. regarding the cost to add a new item to our Reserve Study. Chris estimated about \$150 to be the fee.
2. Tyler Simmons last day as Assistant Manager was Friday, April 5th. He moved out on the following morning, leaving the residence empty. Joe Arreguin and Cole Davidson are our current onsite staff, plus Valerie Black onsite in the office, four hours or more, Mondays through Fridays. An MRB Management staff member who resides in Mammoth is taking night call and locking down the Complex.

More information will be submitted to the Board later this week.

Respectfully,

Steve Black
HVV Property Management

1. HVV Truck: Parts have arrived at Mountain Motors. Mike had not installed them as of the end of the day last Friday. He was going to work on installation over the weekend.
2. I spoke with Dave Easterby on Friday. He was still away on vacation but was returning to Mammoth today. We discussed the appropriate timing to engage State Farm's adjuster. That would be when a decision is made to open a claim, after all damages are identified. Hidden Valley insurance policy has a \$5000 deductible.
3. So far, damage has been identified on chimney chases on A, B and E buildings; fascia board on an eave of A Building, roof shingles and flashing on Unit 10- B Building, hand rail cap on unit 20 entry deck, F building lower entry deck handrail damage- left side, J Building handrail damage on both left and right side entry decks, Unit 105 window trim, railroad ties on top of retaining wall Building J, balcony handrail damage Unit 41, water leak damage to unit interiors- a list of units is being compiled. We have photos of most of the damages.
4. Management has received one painting bid from Sierra Paint & Drywall. Four Points bid will be delivered Monday or Tuesday. BW Painting to assess the Complex on Thursday, April 18 and submit their proposal.
5. Baldwin Electric bid for upper pool and spa may be received on Monday afternoon. So far, other electrical contractors have either turned down the invite to inspect our pump room or have not returned our telephone calls.
6. Truck mileage, 97,745, as of last Friday.
7. Valerie has made a complete list of units for which we have keys, combinations but no keys and no access.

Valerie and I will be in Southern Calif Monday through Wednesday (my medical stuff). We are cell phone accessible Monday and Wednesday. Tuesday is questionable.