

HIDDEN VALLEY VILLAGE OWNERS ASSOCIATION
Board of Directors Meeting
AGENDA

Date of Meeting: Sunday, January 27, 2019

Time: 10:00AM 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
- b. Roll call. Record Board Members, Management, owners and guests present
1. Announcements/Orders of the day
 - a) Items discussed in Exec. Meeting
 - b) Appointment of new board member
 - c) Recusals
 - d) Changes to order of agenda
3. Consent Agenda
 - 1) Approval of Minutes for November Board of Directors Meeting
 - 2) Approval of Minutes for November Homeowners Meeting
 - 3) Release of final payments to vendors: Sierra Loader Service, \$1249.50, High Country Lumber payment for snowblower, \$3166.77Requests to pull items from consent agenda:
4. Treasurers Report:
 - a. Financial Snapshot for month ended December 31, 2018
 - b. Owners in arrears:
 - c. Warning Notices and Fines:
 - d. Action to be taken for owners in arrears
 - e. Board designated priority (master list) list for maintenance projects for 2019
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:
 - c. Rules Handbook Development: Ruth Wheeler
 - d. Architectural/Landscape and Grounds Maintenance and Improvements: Ruth Wheeler
 - i) Snow removal Costs:
 - ii) Architectural change requests from owners
 - iii) Landscape requests from Jana and Christopher Przebieda
 - iv) 2019 Painting schedule: Buildings A, G, and H will be painted in 2019. Management is directed to obtain bids for these three buildings. Dates for project start and end times will be established as soon as bids are received and painting is contracted.
 - v) Truck condition, mileage, and options for replacement.
 - vi) Mike Tickunoff's information on Solar use for heating of the pool
 - vii) Matt Desario's information on tennis court use.
 - viii) Laura Tickunoff's information on Spring pot-luck/work weekend/social
 - e. TOML Quality of life Ordinance - complaints of non-compliance and nuisance: Dave Natali
 - i. After hours noise Complaint by owner of unit 126 of noise from unit 128
 - ii. Noise Complaint by owner of unit 118 of noise from unit 120
6. Old Business
 - a. Water usage:
 - b. Homeowners who have not supplied Management with keys/access to units
 - c. Follow up on test email to owners.

- d. Follow up on upper Jacuzzi
7. Management Reports-See Attached below
8. Property Management project/item updates & related property matters
9. New Business
 - a) Management Performance
 - b) SCE Transformer damage due to loader hitting transformer.
 - c) Recommendation of Kevin English to purchase a Bobcat Toolcat 5600 rather than a new truck for the complex.
 - d) Management unit renovations
10. Homeowner Forum.
 - a. Open floor for homeowner comment – 5 minutes per speaker
11. Announcements:
 - a) Board Meeting Dates for 2019
12. Meeting adjournment

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 21, 2019

Consent agenda information:

1. Final payments released to vendors: Sierra Loader Service, \$1249.50 (did not want to hold up payment and be refused service). See time records below and attached.

Buildings:

1. The hole in the upper men's bathroom shower has been sealed with a waterproof bonding material by Chris Flores, a maintenance and repair vendor. Cost was about \$300. Invoice not yet received.
2. Painting bids from Four Points Painting have not yet in been submitted in writing, but we are advised to expect about a 20% increase above the March 2018 proposal due to "skyrocketing cost for paint" along with increases in labor and employer costs. Building A, formerly bid at \$15,500 could be \$18,600; Building H, bid at \$16,500 may be \$19,800; Building G was bid for trim only at \$6,500, may be \$7,800. If the entire Building is to be done, a new bid will have to be obtained, probably similar to H Building.

Grounds:

1. Time records attached from Sierra Loader Service, Nov. 22-December 7, 2018:

Miguel: 2 hours on 11/22; 1 ½ hrs. on 11/29; 20 minutes on 12/02.

Alberto: 1 hr. on 12/01; 3 hrs. on 12/05; 30 min. on 12/07. 12/

Total hrs. 8.33 @ \$150 hr., \$1249.50.

Dec.17: 1.5 hrs. \$225. Invoice paid on Jan. 10, 2019.

2. The Board is aware that Sierra Loader Service hit a transformer while performing snow removal. Building G and the office/ manager building was without electricity for about 12 hours. Edison replaced

the transformer. Snow stakes with extensions have been placed around the new transformer. After the snow melts SCE will install protective barriers.

Equipment:

1. New Honda snow blower ordered from High Country Lumber. It was delivered on Monday, January 21. Cost was \$3166.77. Old blower being replaced will be advertised on "Buy, sell & trade" on Facebook.
2. Aqua Creations re: upper spa jets- Jets are all exposed, none were sealed with fiberglass by vendor. Owner Rich Dietz Jr. had taken photos of the spa interior before work began. He suggested that we engage a leak detection company to identify specific location of damaged plumbing causing jet pressure problems. Rich was to contact a vendor that he uses to see if he would come to HVV and locate our problem underneath the deck using sounding equipment. Management has left a reminder message on Rich's voice mail.
3. In early January a leak in the pool heater developed, causing freezing concerns for the pool. Mammoth Spa Creations identified the source of the leak, performed a temporary rerouting of circulating water to prevent freezing and was able to salvage the part (header on heat exchanger) from the old spa heater that was kept in storage along with installing new O-rings and a "fusible link". Repair cost totaled \$241.

Administrative:

1. Ground shoveling hours and costs:

Jeff Fulton: Dec.5, 2018, 6:45 AM- 9:45 AM, 3 hrs. Dec.6, 7:45-10 AM, 12:45- 1:30 PM, 3 hrs. Total 6 hrs. Total cost \$210. Both days were his days off.

Tyler Simmons: Dec.5, 2018, 7- 9 AM, 2 hrs. Dec.6, 8 AM- 9 AM, 1 hr. total 3 hrs. Total cost \$105.

Jeff Fulton: Dec. 28, 5:30- 9 AM, 3.5 hrs. Dec.31, 6- 9 AM, 3 hrs. Total 6.5 hrs. Total cost \$227.50.

Tyler Simmons: Dec.25, 6 AM-12 PM, 1 PM-6 PM, 11 hrs. (Day off). Dec. 27, 8:10- 8:25 PM, 15 min. Dec 28, 6 AM- 9 AM, 3 hrs. Total hrs. 14.25. Total cost, \$498.75.

Christopher Galvan (hired shoveler): 10 AM- 4 PM. 6 hrs. Total cost \$210.00.

Total cost for month of December, \$936.25. Billings and time cards are attached.

Note for January, 2019: Billing for snow shoveling has not yet been completed. However, there were several storms during the month. Both onsite staff and hired shovelers were engaged more frequently.

2. Windows operating system went down on office computer on January 21, 2019. Carmichael Business Systems closed due to Holiday. Will have them trouble shoot and repair on Tuesday, Jan. 22.
3. Roof shoveling: Three vendors have responded. Shepler Construction submitted a contract, \$65 per man- hour for laborers, normal business hours Mondays through Fridays, \$75 for supervisor, \$85 for emergency services. Same rates apply for ground shovelers if we have a need for them.

Whitmore construction: \$60 per man- hour for laborers. I have requested their proposal and should have it by Thursday or Friday.

Kuppens Roofing: \$125 per man- hour.
Shepler's contract is attached to this report.

Weather is forecasted to be clear for the next seven days. Roof shoveling will be scheduled as soon as a vendor is selected.

4. Regarding final payment to vendors, check for \$2350 not yet released to Freeman Roofing. Management could not get another roofer to agree to inspect Freeman's work.

State of the Complex and updated info:

Information still being gathered. Will submit by Thursday.

1. Roof snow shoveling has begun. Snow is being removed by Timberline Construction, \$65/ man hour. They were the one company that was immediately available to perform the work. Snow is being removed from entry stair roofs and from ice dams along eaves to the upper side of chimney chase crickets. A few buildings only require one side of the roof to be shoveled. Completed are Buildings D, F, I, H and the Office Building. Building J entry roofs are completed and eaves partially done. Building K has the north facing eave completed. Building G has the entry roofs and south eave completed. Parked vehicles prevented the north eave from being completed. Buildings A, B and C will be completed on Monday along with the remaining portions of aforementioned partially completed buildings. All shoveled areas have been taken down to the shingles. Estimated cost for the completed project is \$7500- \$10,000.
2. Rich Dietz Jr. of Aqua Creations contacted his leak detection vendor to find out if he would come to Mammoth for Hidden Valley's upper spa, to identify the specific location of a leak in the plumbing. Mr. Dietz advised that their plumbing work pertinent to splitting the drains had been pressure tested and no leakage was identified. They did not replace any other plumbing. Rich wants us to close the upper spa mid-week for 24-48 hours and turn off the "auto fill" to see if water leakage is occurring. If there is no evidence of leakage, he suggested that we install new "eyes" on the exterior of the spa jets.
3. The HVV plow truck is currently at Mammoth Chevron having a steering issue repaired.
4. Management solicited roof shoveling proposals from four vendors and received insurance certificates from three of the four. Kuppens Roofing was \$125 per man-hour; we did not request a proposal from them. Timberline Construction is \$65 per man-hour. We received their liability and work comp insurance info, but no written proposal has yet to be submitted. Steve B and David Bloom, owner of Timberline, agreed to have the current work performed at \$65. Dave helped clear our roofs two years ago. His crew is harnessed and works consistently throughout the day. Boyd Shepler is \$65 per man-hour, \$75 for supervision and \$85 for emergencies during non-business hours and weekends. His proposal is attached and we have his certificate of insurance coverages. Dan Whitmore Construction is \$60 per man-hour. Management experienced very positive work from his crew two winters ago at two other properties. Whitmore's proposal is attached and we have his insurance certificate for liability and work comp coverages.

5. Water consumption report- see attached two pages. The “Continued Use Detected” message had been addressed with the MC Water District. Last summer they came to the Complex, helped staff look for leaks and ultimately advised that we were more efficient in water loss than the vast majority of condominium properties in Mammoth. Staff previously inspected units for running water, advised homeowners of leakage found, repaired/ replaced old hose bibs and leaks under buildings. In view of having drained and refilled the pool and both spas during 2018, our water consumption is reported to be the same in 2018 as it was in 2017.

6. State of the Complex:

- a. Number of rental units as of 12/31/18- 37
- b. Number of days rented: Nov '18, 144; Dec '18, 389.
- c. Rental occupancy %: Nov '18, 13.0%; Dec '18, 33.9%.
- d. Units for sale, None.
- e. Units sold, #6, 1 bed./Loft, 2 ba. Price unknown

Respectfully submitted,

Steve Black
HVV Property Management