

**HIDDEN VALLEY VILLAGE OWNERS ASSOCIATION**  
**Board of Directors Meeting**  
**DRAFT Minutes**

**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 at 9:07 AM
  - b. Roll call. Board Members present at Tony Cole’s residence: Tony Cole, David Natali, Steve Latshaw, Mike Murphy, & newly appointed Board Member Jeff Risse. Board Directors present by phone for part of the meeting: Ruth Wheeler, Kinoka Ogsbury. By phone, MRB Management, Steve Black Owners present: Karen Shorr; and by phone, Matt Desario.
1. Announcements/Orders of the day
    - a) Items discussed in Exec. Meeting: 4 candidates for the open Board position vacated by Randy Balik, Management performance, scope of services for management, homeowners in arrears.
    - b) Appointment of new Board Director: By a vote of 4-2 Jeff Risse appointed to complete the term of former Director Randy Balik
    - c) Recusals: None
    - d) Changes to order of agenda: None
  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 snow-blower, \$3166.77

Requests to pull items from consent agenda: None

Motion: Dave Natali to accept and approve the consent agenda; Second: Tony Cole. Passed 7-0

**4. Treasurers Report:**

Treasurers Report

- a. financial report: August Financial Statement

<b>FINANCIAL SNAPSHOT FOR MONTH ENDED</b>		100.0%	Into Annual Budget period
<b>December 31, 2018</b>			
-		81.9%	Operating Expense budget spent
Operating Fund	\$156,112	\$319,550	2018 Total Operating Expense Budget
Contingency Fund	\$35,000	\$261,661	YTD Operating Expenses
Replacement Fund	\$305,767	\$57,889.00	YTD UNDER Budget
<b>Total Funds</b>	<b>\$496,879</b>	<b>18.1%</b>	<b>YTD Under/Annual Operating Budget</b>
2	Units Past Due for HOA Dues	\$1,047	84.8% Replacement Expense budget spent
13	Units Pd in Advance for HOA Dues	(\$6,769)	\$142,000 2018 Replacement Expense Budget
<u>Past Due Items of Note:</u>		\$120,471	YTD Replacement Expenses
-		\$21,529	YTD Under Replacement Budget
		15.2%	YTD Under Repl Exp/Annual Replacement Budget

- b. Owners in arrears: 1
- c. Warning Notices and Fines: None
- d. **New Section 5806** is added to the Civil Code to formally require HOAs to purchase a fidelity bond. Unless a HOA’s governing documents require greater coverage amounts, the fidelity bond must be purchased and maintained in a coverage amount that is equal to or more than the combined amount

of reserves of the HOA and total assessments for three (3) months. The bond must also include computer fraud and funds transfer fraud. Additionally, for HOAs that contract with a third-party managing agent or management company (which is the vast majority of HOAs in California), the HOA's fidelity bond coverage must also include coverage for dishonest acts by the managing agent or the management company and its employees.

- e. Our current Fidelity Bond Insurance is for \$399,000 and the cost per year is \$578 through State Farm.
- f. Major projects that we will need bids on:

**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
<b>Total Major Projects/Replacements</b>	<u>0</u>	<u>0</u>	<u>192,400</u>
<b>Total Expenses</b>	<u>328,355</u>	<u>0</u>	<u>192,400</u>
<b>Excess Revenues Over Expenses</b>	<u>0</u>	<u>0</u>	<u>(19,545)</u>
<b>Forecasted Fund Balance at Start of Year</b>	<u>120,000</u>	<u>35,000</u>	<u>303,400</u>
<b>Forecasted Fund Balance at End of Year</b>	<u>120,000</u>	<u>35,000</u>	<u>283,855</u>

a. Newsletter: Tony Cole

i) Communications from homeowners

ii) Items to be covered in next newsletter; Manger & staff changes at HVV; appointment of Jeff Risse to fill remainder of former Director Randy Balik's term; snow removal costs; HVVOA truck repair; Pick up new HVV parking decals from office; enforcement will be increased; reminder that HVVOA CC&R require each unit owner to provide the HVV Manager Office with a current, functioning entry key.

b. Web Master/communications: Director Jeff Risse will be the new HVV Webmaster.

c. Rules Handbook Development: Ruth Wheeler: Ruth will attempt to have a rough draft of the handbook by the March meeting.

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

i) Snow removal Costs: Snow removal costs were high in November and December. Management failed to clear the driveway on the first snowfall of the year in Nov. this created a charge for 2 hours of loader services. Management has not followed through on adjusting winter resident managers work schedule to accommodate snow removal on several occasions.

ii) Architectural change requests from owners: None

iii) Landscape requests from Jana and Christopher Przebieda [Unit 40] : Jana and Christopher have volunteered to put together a plan for landscaping and pricing for landscaping on the north side of building E and near the old HVV sign planter. Information required: location of the property lines on that side of the building as well as parameters as to the type of plants [hardy, drought tolerant, minimal water consumption, etc] that the Board would approve for this type of project.

Ruth suggested that Management contact the city or county to get the plans of the property lines for the Hidden Valley complex. She would also like to propose that any plants that are planted will be drought resistant and require a minimum amount of water usage.

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: Homeowner Kevin English sent an email to the Board suggesting that HVVOA purchase a Bobcat rather than a truck.

Tony would like to know the mileage for the truck. The truck odometer quit functioning shortly after the Board noticed excessive mileage. The truck condition shows indications of overuse possibly due to resident manger personal use. This topic will be discussed under new business.

vi) Mike Tickunoff's information on Solar use for heating of the pool: Mike has successfully found a company located in Mammoth Lakes that does specialize in hydro-solar. He is waiting to hear back from the contractor regarding the possible scope of work for the pool.

vii) Matt Desario's information on tennis court use: No information

viii) Laura Tickunoff's information on Spring pot-luck/work weekend/social:

Laura has three possible dates for the work weekend pot-luck. June 22, July 6, or August 17, 2019.

Motion: Tony Cole: Approve and accept Laura's proposal for a work weekend/social potluck on Aug 17, 2019.

Second: Kinoka

Failed: 1-6

Motion: Ruth Wheeler; Approve and accept Laura's proposal for a social potluck (no work weekend) on Aug 17, 2019. Cost to HVVOA not to exceed \$500.

Second Steve Latshaw

Passed: 6-1

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.

After excessive discussion no action was taken on these items.

## 6. Old Business

a. Water usage: A suspected leak in the upper Jacuzzi is being investigated by management.

b. Homeowners who have not supplied Management with keys/access to units:

Tony will follow through to find out which units are in violation and write a letter to them

c. Follow up on test email to owners.: Tony will ask Breonna to determine how many units and which units are not receiving emails.

d. Follow up on upper Jacuzzi: Leak test will be performed next week on Wednesday when Tyler gets back. There are still problems with keeping the Jacuzzi at a constant temperature of 103 degrees.

7. Management Reports-See Attached below

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

9. New Business

a) Management Performance: The Board is not satisfied with the performance of management in the following areas:

1) Personal use of the Hidden Valley Village truck. Truck has been seen in town with trash in the bed of the truck and a young driver.

2) Unsatisfactory communication of the onsite manager with homeowner/homeowner guests, and with the management team.

3) Parking and unit occupancy control: On Jan 26 in the lower parking lot at 9:48 PM there were 29 vehicles that did not have Hidden Valley parking permits. 4 of these cars displayed permits issued by Mammoth Reservation. 3 were vehicles of known full time residents. One had a note on the dash that said "Manager not available, staying at

unit \_\_\_\_, Owners \_\_\_\_ Please do not tow.” 21 vehicles had no parking permits so management had no information as to the vehicle owners nor which units the vehicle owners were staying in. These cars were parked in the area of buildings F, G, H, I, J, K only. So the number of owner/unit cars on the complex was most likely more than 29.

4) Failure to post-occupancy units inspection: An owner arrived at his unit that had been vacated 3 days prior. Lights were left on in the unit and the heater was turned off. Evidence that Resident Manager is not “walking” the units as required by management contract.

5) Property Safety: Management did not begin to contract the shoveling of snow from roofs until an owner brought the roof snow load to the attention of MRB.

6) Enforcement of Hidden Valley Rules: On Jan 26 there was an unattended barking dog in a transient rental unit.

b) SCE Transformer damage due to loader hitting transformer: The loader hit and damaged the transformer and knocked out power to building G. Power was restored within 24 hours. The loader company should be responsible for any expenses caused by this accident. Management has clearly marked the transformer with pole extenders. Management is instructed to follow up with both the Loader company and SCE to assure that the HVVOA is not liable for any expenses related to this incident. Steve Black indicated that this has already been done.

c) Recommendation of Kevin English to purchase a Bobcat Toolcat 5600 rather than a new truck for the complex. The Board is considering this suggestion. If the purchase of a Bobcat is possible it could not be done until the end of the year due to budgetary constraints. Steve Black will get more specific information on the “Toolcat 5600” regarding leasing vs. buying.

d) Management unit renovations: The Board is requesting that MRB have the onsite resident Manager Jeff Fulton have all personal belongings removed from the Resident Managers apartment as soon as practicable within the legal requirements in order to facilitate major interior renovations.

10. Homeowner Forum.

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

Karen Shorr [Unit 8] asked why the “No Parking” signs designating removed snow storage zone on the driveway side of Bldg A had not been posted before the arrival of snow season.

Karen: Is there a scope of service. Yes, Steve will check.

Tony Cole [Unit 4] also noted that in addition to the missing signs, the bar-b-que has been left out on the pool deck instead of being stored under cover for the winter.

11. Announcements:

a) Next Board Meeting Date for 2019;

March 17 in Mammoth. Exec at 9:00 AM; Board meeting to follow HVV Common Room.

12. Meeting adjournment: 2:17

## **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 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.

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