

HIDDEN VALLEY VILLAGE OWNERS ASSOCIATION
Board of Directors Meeting
MINUTES

Date of Meeting: Saturday, June 8, 2019

Time: 10:00 AM or following the Executive Session Board Meeting

Location: Hidden Valley Common area room

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

General

a) Call to order by President Tony Cole 10:45

b) Roll call: Board Members Present at Hidden Valley: Tony Cole, Ruth Wheeler, Steve Latshaw. Board Members present via phone: Jeff Risse, Kinoka Ogsbury, Dave Natali, Absent Mike Murphy, Management Present at Hidden Valley; Klark and Sarah Tapia, Jorge Garcia. Homeowners present at Hidden Valley Nick Roberts 117. Homeowners present via phone; Matt Desario Unit 128:

1. Announcements/Orders of the day:

a) Items discussed in Exec. Meeting: protocols and procedure's for management and board members.

Personnel issues from Jan 1-present.

b) Recusals None

c) Changes to order of agenda-Changes will be made to accommodate Management's need to attend a memorial service with their family and to accommodate Nick Robert's request to install hard flooring.

2. Management Reports:

a) MRB April 9-May 14-The MRB management report was picked up from the MRB office. It was read to the board. The general consensus of the board was that while the report did identify some tasks that were performed by onsite staff many of these items were below standards of the scope of services that were promised by contract.

b) OFPM May 15-June 1-This was submitted to the board prior to the posting of the agenda. See attachment. There were no questions regarding the services provided. Services meet the terms of the scope of services promised.

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

a. Chain of command between board and OFPM- Routine informational items and property issues noticed by the board will be communicated directly to onsite management. Onsite management will communicate with OFPM as necessary. President Tony Cole will be copied on all information.

b. Protocol for homeowners to report needed repairs to management and board. Protocol is the same as board to Onsite managers, however if individual homeowners are requesting special privileges or services beyond the scope of services that OFPM provides Board and OFPM are to be informed.

c. documentation procedures for management costs related to MRB negligence-see treasurers report. Tony will present Steve with our list of compensation items. Deadline to respond will be is 60 days from delivery of list.

d. Eviction of Jeff Fulton-This took place with great effort. The Managers unit was left in filthy condition with a bedroom heater turned up to full blast and the windows left open. Ruth and Steve Black searched all the common area storage rooms for tools and equipment On May 14. A list of missing tools and equipment is attached to the minutes.

e. List of units that have reported water intrusion damage to their units-41, Scott Olson, Unit 6 Kinoka Ogsbury, interior damage near loft window.

f. List of items that should be submitted to Steve Black and MRB for reimbursement based on damages and costs associated with management dishonesty and negligence.-See Treasurers Report.

4. Consent Agenda

a) See attached at the end of the agenda:

b) Requests to pull items from consent agenda:

c) Acceptance of consent agenda passed 6-0

5. Treasurers Report: Kinoka Ogsbury

Treasurer's Report

a. financial report: April 2019 Financial Summary

FINANCIAL SNAPSHOT FOR MONTH ENDED		32.9% Into Annual Budget period	
April 30, 2019			
Operating Fund	\$60,337	42.9% Operating Expense budget spent	\$328,355 2018 Total Operating Expense Budget
Contingency Fund	\$35,000	\$140,967	YTD Operating Expenses
Replacement Fund	\$360,218	-\$33,014.67	YTD UNDER Budget
Total Funds	\$455,555	-10.1% YTD Over/Annual Operating Budget-Primarily due to snow removal	\$70,600 Emergency Snow Removal Special Assessment AUG-OCT
5 Units Past Due for HOA Dues	\$837	1.8% Replacement Expense budget spent	
10 Units Pd in Advance for HOA Dues	(\$7,265)	\$172,855	2018 Replacement Expense Budget
Past Due Items of Note:		\$3,167	YTD Replacement Expenses
Special Assessment Pmts DUE Aug-Oct 2019		\$53,662	YTD Under Replacement Budget Spending
\$20 Dues increase effective Jan 2019		31.0%	YTD Under Repl Exp/Annual Replacement Revenue

- b. Owners in arrears: 5 (Nothing to be concerned about mostly due small under payments/ date of receipt of payments).
- c. Warning Notices and Fines: None
- d. As of April 2019, we are 10.1% over our Operating Expense Budget. Due to unusually heavy snowfall and the cost of snow removal. We are 208% over budget for snow removal. The board passed an Emergency Special Assessment for \$70,600 to cover the cost of snow removal. Payments will be due in 3 installments due Aug. 1st, Sept. 1st and Oct. 1st.
- e. Major projects that we need bids on:
 - 1) Painting for buildings A, G & H, (Sierra Paint and Drywall, \$51,500, Four Points Painting \$47,500
 - 2) Management unit Refurbishing (Christian Hanson \$37,992.19)
 - 4) Repair of water leak under slab near upper Jacuzzi (No bids yet)
 - 5) Building E main electrical circuit box(No Bids yet)
 - 6) Roofing repairs (No Bids yet)
 - 7) Pool wood fence enclosure. (No Bids yet)
 - 8) Loader Snow removal bid for 2019-20 season

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

We are hoping that the management will be able to get lower bids and lower costs for various services that will help homeowners understand why our homeowners are paying more for management.

Pool Fence and Siding are of immediate concern.

f) MRB Management Costs to HVVOA including, but not limited to overtime, rekeying of locks, additional shoveling, and loader Costs caused by lack of management supervision

- 1) \$4553.94 Truck repair total cost to the association
 - 2) \$53.88 for rekeying our post office box
 - 3) \$551.54 rekey separate lock HVV office
 - 4) \$5047.92 missing, lost, and damaged tools
 - 5) \$3166.72 stolen snow blower
 - 6) \$119.74 cost to replace vandalized emergency shut off valves
 - 7) \$3000 potential cost of rekeying all locks for owners and common areas
 - 8) \$600 to Taz Electric for work authorized by Joey on May 14 to change light bulbs.
 - 9) \$6,000 Housing and utilities for the months of mid-February to Mid-May
 - 10) \$??? Pool and Spa Costs-
 - 11) \$???Late fees caused by failure to submit and process invoices and billing statements
 - 12) \$???Wage differential between services that were contracted for and services that were performed.
- Total = \$12,807.28 + \$???

6. New Business

a) New door locks for all Hidden Valley units including the two management residences.-

Klark reported that they have 84 keys- 15 don't work Klark will give a list of units that they do not have access to to the board. The use of different keys on rings for unit checks and security does not allow management to do their job.

Motion: Ruth Wheeler; Move toward requiring a universal door key for all complex units.

Second: Tony Cole

Passed: 6-0

Motion: Kinoka; Move to engage Bills Locksmith to rekey doors of all units at a cost of \$10 per lock and provide 3 keys per unit at a cost to the association not to exceed \$3,000. Management to provide help with labor for this project.

Second Tony Cole

Passed: 5-1

Motion: Ruth Wheeler; Move that all locks installed by homeowners from this point on will be Kwikset 916 deadbolt in bronze color with a keyless Juno hall knob.

Second: Tony Cole

Passed:

5-1

After performing research on this item the choice of the Kwikset lock proved to be unfeasible. Motion was rescinded and a door hardware was developed with board input. Information on this is included in the September board meeting agenda and consent agenda.

b) Security Cameras for common areas:-

Motion: Jeff Risse; Move to go ahead and do a 90 day trial installation of two cameras one for the lower Jacuzzi and one doorbell camera for the office. Cameras to be accessed by management only. The cameras will use a Nest Protect system with cost \$5.00/ month per camera. The purchase of the cameras, installation, and Nest services.

Cost not to exceed \$700

Second Tony

Passed: 5-0

c) Snow damage repairs, insurance claim-Jeff Risse, Mike Tickunoff, and OFPM have developed a list of damage caused by the winter of 2018-19. Jeff working with Dave Easterby from State Farm. He is researching how claiming these items will affect our insurance premium costs in the future. The next step is having the insurance adjuster get out to the complex. Tony will contact the adjuster to connect her with Jeff and Klark. OFPM has had

Freeman roofing out to the complex to give bids and do a roof walk. Work on this project will continue to be coordinated by Jeff's Risse
Management is requested to proceed with necessary roof repairs while the insurance question is being answered.

d) Action to be taken to recoup financial losses caused by MRB negligence.—The Board will put together a comprehensive list of items for which the association should be compensated. Ruth and Tony will present the list to Steve Black and request a response within 60 days from his receipt of the list.

e) Electrical issues in building E as reported by Matt Desario.- this needs to be done in June, July, or August. It involves SCE coordinating an electrical shut down of building E for possibly 2 days. Management is requested to get bids and then act on the project after July 1.

f) Request by Scott Olson owner unit 41 for reimbursement for winter interior damage due to winter water intrusion-Jeff will communicate with Klark then send out email to inform board. We will move forward using email motions.

Recess until 1:30

7. Reports from Standing Committees

a. Web Master/communications: Jeff Risse-Photos of Management will be added to the website. Still working on Web friendly Nuisance Complaint Form.

b. Newsletter: Tony Cole-Newsletter will go out in July billing

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) Unit's 33 and 29-Both units were doing work on their units. Neither informed management.

ii) Request to approve hardwood floor construction for unit 117 (lower level 2 bedroom unit in building K as requested by new owner, Nick Roberts

Motion: Ruth Wheeler; Move that the homeowner of the downstairs unit number 117 be allowed to install hard flooring provided he installs the underlayment product (Bellwood Platinum Underlayment) that he presented at the board meeting..

Second: Steve

Passed: 5-1

Recommendation—that Management draft a proposal that will specify underlayment requirements for future hard surface flooring projects. Jeff will supply Karen House with his research. After July 1

iii) Homeowner social/potluck August 17. To be included in newsletter email info to homeowners.

iv) Request's from multiple homeowners that fake flowers and mannequin be removed from common areas.

Ski mannequin on the balcony that faces Sam's Woods must be removed. Tony will contact homeowner.

The Board chose not to address the use of fake flowers on balcony's

v) Painting of buildings A, G, H: 2 Bids: Sierra Paint and Drywall = \$51,500 Four Points = \$47,500-Differed to old business

Motion: Ruth Wheeler Accept the Four Points bid of \$47,500 Homeowners must remove their own firewood and deck items or be assessed for removal services.

Second: Tony Cole

Passed: 5-0

Management is directed to notify homeowners of painting dates as soon as possible.

vi) Snow damage insurance claim—See New business.

vii) Additional bids for pump room electrical repair: OFPM consulted with Electricians from Taz electric, and Mike King Electric. They also got input from representatives from Mammoth Spa Creations. General consensus is that the electrical work does not need to be done this summer.

- viii) Bids for replacement of electrical circuit box for E building:-See New Business
- ix) Black Gold Asphalt bid for slurry this year \$6,500. This can wait until 2020 as recommended in the reserve study.
- x) Wood Pool fence enclosure.

Management is directed to get bids and give us options for style and materials for a new pool fence.

- xi) Rodent intrusion into buildings.

Management is directed to set traps and plug access holes if this does not work we will contact an exterminator in late July.

8. Old Business

a. Status Report on each action item recorded in the January and March meeting minutes.—Action Items list is provided as attachment to agenda

b. Management Units refurbishment report-Contract with Christian Hansen was accepted (see consent agenda) Jorge has moved into the lower unit. The kitchen counters and peninsula has been demoed. The goal is to have it ready before July 1

c. Upper Jacuzzi electrical repairs recommended by Baldwin electric-Not necessary-See Architecture and grounds committee report.

d. Pool maintenance after discovery of algae and failure to use correct chemicals over the winter months-We are trying to collect all expense accounting for this. This is definitely a routine management task that should have been completed by MRB

e. leak detection report and leak repair in upper Jacuzzi-OFPM is getting bids to get the repair done

f. Bids for painting buildings A, G, and I-Done

g. Bobcat purchase-Tabled until 2020

h. Insurance claim for damage to units due to excessive snow this year-Being taken care of by Jeff Risse.

i. Pool Furniture-Tony will follow through on this

9. Homeowner Forum.

a. Open floor for homeowner comment – 5 minutes per speaker-None

10. Announcements:

a) Board Meeting Dates for remainder of 2019

Sept. 8, 2019 Location and Time TBD

Nov. 16, 2019 Annual Homeowner Meeting.

11. Meeting adjournment 3:30

Attachment #1) Consent Agenda:

CONSENT AGENDA

1) Approval of Minutes for April Board of Directors Meeting

2) Email Motions:

May 24, 2019

Motion: Ruth Wheeler; move to accept Christian Hansen's bid in the amount of \$37,992.16

Second: Kinoka Ogsbury

Passed 7-0

May 22, 2019

Motion: Tony Cole; move to approve payment for Mike King Electric for emergency repair \$204.53

Second: Mike Murphy

Passed: 5-0-2 (abstention Kinoka Ogsbury & ??)

May 19, 2019

Motion: Ruth Wheeler; move to open up a credit card account for Hidden Valley with the names of our managers Klark and Sarah Tapia and the board president on the account. The spending limit on the card is To. Be \$7000

Second: Mike Murphy

Passed: 5-1-1 (No Tony Cole, abstention ??)

May 19, 2019

Motion: Kinoka Ogsbury; move that the board approve Christian Hansen Construction's Bid to remodel the Assistant Managers unit for an amount not to exceed \$11,312 as listed on their bid (less \$3480 for painting).

Second: Mike Murphy

Passed: 7-0

May 18, 2019

Motion: Steve Latshaw; Move that Ruth Wheeler be reimbursed not to exceed \$700 to pay for labor for labor to paint the downstairs managers unit

Second: Kinoka Ogsbury

Passed: 6-0-1 (Ruth Wheeler abstain)

May 16, 2019

Motion: Tony Cole; move to accept the Management contract with OFPM as revised, received on or about 16 May 2019.

Second: Ruth Wheeler

Passed: 7-0

May 16, 2019

Motion: Ruth E Wheeler; move that HVV should adopt the following check signing policies:

1) Board members authorized to sign checks should be: Treasurer, President, Vice President, and Secretary.

2) Checks under or equal to the amount of \$2,000 dollars are required to have only one signature

3) Checks over the amount of \$2,000 are required to have two signatures

4) No board member is allowed to sign a check that benefits them (ie a reimbursement check, or a check to their personal business or account)

Second: Tony Cole

Passed 7-0

May 14, 2019

Motion: Ruth Wheeler; move that we have a check drafted to OFPM in the amount of \$12,400 to cover payment for the first month of management services

Second: Kinoka Ogsbury

Passed: 7-0

May 11, 2019

Motion: Tony Cole; Approve and accept the management contract with revisions proposed by OFPM.

Second: Kinoka Ogsbury

Passed: 7-0.

May 6, 2019

Motion 1: Kinoka Ogsbury

1. OFPM can officially start on on May 15, 2019.
2. OFPM is comfortable with a verbal commitment from the HOA to pay him, and/or a handwritten adjustment to the start date on the existing contract. Karl doesn't require us to go back to Tim Samford and have another draft drawn up.
3. OFPM will provide us on May 15 an on-premise manager who will be living in the studio unit once it's rehabbed (Jorge) as well as a second employee of OFPM (Geo). Jorge and Geo will immediately begin working to get the ground clean, property secure, and being trained on daily duties. Pool and spa maintenance being one of those daily duties.

4. Karl has already discussed an earlier start time with Kurt and Karen and they've had a hard winter and need the time off. Kurt and Karen end their employment at Mammoth Chalets May 31-June 10, and had previously negotiated the month of June of. They will start as planned June 30, although both would like to begin moving into the managers unit in early June (or when rehab is complete).
5. Karl will supervise work done at HVV, manage Jorge/Geo, and answer the cell phone and be the primary contact until he hands these duties off to Jorge/Kurt on/before June 30. (*We either need to forward this # to him or provide the cell phone to him*)
6. Karl's wife Sarah will take over office duties from May 15-June 30, 2019, at which time Karen will take over.
7. Karl will direct Jorge/Geo to
 1. Meet with Bill the Locksmith to rekey all locks in the common area immediately AND submit a quote to rekey all the owner's locks as well with a master key program (more on this in a separate email)
 2. Meet with contractors to solicit quotes for HVV major repairs scheduled for this year
 3. Meet with contractors to solicit quotes for manager's units refurbishment
8. Starting on May 15, the cost for the above would be \$400/day. This is the same daily price as our agreed upon contract. HVV will receive the benefit of Jorge full time, Sarah performing the Office Manager duties that will be taken over by Karen, as well as Karl/Geo splitting duties that will be taken over by Kurt. HVV will not be providing housing during this period. I think this seems reasonable.
9. Before May 15, Karl can provide us one of his employees (possibly Geo) to get an earlier start on meeting with Bill's Locksmith to change the common area locks, and meeting contractors in the managers units to provide a quote for rehab. These services before May 15 would cost us \$60/hr and can only happen if all previous on-premise managers are evicted, and we can provide OFPM the master keys and managers phone. Karl will not send staff onto the property when the managers units are still occupied.
10. Karl leaves today for Cabo, and will return on May 13.

Passed: 7-0

May 6, 2019

Motion 2: Kinoka Ogsbury; move to authorize Tony (or Ruth or myself) to communicate HVV's decision to terminate our contract with MRB effective "whatever date Jeff is removed or vacates HVV" to Steve Black **after** it has Jeff's departure has been confirmed.

Passed 7-0

May 6, 2019

Motion 3: Kinoka Ogsbury; move to approve the expenditure not to exceed \$4000 for hourly manager's services and locksmith services from the date that we terminate our contract with MRB through May 15, 2019. Meaning that if Jeff doesn't vacate prior to May 15, 2019, this motion would be rendered moot, but at least it gives us the authority to get them in there.

Passed 7-0

April 17

Motion: Ruth Wheeler; Move that the Board approve the resolutions for the 2019 emergency special Assessment as outlined in the attached and copied document.

Second: Jeff Risse

Passed: 5-1 (No Jeff Risse)

**HIDDEN VALLEY VILLAGE CONDOMINIUMS HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS RESOLUTION
EMERGENCY SPECIAL ASSESSMENT**

WHEREAS, pursuant to Article IV, Section 4.3 of the Amended Declaration of Hidden Valley Village Condominium Project (the Declaration), Hidden Valley Village Homeowners Association (the Association) Board of Directors (the Board), at any time, may levy a special assessment in order to raise funds for unexpected operating or other costs, insufficient operating or reserve funds or such other purposes as the Board in its discretion considers appropriate;

WHEREAS, the Association has incurred unforeseen extraordinary expenses for snow removal including roofs shoveling, walkways shoveling, and parking lot loader snow removal for the period Jan 1, 2019 through March 31, 2019 resulting from an act of nature, the wettest winter with the most substantial snow pack on record since 2017, which could not have been foreseen by the Board in preparation of the association's proforma budget;

WHEREAS, as of the Association's March 31, 2019 financial report, snow removal expenses incurred to date are \$106,404; The Association's roof shoveling specific expenses incurred to date are \$52,065; The Association anticipates snow removal expenses of \$4,200 yet to be incurred for the period Oct 1, 2019 through Dec 31, 2019, assuming average snowfall; The Association's annual 2019 snow removal budget is \$40,000; The Association anticipates 2019 annual snow removal expenses will exceed budget by approximately \$70,604 as of Dec 31, 2019.

WHEREAS, the Association's Dec 31, 2018 reported operating fund savings have been depleted to partially fund the extraordinary 2019 year to date snow removal expenses; The 2019 operating fund balance has been depleted to an insufficient level as a result of funding the extraordinary and unforeseen snow removal expenses; The Board has deemed the best alternative for replenishing the operating fund and funding anticipated snow removal expenses for the remainder of the year to be an Emergency Special Assessment levied by the Association against all of the owners; and

WHEREAS, pursuant to Article IV, Section 4.4, Paragraph C, Items 2-3 of the declaration the Board, without membership approval, may levy a special assessment necessary for an emergency situation such as an extraordinary expense to maintain the property or any part of it for which the association is responsible where a threat to personal safety on the property is discovered, or for an extraordinary expense that could not have been reasonably foreseen by the Board in preparing the proforma operating budget and upon the Board passing a resolution containing written findings as to the necessity of the unforeseen extraordinary expense involved and distributing the resolution to the members with notice of the assessment.

NOW, THEREFORE, IT IS HEREBY RESOLVED, that the Board hereby approves the levying of an Emergency Special Assessment in the aggregate amount of \$70,600 Given that 47% of the Emergency Special Assessment is specifically for roof shoveling and is proportional based on unit type and 53% of the Emergency Special Assessment is flat, each of the 84 unit owners shall be assessed as to the unit's allocated portion of the total Emergency Special Assessment:

Studio	\$694.32
Studio Loft	\$836.53
One Bedroom	\$839.49
2 Bedroom	\$943.18
1 Bedroom & Loft	\$1005.40

BE IT FURTHER RESOLVED that the Special Assessment levied against each unit shall be payable in three equal installments, the first of which shall be in the amount indicated due and payable on Aug 1, 2019, the second of which shall be in the amount indicated due and payable on Sep 1, 2019, and the third of which shall be in the amount indicated due and payable on Oct 1, 2019.

Studio	\$231.44
Studio Loft	\$278.84
One Bedroom	\$279.83
2 Bedroom	\$314.39
1 Bedroom & Loft	\$335.13

BE IT FUTHER RESOLVED that the Association's President is hereby directed and authorized to send a letter to owners advising of the levying of the Emergency Special Assessment by the Association, the amount of the Emergency Special Assessment levied against each unit, and the due dates for the installments of the Emergency Special Assessment.

4) Reports from Standing committees

A) Architectural/Landscape and Grounds Maintenance and Improvements: Ruth Wheeler

i) Solar research-Mike Tickenoff -Solar conversion for pool and Spa: Mike Tikunoff contacted 4 contractors they all said it was a bad idea to use solar here in Mammoth. The plan is not feasible at this time.

ii) Tennis Courts-Matt Desario-No report

iii) Update re: SuddenLink HOA Business account & Bundling of Internet and CableTV Services under current Group Plan: Matt Desario spoke to Butner and only some owners are currently buying both cable and internet. If we were to do bulk bundle all owners would end up paying more so this is not an appealing option at this time.

iv) Landscaping—OFPM will use free wood chips to add to some areas of the complex as well as the tennis court. At this point landscaping is a low priority as we are playing catch up with the necessary major projects of painting, repairs, and maintenance.—The bulbs in the old sign planter came up this year (this is their second year. Putting chicken wire over and under them prevented the squirrels from eating the bulbs.

B. Rules Handbook Development: Ruth Wheeler: This project will begin in July when the entire OFPM management team can offer input. The Goal is to have a usable booklet to have in all units by the Nov. Owners meeting.

5) Information Items:

A) Report on Meeting between Tony Cole, Ruth Wheeler, Steve Black:

On Friday April 19, 2019 Tony Cole and Ruth Wheeler traveled to Ventura to meet with Steve Black. We met with Steve at the Ventura Hospital. While Steve was in Ventura for medical treatments for himself, Valerie suffered passing kidney stones. Valerie was undergoing a surgical procedure during our meeting. I'm sure we are all hoping for a speedy recovery for both Valerie and Steve.

In our meeting the three of us discussed: Details of management contract items that are not being fulfilled, maintenance items that we must complete in the remaining two-plus months of the contract, and financial aspects of our contract with MRB. Our meeting was productive and Tony and I would first and foremost like to thank Steve Black for his fair and even handed approach to solving the many current problems at Hidden Valley as well as his gracious acceptance of responsibility to the HVV Homeowners.

Details of Management Contract Items: Steve is well aware of the deplorable state of affairs with the maintenance issues at Hidden Valley. We were all appreciative of the specific information that was provided by those present at Hidden Valley. As much as it is unpleasant to hear about items that need attention at Hidden Valley, it was very helpful to have the specific information that was supplied by people who are spending time at Hidden Valley. The three of us were also appreciative of the many management tasks that were being performed by homeowners, these tasks included both supervision and keeping a watchful eye on the complex as well as pitching in and taking action on some management tasks. People who contributed to the HOA in this way include: Chalese and Doug Miller, Jay and Gail Mueller, Kim Walters, Matt Desario and Kinoka Ogsbury, Ruthie and Greg Wheeler, Eric and Stacie Brown, Kevin English, , Steve Latshaw, Mike Tickunoff and Laura Samuelson, and Jeff Risse and Karen Shorr. All of these people (who I have listed geographically from the bottom of the complex to the top) have spent time, when they should have been enjoying the amenities of Hidden Valley, doing management chores.

Here is the list that Steve has made and the action that the three of us decided will be implemented:

Algae in pool: A professional has been called in to deal with this. Temporary onsite manager Cole will step up to follow through on the professional recommendations. The pool will be sparkling and ready to go by Memorial Day. MRB will assume all costs related to this as it was caused by management negligence.

Spring cleanup tasks: Trash, dog waste, monitoring dumpsters to be "bear aware", deck and driveway cleaning etc.: We are so far behind on this that Steve will hire a crew of labors to get this done if he must. We discussed the need for prioritizing tasks. Homeowners do not want to see "busy work" like sweeping the driveway while Dog waste is rotting and stinking all over the property. We have a blower to expedite driveway and deck sweeping. Steve will direct Cole and Joe to accomplish this task. The picking up of Dog waste each day (as soon as it gets warm enough) will become a routine management task.

Daily Spa/Jacuzzi/Common area chores: It is hoped that the vandalism (Destruction in upper sauna, shit in Jacuzzi, etc. will drop off after Jeff and his family are off the property). The board is looking into the possibility of installing management operated security cameras, etc. Meanwhile Management is expected to complete daily cleaning of common areas and Jacuzzis. They will open laundry rooms, common area room and Jacuzzis on time and secure the Jacuzzis and common areas at night, as well as check that all dumpsters are clipped in the evening. It is understood that the complex will not have 24 hour/day service until July 1.

Cap on railing near C building: Steve will instruct Joe and Cole to complete this task.

Unauthorized entry into workshop under K building stairs: Jeff has his own tools in the workshop. He has been allowed to enter the shed now that the police have inspected it. Steve Black will locate the association's list of tools and be responsible

for the replacement of missing tools after Jeff is off the property. The generator that was observed outside the office did not belong to Hidden Valley.

Maintenance and Service Items That We Must Complete in the Remaining Two-Plus Months of the Contract:

Steve Black, Tony Cole and Ruth Wheeler worked up a list of the chores that should be completed during the months of May and June. Steve Black is sincere in his wish to get all of these items accomplished, however he has several medical commitments and his priorities, as well as ours must be to take care of his health and wellbeing. Some of the usual summertime management services will probably need to wait until July 1 when our new management company, Klark and Sarah Tapia of Old Faithful Property Management, with their team of property managers Curt and Karen House and an as yet unnamed third manager take over. Klark, Sarah, Curt and Karen are all aware of this challenge and we are hopeful that with teamwork between Steve Black, and our new management company we can get through the spring and summer months with a smooth transition and satisfactory service to homeowners. Steve Black has expressed great relief that Hidden Valley will be left in capable hands. Here is the list (roughly in order of importance) of Maintenance and Service Items:

Refurbishing of Both Managers Units: On April 30 Jeff must vacate the unit. If this does not happen the police will remove him from the property on May 1. There may be some small delays because a court order must be produced, however Steve Black has assured us that his lawyer has performed all the necessary details with regard to this. Hidden Valley will not incur any charges for this procedure. Management has agreed to have Joe and Cole assist with unit clean out as soon as Jeff vacates. They will remove any items left behind, pull out carpet, clean unit and have it ready for the HOA to get contractors into the units to give us bids on the necessary items that need refurbishing. Ruth Wheeler will be on the property from May 2-7 to assist with this process. Steve has supplied the names of some contractors and carpet people that he can recommend. Matt Desario has recommended a contractor, counter installer, flooring person and a few others that Ruth will try to coordinate to get the best price. Ruth will also invite Curt, Karen, Klark and Sarah to inspect the units and offer suggestions/recommendations. Steve is willing to hire Curt and Karen on an hourly basis if they opt to supervise the refurbishing project. Ruth will do research on the cost of a new stove for the studio as well as a new shower/tub enclosure

Bids: Steve Black will get the following bids as soon as possible: 1) Baldwin Electric (already in) and a second electrical contractor to do the upgrading necessary for the upper pool electrical needs. These bids need to be received ASAP. 2) Painting Bids buildings A, G, H

Pool Electrical: Once the bids are received Steve Black and Cole will schedule and supervise the repair of the electrical by the chosen electrical contractor. This must be completed by Memorial Day.

Building Painting: If painting can be started in June Management will have the office manager notify owners of the painting time schedule.

Routine Touch up painting: This will probably not happen until after July 1

Hidden Valley Truck: The truck stinks due to Jeff smoking in it etc. Steve will pay for professional detailing of the truck. He will also follow up with Carl at the Chevron Station to determine what portion of the damage to the truck is due to management negligence. Once this is done he will decide if MRB will cover any of the repair costs. These costs might include the cost of the new differential less the cost of the truck frame repair and labor.

Financial Aspects: Steve will calculate the management salary savings that he is realizing based on hiring hourly employees rather than full time employees. He will present these to the board and reduce the monthly management bill for each of the months of March-June. He will also cover the cost of getting the pool cleaned and ready by Memorial day weekend, assist with removing carpet and some demo tasks for the management units and cleaning out the management units, as well as some of the Truck expenses, and costs associated with Jeff's departure (re-keying locks, missing equipment, etc). The association will not be paying overtime for any of these items, however Steve may hire extra crews to do some of the "catch up" on delinquent maintenance chores.

In closing this report I would like to offer my sincere thanks to all of the participants, both management and homeowners who are working to get Hidden Valley back on an "even keel". I trust that everyone has the best interest of the entire complex as well as their own personal goals in mind as we work together to get through what has been a trying year for everyone.

Homeowners, please continue to keep a vigilant eye on things and let both management and the board know about anything that you would like to share with us. Feel free (but not obligated) to pitch in where you can. Please understand that the complex is understaffed at this point. It will be understaffed until July 1. Both Steve Black and the board are adjusting both the financial obligations of the board as well as the reasonable amount of service that Steve Black and MRB can supply for the next two months. This will take patience, tolerance, and an effort to work together.

I'm hopeful that Steve will succeed in conquering his cancer issues. I am astounded by the dignity, grace, and accessibility that he has offered Tony and I and the entire Hidden Valley family.

Ruthie

B) Report on Refurbishing project as of May24

Funding:

We have separate line items for various refurbishing aspects of the Management units that were to be done this year. The total amount that we have to spend is \$33,000. Kinoka recently shared that we are scheduled to spend another \$15,000 on manager units in 2021.

The following bid allowed us to begin work on the downstairs managers unit. Painting was done at a substantially reduced rate and Ruth got two bids for carpets, selected the lowest bid and arranged for the installation. Total price for these two items was approximately \$2,240 (a substantial savings from the original bid price) Jorge should be able to move in this weekend.

May 19, 2019

Motion: Kinoka Ogsbury; move that the board approve Christian Hansen Construction's Bid to remodel the Assistant Managers unit for an amount not to exceed \$11,312 as listed on their bid (less \$3480 for painting).

Second: Mike Murphy

Passed: 7-0

After working with contractor Christian Hansen The following line item bid was accepted on May 24, 2019

By the following email motion

May 24, 2019

Motion: Ruth Wheeler; move to accept Christian Hansen's bid in the amount of \$37,992.16

Second: Kinoka Ogsbury

Passed 7-0

List of items to be completed by Christian Hansen	
DOWNSTAIRS	Bid price
	\$
Remove Shower/Tub Enclosure	315.00
	\$
New Fiberglass Shower only Enclosure and install	2,980.00
	\$
New Shower Fixture + install	-
	\$
New Shower Door	500.00
	\$
Additional Drywall repairs around enclosur	600.00
	\$
New Outlets and Cover Plates	800.00
UPSTAIRS	
	\$
Demo Kitchen peninsula and Floor Tile	600.00
	\$
Can Lighting -Specify LED lights???	500.00
	\$
Demo Existing Floresent Lights and Frame in	300.00
	\$
New Kitchen Sink and install	500.00
	\$
Kitchen countertops	1,593.16

New Kitchen faucet and install	\$ 750.00
New wall heater	\$ 315.00
New outlet and Cover plates	\$ 1,200.00
New base board heater	\$ 260.00
New Closet Door (Not Mirrors)	\$ 490.00
Remove Shower/Tub Enclosure-Master Bath only	\$ 325.00
New Fiberglass Shower only Enclosure and install	\$ 2,980.00
New Shower Fixture + install	\$ -
Shower Door	\$ 500.00
Additional Drywall Repairs around enclosurer	\$ 450.00
Paint and Drywall	\$ 6,650.00
Vinyl Flooring and carpet	\$ 6,707.00
Stairwell Carpet	\$ 975.00
Final Clean	\$ 520.00
Supervision	\$ 850.00
Sub-Total	\$ 31,660.16
Profit and Overhead 20%	\$ 6,332.03
GRAND TOTAL	\$ 37,992.19

C. Replacement Fund 101

Funding for projects like the Managers unit comes out of the replacement fund. Pulling money out of the replacement fund at specifically scheduled times is determined by the reserve study. We are not required by law to adhere to the schedule, however we should make sure that we use funds carefully. Even if we try our best to stick to the budget things come up that are outside of our control. For example our first paint bid has come in and it is \$57,000 we have budgeted \$44,000 for painting this year. We are allowed to spend the extra \$13,000. However if we do that the Replacement Fund is short on monies for some other project down the line.

A big problem with Replacement fund budgeting is that projects are funded over time. A roof is good for 20 years. the cost of replacing that roof must be estimated 20 years in advance by the reserve study company. Often the cost estimates are off. The other problem is that if something does not need replacing when the reserve study says it should be done boards usually differ that maintenance. This makes sense but sometimes the cost of replacing the item also goes up. We learned this the hard way with the driveway. The item that I'm concerned about currently is the re-plumbing of buildings G-K. That is a big ticket item that was scheduled to be done 3 years ago (I think)

Hidden Valley Managers Report

OFPM

6/8/19

- Walked the complex on our first day with Ruthie, Steve & Curt to familiarize and notice issues that needed to be addressed.
- We need to establish a chain of command so we do not get bombarded by 84 owners on issues or honey to do lists. Please if you have an issue email or call us. Curt, Karen and Jorge are Old Faithful Property Management employees. If you contact them with anything major they will pass it on to me and I will pass it on to the board if needed to get approval. I know that Curt and Karen know most of you and you might expect them to do personal stuff like they did in the past however we are changing some of the normal procedures mostly because we are more hands on. We will not have any favorites or cater to certain people and not others. We are here to secure, protect & repair issues on the property within our limits. We will notify the owner and board if we come across any major issues. I have a number of contractors that I work with daily if there is ever a need.
- Board if you can limit your discussion emails with us and let us know what the outcome is that you decide on issues. We had a lot of emails with voting and various other issues that we do not need to be a part of until the final decision has been made. We will email issues to Tony and Ruthie and they can pass it on to the rest of you on a separate email.
- Need to get more info on who is on the project so we can keep track on our calendar. Please send us an email or phone call with owner stay, owner guest stay or renter stay. Please add the check in day and check out day along with who your rental company is or if you VRBO or AirB&B on your own. We still have not received all this information from all the owners yet. Part of keeping the property secure is knowing who should be here and who should not. There have been a few cases of people squatting in larger condo projects in Mammoth due to lack of owner updates.
- Need to have owners that rent their units either have a rental company in town to handout keys or have a keyless entry door lock. We only hand out keys to owners or owner guests. We have nothing to do with rentals out of the Hidden Valley office. We do not want to be considered a condo hotel because when you go to refinance or get a loan, banks will not be willing to do so. Most condo projects in mammoth are steering clear of doing rentals out of their onsite office. We will still be very helpful to all guests staying at Hidden Valley but will not perform any rental duties out of this office.
- Made 2 laminated parking passes for each unit. Tons of calls the past few weeks for parking passes after hours and at all times of the day.
- Changed out common area locks, office locks and managers units. Would be a great idea to have all front entry locks keyed to one master. Right now we have about 50 keys to go though. We recommend keyless entry Wi-Fi locks.
- Managers unit remodel- Met with 4 contractors, received 2 bids. Demo started on the 14th.
- Lots of organizing and cleaning up to do. Took 2 trailer loads to the dump.
- Cleaned and fix both pump rooms and pool/spa areas. Filled, scrubbed & vacuumed pool to get ready for Memorial Day weekend.
- Met with Dave from State Farm and walked the project.
- Freeman Roofing will be out 6/4/19 to inspect all the roofs and give us a report.
- Repaired trim and handrails that had come off this past winter.
- Removed all snow stakes
- Met with Tom from Taz electric and Mike King electric to discuss the Baldwin bid for the pool panel. Both did not agree that the panel needed to be replaced. Spoke with Trevor from Spa Creations and he said there is no need to have each pump on its own breaker since they are each on its own timer box which has their own breaker built in.
- Spoke with Mike King about the outside main panel for unit #35. Main breaker has been replaced twice in the past 6 months. He showed me where the breaker keeps arching and the main should be replaced.

- Contacted Mammoth Welding about getting a bid for the pool fence.
- Contacted Black Gold and Villar for bids on crack fill and slurry. Driveway looks good might be able to wait until next year to do the work. Submitted Black Golds bid still waiting on Villar
- Contacted painting contractors, Four Points and Sierra Paint and Drywall for bids that is submitted to the board. Need to schedule work to be done.
- Contacted Villar about saw cutting the concrete in the upper pool area to fix the leak. Waiting on bid.
- I know Bill from Eastern Sierra Tree Service and we are on his list to get a few truckloads of free wood chips to put around the complex.
- I have been doing research on pool furniture. If you want something that is going to last commercial grade will be around \$300-\$400 per chair.

Please come say hello when you are in Mammoth.

Submitted by OFPM

June 3, 2019

Attachment #3- MRB Management report

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 May 15, 2019

Buildings, grounds and equipment:

Worked with American Leak Detection during their testing and identification of broken water line in spa jet plumbing in upper spa. Location was marked on spa deck.

Engaged Mountain View Spas to identify trouble with lower spa bromine dispenser and repair upper spa control float for auto fill system.

Unit 20 entry handrail reinstalled by staff.

Plywood sheeting removed from buildings, taken to and stored under Building I.

Identified and listed roof damages on all HVV buildings. Not certain if list reached the Board but was left in office before we departed.

Removed and disposed of carpet and padding from both manager and assistant manager residences.

Engaged Taz Electric to identify why Buildings J and K common area lighting was not working. Joe replaced several lower buildings' light bulbs. Upon replacing some on J and K and turning on the lights, they did not work. Taz identified the problem to a light fixture on K building and performed a repair. Afterwards, the vendor did replace some other light bulbs on those buildings.

Purchased and installed cover material for plow blade.

Replaced vandalized emergency switch for upper spa.

Theft of snow blower from lower spa/ office deck occurred on the evening of April 21, 2019. A police report was filed but there has been no progress in recovering the machine. No one onsite reported observing anything extraordinary that evening.

Manager residence:

Brought in housekeeping staff to clean unit. Took 3 persons 4 hours each to bag up loose debris and clean facilities. Labor cost was \$300.

Brought in 3 laborers to load and remove belongings, dispose of trash. Subsequently they removed and disposed of carpeting and padding throughout residence. Completed work about 10 PM. Labor cost was \$500 plus \$38 disposal fee for carpet and padding.

Administrative:

Updated owner contact lists in computer and on card rack.

Engaged Carmichael Business Technology when office computer froze. CBT had to removed computer from office, reinstall operating system and files from backup and return the computer to the office.

Kept occupancy charts current, card rack system up to date with daily arrivals and departures, keys put out for guests and key return box emptied daily. (Yes, there were some problems when Valerie was away from the office).

Worked with Ruth Wheeler to identify tools present and missing in storage facilities.

Paid for cleaning of truck interior.

Paid for new barbecue.

Valerie worked with Mammoth Spa Creations to identify unpaid invoices. The process was completed at the time our contract was terminated.

All HVV keys in our possession were turned over to Ruth Wheeler.

Settling unfinished matters between Hidden Valley HOA and MRB:

Management is working with our insurance carrier in preparing a claim. It is not a speedy procedure and will take some time for them to determine what they will and will not cover.

I have not yet been able to prepare a management employee cost summary due to homeowner meetings this week and next, but should have more time to work on it beginning Wednesday, June 12.

Respectfully submitted,

Steve Black
President, MRB

Attachment #4- Action Items Report from January-March 2019
JANUARY 2019:

1. 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
Total Major Projects/Replacements	<u>0</u>	<u>0</u>	<u>192,400</u>
Total Expenses	<u>328,355</u>	<u>0</u>	<u>192,400</u>
Excess Revenues Over Expenses	<u>0</u>	<u>0</u>	<u>(19,545)</u>
Forecasted Fund Balance at Start of Year	<u>120,000</u>	<u>35,000</u>	<u>303,400</u>
Forecasted Fund Balance at End of Year	<u>120,000</u>	<u>35,000</u>	<u>283,855</u>

2. Rules Handbook Development: Ruth Wheeler-This item has been postponed pending new onsite management input in July.

3. Landscape requests from Jana and Christopher Przebieda: Management directed to get property line information from the town or county.

4. 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. January Management report: 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.

5. Truck condition, mileage, and options for replacement: Homeowner Kevin English sent an email to the board suggesting that HV purchase a Bobcat rather than a truck
Tony would like to know the mileage for the truck. The truck odometer went out right after the board noticed excessive mileage. The truck condition is poor due to overuse by management for personal use.

6. 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.

7. Matt Desario’s information on tennis court use: No information

8. Laura Tickunoff’s Pot-luck August 17: This is scheduled Laura and Ruth are waiting for new onsite management to organize the details

9. Upper Jacuzzi Water leak: A test was done to determine if there was a leak. There is a leak. Management has recommended a leak detection company. Cost is \$3,000 to find leak. Management report for 4/2019 reports: 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.

10) Homeowners who have not supplied Management with keys/access to units: Tony was going to follow up on this, however Brionna quit. At the March meeting Management was directed to get a list of homeowners who have not supplied keys to the board.

11) Follow up on test email to owners.: Tony will ask Brionna how many units and which units are not receiving emails. Due to the fact that Brionna quit we do not have a list of homeowners who do not receive emails.

12) Board requested that Management have the onsite management team vacate and have all furnishings removed on May 31 so that refurbishing of the units could take place.

MARCH 2019

1)

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
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Forecasted Fund Balance at End of Year	<u>120,000</u>	<u>35,000</u>	<u>283,855</u>

2) In addition to this list we need to Include Snow Damage caused by heavy winter storms in Jan. and Feb. Tyler will submit a report of snow damage. Kevin will loan Tyler a thermal camera so that he can detect possible water intrusion in buildings. Steve Black is instructed to research possibility of insurance claim.-Tyler did use the thermal camera to check for leaks. Steve's report on the insurance claim is in the April management report

3) Update re: SuddenLink HOA Business account & Bundling of Internet and CableTV Services under current Group Plan:

Matt Desario will coordinate with management to communicate possible bulk internet options. He will then communicate the best option to Management and the board. From there we can present a proposal to homeowners to see if we have enough interest to get a group bundle for interested homeowners.-No action that I know of

4). Management Costs including, but not limited to overtime, rekeying of locks, additional shoveling, and loader Costs caused by lack of management supervision:

1) MRB AMEX cc charge \$20

2) \$53.88 for rekeying our post office box

3) \$160.48 rekey separate lock HVV office

4) \$430.99 for 2 drill combo set from high country lumber that we cannot find. We can pay for this once we have the tools in hand-This is actually \$603.38 with batteries

5) Truck snow chains? \$176.30 for chains and spreaders.

6) High Country Lumber check for Purchase of "snow blower plus items" for \$4215.39. Items include:

Snowblower \$3,166.77, 2 drill combo set and battery \$603.38, Ice Melt and Cold Weather Gloves, \$385.10

No Parking sign and bolt kit, \$55.87, and finance charge \$4.25

Answers to these questions need to be differed due to MLPD reporting. A system for purchase and inventory of HOA Tools by management is requested. As well as communication to treasurer for individual purchases.-The Police did come to Hidden Valley some of the tools were recovered. Management has not reported on how many tool are lost or destroyed. I don't know if there is a record of purchased tools or a list of tools that belong to the property. There was a list at one time.

5) Web Master/communications: Jeff Risse: Ethics statements for board members will be posted: Done

6) Rules Handbook Development: Ruth Wheeler: this project has been temporarily sidelined due to management issues. The Goal is to have a usable booklet to have in all units by the Nov. Owners meeting.-Ruth will begin working on this when we have new onsite management.

7) Bobcat Toolcat 5600: Presentation of information by Kevin English. See information attached at the end of the minutes.

While the board has a favorable impression that we can cut down loader costs and wear and tear on the driveway it feels that more time is needed for research. The goal is to make a decision by August. In order to make an educated decision Kinoka will research with other complexes and Cindy Butner. Ruth will follow up with Curt House to evaluate which type of snow removal vehicle would be the most advantageous for our needs. Steve will research the cost of adding a line item to the reserve study:

Ruth Wheeler: Discussed the Toolcat5600 with both Curt House and the three Management companies that she interviewed in March. The general consensus was that a Bobcat skid loader was more economical, heavy duty and would do the job of snow removal better than the Toolcat 5600. All parties concerned felt that some type of Bobcat should be purchased for the complex to reduce the snow removal costs as well as the wear and tear on the driveway caused by the heavy loader.

Steve Black: Reported that 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.

Kinoka Ogsbury:

8) 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: One estimate from 4 points so no bids so far

Management is instructed to get three bids-This is not in the management report

9) Architectural change requests from owners: Unit 38 request to install washer/dryer: A hold harmless needed to be notarized by both the owners and HVV President and recorded with the title to the property. Not sure where we are in this process- Ruth has emailed the owners and Tony Cole to check on the progress.

10) Homeowners who have not supplied Management with keys/access to units: Management does not have a list of homeowners. Management will provide a list of units who have not supplied keys in two categories: no access to unit or shifting codes to access units: Not sure if we have a list yet??

11) Upper Jacuzzi: Review of Baldwin Electrical Report and Action to be taken: Management will get a bid from Baldwin, and two other electrical contractors.-Have not seen any bids so far

12) Water Report: We do have a leak somewhere, an informal test has indicated that we have a leak in the Jacuzzi. Action to be taken American Leak Detection can perform task for a minimum bid of \$1,300 dollars to perform a leak detection on the Jacuzzi.

Management is to communicate with board immediately for any deviations in cost exceeds \$3,000-Management has scheduled ALD to come to Hidden Valley on April 23. ALD has indicated that \$1,300 is a reasonable estimate for the cost of identifying the leak.

13) Management bids for contract July 2019-June 2020. Board will be getting bids by Early April and a decision will be made by May 1-Bids are due April 15, board meeting scheduled for April 16. There are varying board opinions on the feasibility of making a decision by May 1

14) Mike Murphy will put finishing touches on the scope of services and have it ready for potential bidders-Done

15) Delivery of UPS or FedEx items for individual homeowners to the management office. Management is directed to accept deliveries provided the homeowner has authorized the pickup and does not hold management responsible for loss or damage. Homeowners are encouraged to have items delivered to their unit by unit number.-Have there been any test cases for this??

16) Proceed with repairs by Mammoth Motors not to exceed \$1,000. Tail lights to be on separate invoice-Truck was delivered to Mike at Mountain motors on Monday April 5. Truck should be available on the property April 12. Steve reported action, but not the cost in the April Management report.

17) Management unit renovations: Are to start immediately when Jeff moves out. This should be March 20. MRB will follow up to have the unit vacated-Steve was able to negotiate with Jeff rather than going through the entire 60 day eviction process. Jeff has signed an agreement to be out of the unit by April 30. If he is not out by that time he can be removed from the unit by police and the unit can be locked up.

18) Homeowner: Jeff Risse reported Woodpecker in eaves. Management did not follow through, Ice between Fascia on building A. Repair is necessary.

Attachment #5

HVV Tools and Equipment 2012-2019

Year	Cost	Item	Aprox Value	MISSING or Damaged
2012	\$ 216.81	Drill and bit set	0	Missing
2012	\$ 118.51	socket Set	88.88	Damaged
2013	\$ 358.72	leaf blower	0	

2014	\$ -			
2015	\$ 518.72	Chain Saw	389.04	No Chain
2015	\$ 68.02	Sander	51.02	Missing
2015	\$ 58.65	Tube cutter, plumbing kit, head light	29.33	Missing
2016	\$ -			
2017	\$ 370.33	Backpack blower	\$ -	
2017	\$ 92.12	Stepladder-Fiberglass	\$ -	
2018	\$ 71.74	Bolt cutter, padlock	\$ 71.74	missing
2018	\$ 31.01	steel scraper	\$ 31.01	Missing
2018	\$ 24.21	Chisel	\$ 24.21	Missing
2018	\$ 97.58	Concrete Saw	\$ 97.58	Missing
2018	\$ 312.46	step ladder	\$ -	
2018	\$ 74.66	Tool Battery	\$ 74.66	Missing
2018	\$ 24.76	Chisel, Sledge Hammer	\$ -	
2018	\$ 223.03	Drill	\$ -	
2018	\$ 140.56	Saw Stand	\$ 140.56	Missing
2018	\$ 48.47	Screwdriver Set, Hammer	\$ 48.47	Missing
2018	\$ 31.48	High speed cutter, sanding kit	\$ 31.48	Missing
2018	\$ 26.17	40 piece tap and die set	\$ 26.17	Missing
2018	\$ 14.54	dual driver 16 piece	\$ 14.54	Missing
2018	\$ 24.24	Drill Snake	\$ 24.24	Missing
2018	\$ 21.32	22 piece tool set.	\$ 21.32	Missing
2019	\$ 430.99	2 Drill Combo set	\$ -	
2019	\$ 172.39	Batteries for combo drill	\$ -	
2019	\$ 184.25	Rotary Hammer	\$ 184.25	Missing
2019	\$ 31.99	Jobber bit set	\$ -	

2019	\$ 152.19	Saw Bare tool	\$ 152.19	Missing
2019	\$ 261.83	Recip saw kit	\$ 261.83	Missing
2019	\$ 161.62	router	\$ -	
2019	\$ 11.14	blades	\$ 11.14	Missing
2019	\$ 47.49	light torch	\$ 47.49	Missing
		1 barbecue	\$ -	Replaced
		2 propane tanks	\$ 60.00	Replaced
2019	\$ 3,166.77	Snow blower	\$ 3,166.77	Missing
TOTAL	\$ 7,588.77		\$ 5,047.92	