

**HIDDEN VALLEY VILLAGE OWNERS ASSOCIATION**  
**Board of Directors Meeting**  
**AGENDA**

**Date of Meeting: Sunday, March 17, 2019**

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

**Location:** Hidden Valley Common Area Room

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

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) Recusals
  - c) Changes to order of agenda
  - d) Requests to pull items from the Consent Agenda
3. Consent Agenda: See attached below item "12. Adjournment" on this agenda.
  - a) Adoption of consent agenda
4. Treasurers Report:
  - a. Action to be taken for owners in arrears
  - b. Board designated priority (master list) list for maintenance projects for 2019
  - c. Update re: SuddenLink HOA Business account & Bundling of Internet and CableTV Services under current Group Plan
  - d. 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.
    - 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.
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: Jeff Risse
  - c. Rules Handbook Development: Ruth Wheeler
  - d. Architectural/Landscape and Grounds Maintenance and Improvements: Ruth Wheeler
    - i) Snow removal Costs:
    - ii) Bobcat Toolcat 5600
    - ii) 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
    - iv) Architectural change requests from owners: Unit 38 request to install washer/dryer
6. Old Business
  - a. Homeowners who have not supplied Management with keys/access to units.
  - b. Upper Jacuzzi: Review of Baldwin Electrical Report and Action to be taken.
  - c. Water Report: Action to be taken
7. Management Reports-

8. Property Management project/item updates & related property matters
  - a) Management Performance
  - b) Management bids for contract July 2019-June 2020
  - c) Scope of duties
  - d) Delivery of UPS or FedEx items for individual homeowners to the management office.
9. New Business
  - a) Snow Removal
  - b) Bobcat Toolcat 5600
  - c) Truck Repairs and/or replacement
  - d) Management unit renovations
  - e) Installation of security camera at top of property
10. Homeowner Forum.
  - a. Open floor for homeowner comment – 5 minutes per speaker
11. Announcements:
  - a) Board Meeting Dates for 2019
12. Meeting adjournment

**CONSENT AGENDA**

- 1) Approval of Minutes for January Board of Directors Meeting
- 2) Release of final payments to vendors:

HIDDEN VALLEY VILLAGE  
 Schedule of Vendor Final Payments and Checks Being Cut/ Not Yet Signed or Released  
 As of March 8, 2019

Final Payments Released:		
Baldwin Industrial Group	\$1,697.59	Upper pump room electrics
Freeman Roofing	\$2,350.00	Not sure if check has been mailed
Sierra Loader Service	\$4,575.00	January service
Whitmore Builders	\$7,590.00	Feb. 2, 3, 4 ground shoveling
Whitmore Builders	\$1,100.00	Feb. 10 ground shoveling
MRB	\$4,000.00	Deposit for truck repair
Timberline Construction	\$11,700.00	Roof snow removal- Jan. 2019
Final payments- checks currently being cut, not yet signed or released:		
Sierra Loader Service	\$22,050.00	Feb. 2 through 23, daily
Timberline Construction	\$20,605.00	Feb. 12 through 17, roof shoveling
Timberline Construction	\$14,332.50	Feb. 18 through 22, roof shoveling

3 Treasurer's Report

a.

<b>FINANCIAL SNAPSHOT FOR MONTH ENDED</b>		8.5%	Into Annual Budget period
<b>January 31, 2019</b>			
-		10.9%	Operating Expense budget spent
Operating Fund	\$163,543	\$328,355	2018 Total Operating Expense Budget
Contingency Fund	\$35,000	\$35,921	YTD Operating Expenses
Replacement Fund	\$317,004	-\$8,033.32	YTD UNDER Budget
<b>Total Funds</b>	<b>\$515,547</b>	<b>-2.4%</b>	<b>YTD Over/Annual Operating Budget</b>
9	Units Past Due for HOA Dues	\$738	1.8% Replacement Expense budget spent
12	Units Pd in Advance for HOA Dues	(\$5,565)	\$172,855 2018 Replacement Expense Budget
<u>Past Due Items of Note:</u>		\$3,167	YTD Replacement Expenses
		\$11,514	YTD Under Replacement Budget Spending

- b. Owners in arrears: 9 (mostly due to change in HOA dues not be reflected in auto payments—Cindy to send out a reminder).  
 c. Warning Notices and Fines: None

Committee Reports:

Architectural/Landscape and Grounds Maintenance and Improvements: Submitted by Ruth Wheeler

4) Architectural change requests from owners: Pulled from consent agenda---unit 38 washer dryer request.

5) Landscape requests from Jana and Christopher Przebieda: Ruth communicated via email on Feb 23, 2019 to let the Przebieda's know that Management was looking into getting the property line information for the whole complex. At this point the landscaping project that the Przebieda's would like to complete is on hold due to the cost and logistics of the heavy snows this winter. The plants to be used for the project (when the association can begin the project) must be drought tolerant and require a minimum amount of irrigation/water usage/and long term expense for the association.

6) Summer Pot-luck: Ruth communicated via email on Feb 23 to let Laura Tikunoff know that the "Spring pot-luck/work weekend/social" has been scaled back to a pot-luck social (no work weekend) with a date of August 17, 2019.

7) Solar research: Mike Tikunoff is still doing research on Solar options for Hidden Valley. The contractor he was working with informed him that he does not do work in Mammoth Lakes so Mike is looking for a different contractor.

8) Tennis Courts: Matt Desario reported that he does not have any updates regarding tennis court rehab as they need to be inspected without snow.

9) Truck Report:

Hidden Valley Truck Damage and Repair report:

Timeline:

Jan 21, 2019: The truck was not available at the complex. The Jan. 21 management report states "The HVV plow truck is currently at Mammoth Chevron having a steering issue repaired." Ruth Wheeler followed up with a phone call to Mammoth Chevron on March 2. Carl Teller at Mammoth Chevron told Ruth that the truck was diagnosed with a broken front cross member which was causing the steering column to sag and hit the differential. It was recommended by Mammoth Chevron that the broken front cross member would need to be repaired by pulling the engine or the front axle to get to the broken part. Carl gave this information to Jeff. According to Carl, Jeff said he was just going to take the truck back to the complex and park it.

Saturday Feb. 2, 2019: It started to snow at Mammoth, Jeff got up early (4:00 AM) and used the truck to plow the driveway. The Plow arm rammed into the differential breaking it into 2 pieces (The differential was total loss....Approximate cost of the Differential is \$4,000 for the part alone) Jeff did not report the accident to Steve Black. He left the Truck parked parallel in front of the Hidden Valley office.

Monday Feb. 4, According to texts sent to Ruth Wheeler, Steve Black was unable to get information from Jeff, but he was told by Tyler that the 4 wheel drive was not working on the truck. Steve was unable to get into town from Crowley because HWY 203 had a R3, chains on all vehicles enforced. (this information was received via text on Tuesday Feb 5)

Friday Feb. 8, The truck was still just sitting buried in snow in front of the office. Because it did not seem that management was doing anything to get the truck up and running Ruth Wheeler volunteered (with board approval) to take care of arranging to get the truck fixed. Tony sent a text to Steve Black with this information. Steve replied the following day to let Tony and the board know that he was ill with the flu.

Saturday Feb. 9: Ruth Contacted Mike at Mountain Motors requesting diagnostic service for the Truck. An appointment was made for Wed. Feb 13 (Truck to be delivered on Tuesday evening).

Sunday Feb 10: Ruth Contacted Steve Black to let him know the truck was to be delivered to Mike at Mountain Motors on Tuesday evening at 4:00. The bed of the truck needed to be clear of snow. Steve replied via email that he would take care of the truck delivery (plow removal and snow removal) He would be sure that onsite management took care of this.

Tuesday Feb 12, 2019: The Truck was finally delivered to Mike, at Mountain Motors. Steve went to help with the removal of the Plow and delivery of the Truck. Jeff was not present on the property when Steve got there and Steve could not reach him on the Hidden Valley Cell phone. The truck was delivered with only one chain for tires. Mike was unable to move the truck around at his shop because of this. New chains for the truck had to be purchased.

Wednesday Feb 13, 2019: The following information and motion was delivered to the board and Steve Black via email:

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**From:** Ruth Wheeler <ruthewheeler@yahoo.com>

**To:** Tony Cole <alcole205@gmail.com>; Dave Natali <davidnatali@aol.com>; Kinoka Ogsbury <kinoka@net-central.com>; Steve & Norma Latshaw #26 <snlatshaw@sbcglobal.net>; Michael Murphy <murphlaw5@gmail.com>; "jrisse@verizon.net" <jrisse@verizon.net>; Ruth Wheeler <ruthewheeler@yahoo.com>

**Cc:** Steve Black <steveb@mammothrb.com>

**Sent:** Wednesday, February 13, 2019 8:57 AM

**Subject:** Motion to repair Truck

Hello Board and Steve Black.

Mike got an early start on our truck this morning. He has given me this information:

The upper mount bracket on the truck that holds the plow failed and the plow smashed into the front differential. Cracking it in Two places. (The differential is destroyed) The truck will need a new differential. He will need to repair the upper mount bracket by welding repairs which he can do. He needs to fix the exhaust which is falling off. "it looks like someone just backed it into snow banks" according to Mike. The windshield wipers do not work and a back tail light and plastic cover need replacing.

I told Mike that we were looking at replacing the truck this year and did he think it was worth fixing. He said that the Duramax Diesel engine that is in our 2005 Chevy truck is very highly regarded he thinks that we could easily get several more years of use out of the truck despite the fact that the body does not look that great. The repaired value of the truck will be much greater than the cost of fixing it. He gave me a ballpark cost of \$4,000 to replace the differential and another \$1,000 to repair the exhaust, tail light, and wipers this is really a ballpark because there are many items that need to be rebuilt I think for our purposes if we round up to a \$6000 cost we will save our self the pain of being surprised in the end. It will also save is all the hassle of going back and forth getting approval for expenditures.

I do know from personal experience that large diesel trucks from the years 2000 to 2005 are sought after. In 2017 I sold my 2002 ford diesel truck for \$12,000.

Mike will need a \$4000 deposit due to the expense of the differential.

I am making a formal motion: Provided the solid bid is under \$6,000 we accept the bid and have the truck repaired. And authorize Steve Black to get the Deposit and final payment to Mountain Motors ASSP

Please vote yes or no on this motion

Ruthie

This needs everyone's response. I would like to get back to Mike within the hour

Please excuse brevity and typos in this message sent from my iPhone

The following board members replied in favor of the motion: Mike Murphy, Jeff Risse, Tony Cole, Steve Latshaw, Dave Natali, Kinoka Ogsbury, Ruth Wheeler

Wednesday Feb. 13-Feb. 24: Mike at Mountain motors ordered the new differential on Wed. It was delivered on Feb. 21. The long shipping time was due to the closed services on Presidents weekend as well as the snowy weather. Mike communicated clearly to Ruth via texts with pictures which showed the broken cross member on the truck as well as the ruined differential and the new differential. He checked the broken odometer and could not find a problem with where the odometer wires entered the engine. He suspects that it is a problem in the dashboard. This, apparently is common with this model of truck. Because we needed the truck back on the property to plow snow, the odometer fixing was postponed to a different repair visit. Mike indicated that the interior of the truck was a "pig sty" it was filthy with cigarette butts all over the floor in the back. At some point the truck will probably require professional interior detailing.

Monday Feb. 25, 2019: According to a text from Steve Black, he picked up the truck and paid \$500+ in addition to the \$4,000 deposit. He hooked up the plow and readied the truck for snow removal at the complex. The repair job still needs to be completed a check engine light is on (something to do with the glow plug system. Mike did not have to replace any of the tail pipe components. Filter replacements and other tune up procedures were done.

Tuesday Feb. 26: Email board discussion under heading of "check run on 2-21" to discuss payment of truck repair expenses.

Management was directed to check into insurance coverage for the repair of the truck.

Saturday March 2: Ruth contacted Tyler, he said that the truck is running well and he plowed snow all day. The Diesel ignition light is not coming on. (this is probably the issue with the check engine light and the glow plug) Tyler did not realize that a diesel truck needs a "warm up" prior to starting the engine. Ruth explained the starting procedure for a diesel truck. He will warm up the starter from this point on. Tyler has been starting the engine and letting it idle to warm up while he does some snow blowing. This is excellent!! Good for Tyler!! Ruth questioned Tyler about the condition of the interior of the truck. He confirmed that it is filthy. There is dog hair imbedded everywhere and cigarette butts still in the interior. The interior needs professional cleaning, or the purchase of professional products to get it clean.

Wednesday March 6: Kinoka followed up with Dave at Farmer's and he spoke to Mike at the mechanic's shop. It seems insurance will most likely not cover the problem unless Jeff hit something. If it just broke because Jeff did not fix the piece they told him to fix, that is considered normal wear and tear.

10) TOML Quality of life Ordinance - complaints of non-compliance and nuisance: Submitted by Dave Natali :

No complaints have been submitted

11) Water Report: Submitted by Steve Black Water has been running continuously since Nov. 3 at a rate of 78 gal/hour:

Investigate the possibility of a leak. Consistent year round use. We used about 7% more water than the most recent 12 month period compared to the last 12 month period. Not as efficient as last year we are tracking to use 24% more water than last year.

12) Managers Report

## **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 March 8, 2019

Snowfall and snow removal:

1. Mammoth had received 97 inches of snow in January, 207 inches in February and, so far in March, 40 inches. Loader service was constant, daily, from February 2 through Feb. 23 (146 service hours). Initially snow was moved into piles throughout the parking areas by loader operators for expediency purposes. HVV received loader service as quickly as the vendor was able to move his equipment from one customer to another. Over time loaders were able to move snow into storage ramps and clear parking areas during the daytime when vehicles were being used by their owners.
2. Roofs have been shoveled twice, once toward the end of January (24<sup>th</sup> through 29<sup>th</sup>, 180 man hours) and again from February 12 through February 22 (537 man hours). Snow accumulated as high as nine feet on HVV roofs between shoveling periods. There are a few entry stairway roofs that will have to be shoveled again, very soon. Plywood sheeting was employed to protect lower balconies and windows during roof shoveling. There has been some damage to hand rails during the process.
3. Acting Resident Manager Tyler Simmons performed much of the shoveling of entry stairs and walkways along with an occasional laborer when available. During heavier snow periods management engaged ground snow shovelers through vendors Whitmore Builders and Timberline Construction. It was necessary to use outside vendors as there were few laborers available for hire. Tyler has shoveled out fire hydrants, propane tanks and the entry to the workshop under K building which was buried from roof shoveling.
4. Much appreciation is extended to HVV homeowners who helped with snow shoveling and providing information about matters that required attention. Those whom I know of include Chalese and Doug Miller, Jay Mueller, Kim Walters, Kevin English and others with whom I am unfamiliar.

Pool, spas and equipment:

1. With much snow came cold weather and problems with some of the pool and upper spa equipment. On different occasions, the pool heater stopped working due to a leak in a "return header". Mammoth Spa Creations salvaged a replacement part from the old lower spa heater that we kept in storage. On two occasions a "thermal cut-off fuse" failed, staff replaced. The second fuse failure happened after business hours and the part could not be obtained until the next day. This resulted in two pumps' impellers freezing overnight and causing a circuit breaker failure in the breaker panel. Baldwin Industrial Group came out on Sunday of President's Weekend, identified several electrical issues with the wiring in the upper pump room, made repairs to the power shortages and issued a summary of recommended repairs, including replacing the "overloaded" breaker box, installing new GFI breakers and wiring that is ample to work with them and separating pump power supply so that each pump is on its own breaker. If one pump fails and trips a breaker, it will not affect the others and will not put all of the related equipment out of commission. Baldwin Industrial's summary is attached to this report.

Pursuant to Tony C's request, management has solicited bids from three electrical contractors to identify issues and provide proposals for repairs. As of this writing we have not yet received proposals, but will forward them to the Board members as they are received.

2. The HVV plow truck has had major repairs done, including removing and replacing the front differential with a remanufactured "Jasper" unit, warranted for three years or 100,000 miles. The broken bracket on the frame was repaired along with the bent exhaust pipe. The engine was serviced, filters and fluids replaced, wipers repaired. Total cost was 4513.94. MRB paid the vendor and received HVV's reimbursement for the \$4000 deposit, billed HVV for the balance. There is still more work to be done at the end of the winter season. Tyler is trained and is using the truck for plowing (with care) and HOA errands.

When the truck was returned and the plow reconnected, the left front tire went flat. Valerie used her AAA card to have them change the tire to the spare. Staff then took the truck to Goodyear and had the tire repaired and replaced onto the truck. We also purchased a fuel additive that prevents the diesel fuel from coagulating in cold weather, as recommended by Mountain Motors,

3. The new snow blower arrived in January and was put to use. We now have two operating Honda snow blowers. A new 6 gallon fuel container was purchased to replace one of the smaller ones that was cracked and leaking fuel when used.

#### Buildings and administrative duties:

1. During this ongoing series of snow storms, daily chores continued to be performed. Water chemistry in the spas were checked and maintained; facilities in the two common area buildings were cleaned, trash emptied, carpets vacuumed, etc. Valerie has manned the office from about 10:30 AM to 2:30 PM or later, Monday through Friday (except for a few days due to medical needs).
2. Management was able to contact former HVV Manager Curt House regarding the locations of the common area light timers. They will be adjusted for daylight saving time and ongoing changes in daylight/ darkness within the next few days and thereafter. Tyler now has help to dig them out of the snow.
3. Management had all of the common area locks rekeyed, except for the pool/ spa entry gates and the staff residences. Padlocks on the Building K workshop and Building A storage room (being dug out of the snow) will be replaced in the company of an MLPD officer. An inventory of tools, new tools and used snow blower included, will be prepared/ confirmed with the police officer's assistance as well. February's snowfall delayed this task until (tentatively) March 13.
4. Management finally found and hired a full- time assistant manager. He started working on the Complex with Tyler on Saturday, March 09. He has formerly managed a condominium complex here in Mammoth for over a decade. Currently "Joe" lives in Bishop and will be working days only until he finds local housing. Tyler will remain on call.
5. Jeff is still occupying the Manager's Residence. Staff has not seen him moving any of his belongings out of the apartment. If he has not vacated by the date stated in our Attorney's letter, an "unlawful detainer" and eviction will be initiated.

Respectfully submitted,

Steve Black, Tyler Simmons, Valerie Black  
Hidden Valley Village Property Management

