

HIDDEN VALLEY VILLAGE OWNERS ASSOCIATION
Board of Directors Meeting
Agenda

Date of Meeting: Saturday, January 25, 2020

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

Location: In Hidden Valley Village Common Area Meeting Room

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

General

- A. Call to order by President Tony Cole; 10:17AM
 - B. Roll call. Tony Cole, Matthew Desario, Steve Latshaw, Jeff Risse, Dave Natali, Kinoka Ogsbury, Ruth Wheeler present. (Steve/Jeff via phone).Members Present: Greg Wheeler 131, Lauraine Gibbons 47, Diane Cole 4. OFPM Personnel; Klark, Jorge, Karen, Curt
1. Announcements/Orders of the day
 - a. Items discussed in Exec. Meeting
 - i. Ruth Wheeler received an initial offer for offer from James River Insurance regarding MRB Claim.
 - ii. Email voting by Directors prohibited going forward
 - iii. Improving efficiency for OFPM in allocating invoices quotes to Board NTE authorizations
 - iv. BOD learning to relinquish responsibility to for care of the complex to Management
 - b. Recusals
 - i. 9D Ruth Wheeler, Kinoka/Matt 9I
 - c. Changes to order of agenda
 2. [Management Reports from previous quarter](#): OFPM
 - a. Skid Steer Loader recommendation by management and bid
 - i. There may be potential savings to the HOA by investing in a Skid Steer, Bobcat, or similar snow clearing heavy equipment. This item is to be discussed in subsequent meetings as the Board, Management, and Butner assemble data so that the HOA can make an informed decision and understand the potential risks and potential rewards
 3. Approval of Minutes; or both 16NOV19 and Post election.
 - a. Motion by Ruth, Matt, Second Pass 7-0.
 4. Consent Agenda
 - a. Attached supplement "[Email Motions for January 2020](#)"
 - i. Matthew Desario moved, Kinoka seconded, and these motions passed as part of the Consent Agenda 7-0
 - b. [Email Motioned Pulled from Consent Agenda](#)
 - i. Ruth Wheeler pulled the above non-unanimous Email Motions and moved to New Business
 5. [Treasurer's Report](#): Kinoka Ogsbury
 - i. Ruth Wheeler relayed Kim Walters concerns about misallocation of snow assessment. This issue was previously raised at the November 2019 Board meeting and again at the 2019 Annual Meeting. In both cases, Butner HOA advised the classification was not problematic. The Treasurer added that the HOA's total snow expenses exceeded the assessment by several thousand of dollars, excluding any staking . Thus, the Board's position is that any future

concerns should be shared via email to the entire Board, with supporting arguments which can then be escalated to Cindy Butner for a direct opinion..

6. Reports from Standing Committees
 - a. Standing Committees for 2020
 - i. All existing committees continue in 2020
 - ii. Electrical; Matthew Desario & Dave Natali
 - iii. Heavy Equipment for Snow Removal; Dave Natali & Ruth Wheeler
 - iv. Jacuzzi and Saunas; Jeff Risse, Dave Natali & Ruth Wheeler
 1. The committee is working on compiling amounts budgeted for all Jacuzzi and fence work to be done this year as well as records of past repairs to pool, Jacuzzi, and saunas.
 - v. Lighting; Ruth Wheeler
 - b. Webmaster/communications: Jeff Risse
 - i. HiddenValleyMammoth.com website has been updated with new Agendas and Minutes. Still needs a bio/photo from Director Matthew Desario
 - ii. Will provide Pet, Service Animal & Complaint forms to Matthew Desario to convert to an editable format
 - c. Newsletter: Tony Cole
 - d. TOML QoL Nuisances: Dave Natali
 - e. [Architectural, Landscape, Grounds](#): Ruth Wheeler
7. Homeowner Forum
 - a. Open floor for homeowner comment – 5 minutes per speaker
 - i. Laura and Michael Tikunoff
 1. Electrical Panels, now identified as potential fire hazard by a licensed electrical, must be repaired.
 2. Dry-rot on Building E around window trim on base window
 3. Unit 38 eve leak, happens every time there is an ice dam
 4. Concern about driveway ice on the upper driveway near drain, it needs to be cleared better especially when it's slush. Will Bobcat/Skid steer resolve?
 5. Circumstances regarding dog barking complaint. When can a dog be a dog and who generated the complaint?
 6. Would appreciate managers giving them a heads up if they need to enter unit while they are up in Mammoth when a non-emergency
 - ii. Lorraine Gibson
 1. Ice on blacktop between Unit 47 and laundry room is dangerous and persistent
8. Old Business
 - a. Door Locks
 - i. Ruth Wheeler; Move to extend rekeying of compliant locks at association expense until May 1. After May 1, all non-compliant locks will be replaced with Schlage B60 single cylinder deadbolt in aged bronze and matching keyless door knob. Replacement will be performed by a licensed and bonded locksmith and owners will be billed the expense to the association on their monthly bill. Hardware removed from the door will be returned to the homeowner. Second Dave. Passed 4-1-2
 - b. Spreadsheets with flooring, door lock, and post information
 - i. Discussed. Ruth might want to know if posts are on the bottom floor or not.
 - c. Notice of Proposed Rule “[Unit Flooring Replacement Guidelines](#)”

- i. Ruth Wheeler. Move to send “Unit Flooring Replacement Guidelines” to Members for required review. Second, Steve. Passed 5-1-1.
- d. Porch and Balcony Lights
 - i. Discussed in OFPM Management Report.
- e. Jacuzzis
 - i. Discussed in OFPM Management Report and in Standing Committee formation. There continue to be consistency issues with the upper jacuzzi jets
- f. One night stays for STR
 - i. Matthew Desario will create a pro/con document to potentially share with Members if authorized by the Board.
- g. Security Cameras & trial in office and lower Jacuzzi
 - i. Management believes the camera has become somewhat useful, and would like to add an additional camera in the upper pool/spa area. The Board has opted to continue the trial through the end of March and evaluate though it was discussed that the presence of cameras changes/discourages bad behavior so the HOA may not have specific incidents that proves the effectiveness of the existing cameras.
- h. Use of “Survey Monkey”
 - i. The Board didn’t have information on Cost for Survey Monkey but may continue discussion on this if surveys and Member feedback is requested more consistently in the future.
- i. Management units
 - i. Per Karen; Jorge's garbage disposal not working
- j. Unit 41 request for compensation
 - i. HOA is waiting for a complete itemized summary of scope of damage and requested reimbursement. The HOA has been waiting for this documentation for several months and has received a tentative settlement offer from the HOA insurance but we need a final accounting from the Unit owner in order to proceed.
- k. Follow up on hold harmless documents for units [33](#) and 38
 - i. All required documents provided by both units to Management, per Karen.
- l. Adoption of proposed rules 2.1, 5.2-A, 5.4, 5.5, and 5.6 that have been reviewed by owners.
 - i. [Operating Rule 2.1](#) Ruth Wheeler; Motion **..to adopt the 2.1 rule change**. Second, Dave. Passed 6-0-1 (Kinoka abstention)
 - ii. [Operating Rule 5.6](#) Tony Cole Move to modify "one week' to "as soon as practicable not to exceed 3 weeks" and provide to Owners for required review, if necessary. Second Jeff Risee. Passed 7-0.
 - iii. [Operating Rule 5.3](#) Jeff Risse Move to add "as soon as practicable not to exceed 3 weeks" and provide to Owners for required review. Second Steve. Passed 7-0
 - iv. [Operating Rule 5.2-A](#) Ruth Wheeler moved to modify "as soon as practicable not to exceed 3 weeks" and provide to Owners for required review, if necessary. Second, Matt. Passed 6-0-1 (Kinoka abstention)
 - v. [Operating Rule 5.4](#) Ruth Wheeler; Motion to Adopt Operating Rule 5.4 Second Matt, Passed 4-1-2 (Kinoka, Matt abstention)
 - vi. [Operating Rule 5.5](#); Ruth Wheeler moved to modify "as soon as practicable not to exceed 3 weeks” and provide to Owners for required review, if necessary. Second,, Matt Passed 7-0

9. 9. New Business

- a. Discussion and Possible Action; Warning to unit 102 owner for noise nuisance
 - i. Dave Natali; Moved to Issue Warning Letter to Unit 102 for Noise Nuisance. Second,, Ruth Passed 6-0-1 (Kinoka abstention)
- b. Discussion and Possible Action; Warning to unit 123 for rental guest pet violation
 - i. Dave Natali; Moved to Issue Warning Letter to Unit 123 for Rental Pet Violation. Second,, Ruth Passed 6-0-1 (Kinoka abstention)
- c. Discussion and Possible Action; Water damage caused by unit 122 water heater leaking into unit 118
 - i. Discussed in OFPM Report and this issue is being handled by Management.
- d. Discussion and Possible Action; Warning to unit 136 for rental guest pet violation
 - i. Dave Natali; Moved to Issue Warning Letter to Unit 136 for Rental Pet Violation Second, Matt. Passed 4-0-3 (Ruth. Matt, Kinoka abstentions)
- e. Discussion and Possible Action; Individual Board member requests to OFPM without motion, discussion, or vote
 - i. All Directors agreed individually to no longer issue HOA requests or directives to Management and instead these requests will be referred back to the Board for Discussion and Possible Action. Notable exemptions; all Directors are allowed to call attention to any pressing issue or needed repair when speaking as an Owner
- f. Pulled Email Motions for January Consent Agenda
 - i. All pulled email motions were read, seconded and voted on again in the General Meeting to comply with the limit on email motions..
- g. Pool Gate Locks
 - i. Matthew Desario will assemble data, model, costs based on the locks installed by Bill the Locksmith at Sierra Megeve Condos
- h. Unit 108 request for compensation
 - i. Discussed in Management Report. Managers have requested a quote to repair from a Handyman they recommend.
- i. Unit 6 Notice of Repairs
 - i. Discussed and entered into the record. No action required.
- j. Reserve Study projects for 2020
 - i. Painting of buildings
 1. Directive; Management to get bid for Buildings B, C Office Building and Pool Building
 - ii. Pool fence
 1. Ruth Wheeler; Moved to authorize Pool and Jacuzzi Committee to follow through with management and report with costs on adding 2 x 6' behind bench. Second, Matt. Passed 6-0-1 (Kinoka abstentions)
 - iii. Exterior common area lights
 1. Delegated to Management; Project turned over to Management to supervise exterior common area lights. Not to Exceed \$10,600 which was approved by board via email and documented in the Jan 25,2020 minutes.
 - iv. Unit porch and balcony lights
 1. Directive to Management to provide 3 light prototypes for inspection at the next meeting. Plan is to purchase and store lights at Hidden Valley and have lights replaced by management as needed.
 - v. Jacuzzis

1. Turn over to management with involvement of the newly created Jacuzzi and Sauna committee
- vi. Annual preventative drain snaking
 1. Turn over to management
- vii. Driveway slurry
 1. Turn over to management; \$10,073 budgeted. A single bid from Black Gold is acceptable if under \$10K, Board requests that slurry be scheduled as early as possible in the spring.
 2. Phase II plumbing
 3. Deferred, coming up in 5 years. Ruth to speak about in next meeting
- viii. Siding
 1. Deferred to later dates as needed and turned over to Management; A contractor has inspected and determined that siding is not an immediate need.
- ix. Landscape
 1. Deferred to next meeting, Directed Management to submit a plan and costs NTE \$5000 at next meeting
- x. Games for tennis courts
 1. Included with the landscape budget.
- k. Exterior Electrical panels
 - i. Dave and Matt will; reach out to get an electrical engineer and put them into contact with Management. First step is to identify which buildings need immediate attention.. Second is to get bids for the entire project once we understand scope.
- l. Resort Fees
 - i. Dave discussed that after consideration. long term residents actually utilize the common area and common infrastructures (plumbing, electricity, roofing) at a higher rate than Transiently Rented units and no longer feels a resort fee would be worth pursuing
- m. Discussion and Possible Action; QoL and Nuisance Committee (Dave) should continue to perform initial review of online complaints
 - i. The Board agreed that Complaint Forms should be submitted to Dave first and he would review, perform an initial investigation and determine if a complaint was valid and required Board discussion, or could be dismissed.
- n. Check signing
 - i. Overnight checks for Kinoka/Tony, Multiple project checks and same time
- o. Credit card account access
 - i. Butner needs online access. An authorization form has been requested and Kinoka has changed the billing address to Butner's PO Box 1999.
- p. Management difficulties with reservation companies
 - i. Discussed, Directed Managers to keep an eye on these trends for next year
- q. Notify homeowners to change batteries
 - i. Tony to email in newsletter; Owners and Management companies are responsible for changing rechargeable batteries. Matt recommended rechargeable Eneloop Batteries and a charger holding spare batteries in unit, changing batteries every 6-8 weeks.
- r. Parking Rule
 - i. Discussed Matt to research what other complexes are doing regarding parking rules and report back at the next meeting.

- s. Architectural Rule: Non Standard Modification
 - i. The Board discussed that the 1/12/05 NonStandard Modification only applies to changes that affect the common area or restricted common area (until balconies). The Operating Rules do not place a limit on the materials an owner can use in the finishing of their unit.
 - t. Review of 2019-20 Bluebook
 - i. Small items on entry doors or door frames allowed. Smaller than 36 by 12 inches, can't prevent closing, not obscene or threatening. The association may require the resident to remove the item during association maintenance, repair or replacement of the door.
 - ii. HOA can no longer use Managers to tally votes at next election
 - iii. Matthew Desario Motion to contract with Tim Samford , if not to exceed to \$350, to review Hidden Valley Rules and make recommendation as to if we are compliant with the new 2020 requirements; Second Tony 6-0-1 NTE \$350
 - u. Email meeting and motions protocol
 - i. No more email motions are allowed per the 2019-2020 Bluebook.
 - v. Conflict of interest
 - i. Discussed. No action taken.
 - w. Voting Rule
 - i. Ruth Wheeler motion to change ByLaws to change voting rules. Matt Motion to table discussion to the next Meeting, requesting written recommendation from Cindy Butner to change voting rules. Second Tony. Motion to table Passed 4-2.
 - x. Rule enforcement-Record Keeping
 - i. Matt and Jeff to discuss and make a recommendation at next meeting
 - y. Roof maintenance options
 - i. Chimney Chases and Roofing
 - 1. To be discussed at the next meeting.
 - z. TOT Licenses
 - i. Discussion. OFPM provided copies of TOT Licenses issues to HVV Units. No action taken and discussion can continue at the next meeting.
10. Announcements:
- a. Board Meeting Dates for the remainder of 2020
 - i. Next meeting scheduled for April 5, 2020. (Secretary's note: This date is likely to change)
11. Meeting adjournment 7:07PM