

**Hidden Valley Village  
Board of Directors Regular Board Meeting  
Saturday, Nov. 13, 2021 9:00 AM  
DRAFT Minutes**

**Location: (Attendance via zoom only)**

Topic: Hidden Valley Regular Board Meeting

Time: Nov 13, 2021 09:00 AM

A. Call to order by President Ruth Wheeler. 9:01 AM

B. Roll call. Record Board Members, Management, owners and guests, present: Board members: President Ruth Wheeler, Vice President Jeff Risse, Secretary Laura Tickunoff, Treasurer Kinoka Ogsbury, Members at large, Debi Bell, Matt Desario, Jim Murphy. Homeowners; Karen Shorr unit 8, Niki Yoblonski unit 22, Jeff Alger 42

C. Announcements/Orders of the day/Items: Last meeting of the year, directed primarily at wrapping up several items that we have worked on in 2021. Thank you to all board members for service. It's very important to act within the bounds of the Blue Book and our governing document. They are at hand if needed for reference.

E. Adoption of Minutes: Oct.6, 2021 Regular Board meeting

**MOTION:** Ruth Wheeler Adopt Minutes dated Oct. 6, 2021

Second: Jim Murphy

Passed 7-0

G. Homeowner Forum: 15 minutes (Comments on Agenda Items-Non Agenda Items after the meeting). No input from Owners

**Business/Action Items**

A.. Architectural

1.Status: Owner notification of required action regarding support posts removed or relocated in five units: All owners have confirmed notification of necessity to have an engineering report or replacement of posts. Between the dates of Oct. 1 to Oct. 7. Project should be completed Jan. 1-7. If project is not completed by that time Jeff Risse recommends that owners be given a choice to have the HOA follow through with either an engineering inspection or replacement of post and be billed by the HOA.

2.Homeowner Work Request Approvals (Risse)

a. Unit 17 requested door replacement- Unit 17 door has been added to the list of doors to be replaced in 2022.

b. Unit 15 flooring replacement rule violation (from Feb 3, 2021) - underlayment has not been installed yet, informed owner by email work needs to be completed by year-end 2021- Recommendation by Jeff Risse is if the work is not done by year end the HOA perform the work and bill the owner.

3.Exterior Door Replacements Status (Risse)

- Unit 37 was selected as a "pathfinder" for HVV door replacement plan.
- Unit 37 entry door was replaced in October, Jeff Risse inspected the door with

Management on 31 October, 2021.

- Therma Tru brand, pre-hung "slab" style door, installed by Sierra Door

- Exterior painted to match door colors of Bldg E, existing Hardware (knob, deadbolt) re-installed
  - Strike plates not yet installed (as of 10/31) for knob and dead bolt (Sierra will install when available)
  - Existing exterior trim was re-installed, needs touchup paint but remains in good condition. Deadbolt and knob have door paint on them that needs to be cleaned off (management will do this)
  - Interior casing was replaced, needs to be painted.
    - The 6 panel style door on north side of Manager's bldg was also replaced with a Thermo Tru door with similar style. Same observations as #37 except exterior not yet painted.
      - Recommendation for board consideration: Proceed with this type of door for the door replacement plan. Doors meet expectations for quality, appearance, and weather seal
    - Considerations:
      - Door warranty is voided if any penetrations or holes are made in the door - this includes nails, screws, peepholes, etc. Owners need to be informed of this.
      - Management is tracking planned door replacements with a spreadsheet (on Google Drive), first group of replacements planned in spring shoulder season of 2022
  - Doors to be replaced in 2022 are: Units: 6,17,18,33,40,and 125
- MOTION:** Jeff Risse, Move to go ahead with door replacements in 2022  
 Second: Ruth E Wheeler  
 Passed 7-0

4. Update for rule 5.4 Door Hardware (Door Committee) -See Appendix A to the Minutes.  
**MOTION:** Ruth Wheeler; Accept the notification for the updated rule 5.4 (Door Hardware) and submit it to the ownership for the required 30 day review.  
 Second: Matt Desario  
 Passed: 5-2

Discussion: lever handles, while not recommended by previous management due to bear, pet, and child safety are easier for some people to use. Units at Hidden Valley are not required to be ADA accessible, however some individual owners may require a lever handle for a disability. This can be addressed via a waiver process according to the Blue Book.

#### 5. Installation of key boxes by Vacasa without authorization

- Affects 9 units (1, 2, 14, 26, 29, 30, 36, 39, 114)
- Location of boxes is somewhat random (some on door frames, walls, and deck posts, one is hung on the ski closet doorknob)
  - Recommend Management contact Vacasa and direct them to relocate boxes to either the entry deck fence post or upper rail in the proximity of the Door
- This location is relatively inconspicuous, does not add visible clutter to the common area door frames or walls. Also, this will generally be near/under the exterior door light (but not for all units)
- Management will need to identify all boxes that need to be relocated

- 26 are acceptable (on upper deck rail or post)
- 1, 29, 30 are not acceptable (on door frame, wall or knob) • Did not inspect 36, 39, 114

**MOTION:** Jeff Risse; Contact Vacassa to relocate lock boxes to standard positions attached to entry deck fence post of upper rail.

Second: Ruth E Wheeler

Passed 7-0

6. Installation of Video Ring Doorbells without authorization: Management has communicated with the owner. Owners need to be reminded that any modifications of the common area need to be approved by the board via management.

7. Use and cost of video ring doorbell in manager's office:: Request that Matt Desario supply management with email and password for Doorbell installed by HOA immediately so that management can proceed with ability to use the equipment.

8. Update: Tree Removal near buildings F and E.- Due to late season and lack of employees Inyo Mono Tree Pro will "cable" 3/trees this year @ Bldg. "E". IMTP has us scheduled for approved tree removal at contracted 2021 rates for May of 2022.

#### B.Treasurer (Ogsbury)--

##### 1. Acceptance of Bid Proposals

###### a. Inyo Mono Tree Pro-Tree Removal

**MOTION:** Kinoka Ogsbury; Approve Inyo Mono Tree bid for \$4,710

Second: Laura Tickunoff

Passed 7-0

###### b. door replacements for 2022

**MOTION:** Replace up to 10 doors in 2022, Cost not to exceed \$15,000 funds to be taken from the reserve Account

Second: Jim Murphy

Passed 7-0

##### 2. Acceptance of 2022 Budget

**MOTION:** Ruth E Wheeler; Accept 2022 Budget as submitted by Butner HOA Services to be presented at the Annual Meeting

Second: Jim Murphy

Passed: 7-0

##### 3. Treasurer's Report Sept 2021-See Appendix B

4. Propane Contract for 2022-- AmeriGas Propane. Current contract will remain in effect from 6/2/2021 to 6/1/2022. HVV Management will reach out to all local propane companies prior to renewal of current contract for latest index per gallon rates - taxes - fees - and other various fees in order to secure the best cost for HVV in 2022. Propane rates are competitive with oil - natural gas & gasoline.

##### 5. Eakins Laundry contract regarding purchase of quarters for management

**MOTION:** Kinoka Ogsbury; Approve Eakins updated contract with the additional \$25 in quarters for management

Second: Jim Murphy

Passed: 7-0

6. Manager's Unit Renovation Expenses to authorize reserve expenditures for manager unit upgrades in the amount of \$3,153.94 from the reserve fund for the following items: Assistant Managers: Bathroom vanity, kitchen cabinet doors, lamp and pulls and a smooth top electric range.

**MOTION:** Kinoka Ogsbury; Approve expenses of \$3,153.94 from Reserves for Assistant Manager Unit Renovation

Second: Debi Bell

Passed 7-0

7. Suddenlink office wifi- cancel 2nd line for common area

**MOTION:** Kinoka Ogsbury; Cancel second Wifi line in office

Second: Jim Murphy

Passed 7-0

C. Rules Enforcement Committee (Desario/Murphy)

1. Follow up 12 units with furniture on common area stair walkways - All except two units have complied

**MOTION:** Matt Desario, Send a letter of warning to owners

Second: Jim Murphy

Passed 7-0.

2. Follow up 3 units with locks that are not mastered to the manager's key.

**MOTION:** Matt Desario, Send a letter of warning to owners

Second: Jim Murphy

Passed 7-0.

3. Recommendation for board action regarding nuisance noise, and excessive occupancy resulting from one night rental of Hidden Valley studio loft unit.

**MOTION:** Jim Murphy, Send a letter of warning to owners

Second: Matt Desario

Passed 7-0.

4. Recommendation for board action regarding failure to follow through on architectural corrections for violations regarding installed floor and support posts.--Jeff Risse recommends that owners be given a choice to have the HOA follow through with either an engineering inspection or replacement of post and be billed by the HOA.

D. Follow up on tabled items from August Meeting

1. Documentation of "best practices" for future management contract RFP, bid evaluation, and selection process (Risse)

**MOTION:** Jim Murphy; Establish a committee which Jeff will lead

Second: Ruth E Wheeler

Passed 7-0

2. Suddenlink wifi installation issues – Exterior wires on HVV Buildings - Discussion between BOD's - Current owners will need to address recent wiring left on exterior of buildings (after disconnect of bulk accounts). Management will take note of all units in question for the board. No Motion & or vote at this time.

E. Management Report and Management Input

1. Batteries for owners with keypad entry locks

**MOTION:** Jim Murphy; Owners will be charged \$25 for emergency replacement of door lock battery replacement

Second: Ruth E Wheeler

Passed 7-0

2. Management actions required pending CC&R Pet Rule Amendment vote

**MOTION:** If the amendment to the CC&Rs regarding Pets at Hidden Valley Passes the Board President will immediately follow through with the process of certification and recording of the amendment with the Mono County Recorder. If the amendment vote fails the Board and

Management are directed to enforce the pet rules as they are currently stated in the CC&Rs beginning December 1, 2021

Second: Jim Murphy

Passed 7-0

3. Management needs for HOA credit card--Kinoka Ogsbury will email credit card number for Karen to use until a new card is set up.

4. Increase spending limits at Chevron due to high fuel costs

**MOTION:** Wheeler; Extend the managers spending limit for the Chevron Account from \$2,000 to \$2,500.

Second: Debi Bell

Passed: 7-0

**Announcements:**

Annual owners meeting Sat. Nov. 13 at 2:00pm

Adjournment: 11:45 AM

## **Appendix A: Final Notice of Proposed Rule Change for 5.4 Entry Door Hardware... Rule**

### **Notice of Proposed Rule Number 5.4**

Hidden Valley Village Owners Association

Proposed Edits – November 13, 2021

You are hereby notified that the Board of Directors will vote on the adoption of this Proposed Rule Change as a new Operating Rule at the next regular Meeting of the Board. The following guidelines modify and supersede the July 15, 2019 rule and apply to all door hardware and/or screen doors following the adoption of this modified rule.

Text – Unit Entry Door Hardware/Lock/Screen Door Replacement Rule

For purposes of this operating rule the following policy shall apply:

Hidden Valley Entry Door Hardware/Lock/Screen Door/Unit Number Policy:

1) Notification: Homeowners must always notify onsite Management prior to changing a unit entry door hardware. A Work Request form must be filled out and submitted to Management with appropriate cut sheet/specifications for Board review and Approval prior to commencement of the work.

2) Keys: All unit entry door locks, regardless of the date of installation of the lock, must be keyed to have a master key that is consistent with the key that Management uses to access all units.

3) Brand/Model: All unit entry door locks installed must be a brand/model intended for outdoor use that can be keyable to the Hidden Valley Village master key. Homeowners must confirm compatibility with Management.

4) Color: All door hardware must be similar to the Schlage colors called “aged bronze” or “oil rubbed bronze”. If the Schlage color names change it is understood that the color of the hardware must closely match the dark brown color tone that has been adopted as the standard for Hidden Valley Village Condominiums unit entry door hardware.

5) Style: Lever style doorknobs are not allowed. Doorknobs must be round and keyless (doors shall be locked by the deadbolt only to prevent inadvertent ‘lock-outs’).

6) Special Considerations: Buildings G, H, I, J, and K have entry doors that have inset doorknobs. These doors require a longer than standard bolt. Re-drilling doors to accommodate a shorter bolt is not acceptable.

7) Entry Screen Doors: Screen doors must be the retractable style. They must be brown or bronze (“aged” or “oil rubbed” bronze) in color. They may not extend into the common area outside the plane of the exterior trim framing the unit door.

8) Financial Responsibility: The cost and responsibility of maintenance or replacement of a unit entry door and hardware, which includes a round doorknob and basic manual deadbolt that meet the above architectural and functional criteria, are the responsibility of

the HOA. Pre-approved screen doors, door weather stripping, and/or upgrades to door hardware are at the homeowner's sole expense. Hardware upgrades must meet the requirements stated in the Rule and be pre-approved by the Board by submitting a Work Request form to Management.

9) Door Hardware Definition: Door hardware includes all components necessary for the functioning and locking of the entry door. This includes the hinges, strike plate, lockset, doorknob, and standard deadbolt.

10) Unit identification numbers are the responsibility of the HOA and homeowners shall not change them.

11) Drilling, nailing or any other penetration into entry doors installed in 2021 or after is prohibited as this activity will void the door's warranty. This includes, but is not limited to, the installation of peep holes or kick plates. Unit numbers currently located on entry doors will be relocated immediately adjacent to the entry door by Management when the new door is installed. **It is the homeowner's responsibility to check with Management to determine if their door was installed in 2021 or after.**

12) Violations: Homeowners who install non-compliant door hardware, as determined by the Board's Architectural Review committee, will be notified by Management and given 30 days to remove and install compliant door hardware. If the hardware is not replaced within 30 days, Management will replace the non-compliant door hardware with standard door hardware at homeowner's expense. Homeowners who install a non-compliant entry screen will be notified by Management and given 30 days to remove and install a compliant entry screen. If the screen is not replaced within 30 days, Management will remove the non-compliant entry screen and it will not be replaced.

## **Purpose and Effect of Proposed Rule Change**

The Board has created this Operating Rule with the purpose of ensuring that homeowners are able to comply with sections 5.2 D and 7.17 of the CC&R's as well as the recommendations of the town Fire Marshal, Hidden Valley Management, and various rental agencies used by some HVV homeowners.

The intended effect of this Operating Rule is to expedite the approval process for unit entry door hardware maintenance and replacement, and screen door installation, by providing objective criteria to evaluate. It clarifies the responsibilities regarding replacement of unit entry door hardware taking into consideration the current Governing Documents of the Association and California Civil Code. Homeowners may elect to make upgrades with advance approval of the Board, via the Work Request form, to ensure they meet the architectural and functional criteria outlined in this Operating Rule.