

HIDDEN VALLEY VILLAGE OWNERS ASSOCIATION
Board of Directors Regular Board Meeting
Wednesday, Oct. 6, 2021 6:30PM
DRAFT Minutes

Location: (Attendance via zoom only)

Topic: Hidden Valley Regular Meeting of the Board. Wednesday Oct. 6, 2021 6:30 PM
Time: Oct 6, 2021 06:30 PM Pacific Time (US and Canada)
Join Zoom Meeting
<https://us02web.zoom.us/j/87904735718?pwd=ek5YbkVSU1JoR1dmUkJPT2RSQ1hIQ T09>
Meeting ID: 879 0473 5718
Passcode: 591890

General

- A. Call to order by President Ruth Wheeler at 6:30.
- B. Roll call. Record Board Members: Ruth Wheeler, Kinoka Ogsbury, Jim Murphy, Jeff Risse, Laura Tickunoff, Debi Bell, Matt Desario. Management: Curt and Karen House. Owners: Tricia Luzio, Niki Yoblonski.
- C. Announcements/Orders of the day: It is recommended that board members submit motions in writing using the chat function of the zoom meeting to improve minute taking and accuracy. We have many items that will generate discussion. Please stick to the agenda topic. To assist Karen with minute taking please try not to talk over each other and turn on your video function for votes.
- D. Recusals. Jeff Risse recused from item A-1.
- E. Adoption of Minutes: Sept. 26 Special Board Meeting, Aug. 4 Regular Board meeting
Motion: Ruth Wheeler; Accept the Minutes for Sept 26 special budget meeting and Aug 4 regular board meeting minutes.
Second: Jeff Risse
Passed: 7-0
- G. Homeowner Forum:-No owners had comments.

Business/Action Items

A.. Architectural

1. Homeowner Work Request Approvals Unit 8, 116 (Risse)

Motion: Jeff Risse: Approve the work request for unit 116

Second: Ruth Wheeler

Passed: 7-0

Motion: Jeff Risse; Approve the work request for unit 8

Second: Ruth Wheeler

Passed: (Recusal Jeff Risse): 6-0

2. Follow up: Exterior Door Replacements (Door Committee) and flooring rule update:

Ruth Wheeler REPORT: Door for 37 should be installed next week. We should be able to provide info on total cost and appearance (acceptability) at the Nov meeting.

- Rewrite of Door hardware rule is in the works. It should be ready by the November meeting.
- update for rule 5.3 Flooring. Updated flooring rule wording will be sent out with annual meeting owners packet. As a reminder to owners this rule does not require an owner vote, If you have an objection to the rule it should be presented to Butner HOA services to be forwarded to the board.

3. **Video Ring Doorbells** (Murphy/Desario)---Discussion and Possible Motion

MOTION: by Matthew Desario: Allow [Homeowners](#) to install one of following approved Video Doorbell cameras:

- Nest Doorbell (battery) OR
- Ring Video Doorbell 2 (Battery)

With the following restrictions:

- The devices must be installed on the side of the door nearest the adjacent unit, oriented to minimize the device's ability to capture other adjacent units and other owners and guests (where applicable).
- This position should be proposed to the Board prior to installation.
- Request that Owners communicate with their adjacent neighbors as to the installation of the camera, and copy Management and the Board.
- Request that Owners provide footage to the HOA Board if requested by the Majority of the Board, and if such footage is available.
- Audio recording to be disabled on the Cameras

Any loss due to theft, damage, or maintenance shall be the sole responsibility of the Owner.

- The policy will be in effect until October 31, 2022 at which time it will be considered for renewal or be allowed to expire. Owners who make use of this policy do so with the explicit understanding that they will be responsible for the costs associated with removal of the camera should the policy expire.

SECOND: Jeff Risse

PASSED: 7-0

Purpose: This will grant the HOA an opportunity to evaluate what effect mass adoption of a formal policy creates.

4. **Air Conditioning in Units.**—(Risse)

Background information: An owner did research on the possibility of an externally mounted air conditioner which is approximately 3' x 3' x 1'. The owner shared all the specs with

management and management has filed the information. The cost of the unit was prohibitive. At this time the owners do not intend to move forward with installing and air conditioning unit.

MOTION: Jeff Risse; Table action on Air Conditioning units until there is a second request

SECOND: Jim Murphy

PASSED: 7-0

5. Follow up: Chimney Chase repairs East side of building E

Management supervised the work for 2 chase repairs that used T-1-11 siding to match the unit siding. Management has pictures on file and the board was supplied with the pictures. No action necessary at this time

6. Status: Owner notification of required action regarding support posts removed or relocated in five units.

Jeff Risse Supplied the board with the following updated report:

Support Post Report

https://docs.google.com/document/d/1YL_iMNPfk4kO9A4EW7vyuJ6aN3Q4cnjp/edit?usp=sharing&oid=101179023050615568459&rtpof=true&sd=true

7. Installation of lock boxes and non-compliant door locks by Vacasa-Draft Letter to owners by Matt Desario

On Sept 5 the board was informed that Vacasa had installed non-compliant locks at Hidden Valley. Management was to supply a list of units involved and Matt was to draft a letter. The letter was drafted Oct. 6 and presented to the board.

https://docs.google.com/document/d/1J_2u4NSAwtm3mAgHMnaj81K8lwFjW04xY02TXPy1Vdo/edit

Management has already taken care of the problem by communicating with Vacassa. Management thanked Matt for the formal letter and will be able to use it in the future. Keying to the master key by all units has been done and locks are compliant with current door rule 5.4.

The issue of the key boxes installed in the common area was not acted on. Recommendation by Jeff Risse was to request Vacasa to remove the key boxes from the common area. The Door Committee of Karen Shorr and Debra Martin are working on updating Operating rule 4.5-Door hardware etc. this will be ready at the Nov. meeting.

The issue of the key boxes installed in the common area will be placed on the November Agenda.

B. Treasurer (Kinoka Ogsbury)

1. Acceptance of Bid Proposals

a. Heater Cleaning

MOTION: Kinoka Ogsbury: Pay \$2808 for the cleaning of unit heaters.

SECOND: Jim Murphy

PASSED: 7-0

b. Fire extinguisher servicing

MOTION: Kinoka Ogsbury: pay \$716 for Fire extinguisher servicing

SECOND: Jim Murphy

PASSED: 7-0

2. **Acceptance of 2021 Reserve Study**

Motion: Kinoka Ogsbury: Accept the 2021 Reserve Study

Second: Matt Desario

Passed: 7-0

The following items are topics that required further research from the Operating Fund line items discussed at the Sept. 26 Special Budget Board Meeting

3. **Auto Insurance**--Report from Karen: Auto insurance is being updated with current drivers information. Approximate annual cost is \$1,200

4. **Fidelity Bond**--Fidelity Bond insurance covers three months of operating collections, plus Funds in the Reserve account less predicted reserve expenses for the year. See attached projections and calculations for future references on this topic. The expense for the legally required bond insurance will probably increase about \$300.

5. **Office Telephone and wifi costs/billing**--There was some confusion regarding the billing of 2 lines for the office. There was a two phase plan set in motion at the July 2020 board meeting. Phase one was completed, but phase two was not. Matt Desario will follow through with phase 2 in November. See report below:

HVV maintains a SuddenLink Business account for the HVV manager's office. As of July 20, 2020

- Business Class internet 50/5 for the Managers' Unit and Office billed at \$199/mo
- Business Class Internet 50/5 for the Second Managers' unit billed at \$90/mo
- Analog phone service for the HVV Office and HVV Managers' unit billed at \$30/mo each

Completed first step. Office accounts have been updated as of July 21, 2020 with an immediate savings of \$110/mo + taxes

- Business Class internet 100/10 for the Managers' Unit and Office billed at \$89/mo
- Business Class Internet 100/10 for the Second Managers' unit billed at \$89/mo
- Analog phone service for the HVV Office and HVV Managers' unit billed at \$30/mo each

Recommended second step is to purchase equipment \$381 of equipment (NTE \$428) which will allow us to combine the two internet plans into 1 plan, for a further monthly savings of \$89/mo + taxes. ROI would pay off at month (4) if all equipment required. Requires:

- Ubiquiti Unifi Security Gateway (USG) (NTE \$140, current Amazon price is \$124)
- Ubiquiti Networks UniFi FlexHD 802.11ac Wave 2 Wi-Fi Access Point (NTE \$199, current Amazon price is \$178)
- ARRIS SURFboard SB6190 DOCSIS 3.0 Cable Modem (NTE \$89, current price is \$79) Potentially not necessary if Hidden Valley owns existing cable modem

Recommended third step; eliminate our existing mobile phone service with AT&T, eliminating a further \$73/mo. Bundle this service with the existing SuddenLink residential internet account (see #2) at a cost of \$35/mo for service + \$25/mo for a device payment plan.

The net effect of the above would be

1. Yearly savings of ~\$3000.
2. Reduction in the number of vendors needed to be managed by Butner HOA services
3. A new 2020 model iPhone for Managers with a larger screen, better reception, better battery life, a 2 year warranty etc.

6. **Electrical Cost and billing:** Kinoka reported that electrical costs were unusually high. In checking with Butner HOA services she found an overlap in billing so the electrical cost in the 2021 budget is well padded.

7. **Historical Snow Removal Data-** see Attachment:
https://docs.google.com/spreadsheets/d/1I34OCiq_y94DfuK90lgF9Qny0E63QFcdj6utWjv9kEY/edit#gid=0

Ruth presented snowfall and snow removal data dating back to 2021. Because our method of paying for snow removal has changed to not include separate payments for snow shoveling our snow removal costs are primarily the cost of loader services. In 2019 Cindy Butner informed Ruth that Heavy snowfall necessitating roof shoveling costs created special assessments for all complexes in town except those that had contingency funds with \$100,000. Our contingency fund is currently \$90,000. The data provided as an attachment can be used for future budgeting for snow removal.

8. **Draft of budget to be submitted to Butner HOA Services.**

Laura Tikunoff departed the meeting at 8:35PM

	Budget	Budget variance
OPERATING REVENUES		
Common Area Assessments	\$349,758	\$2,750.0000
Snow Removal Spcl Emergency Assessment	\$0.0000	
Late Charges & Lien Fees	\$800	\$400.0000
Interest Income	\$0.0000	\$3,500.0000
Miscellaneous Income	\$0.0000	
Vending Machine Income	\$850.0000	-\$100.0000
TOTAL REVENUES	\$351,408	\$6,500.0000

ADMINISTRATIVE EXPENSES		
Uncollectible Assessments		
Accounting Services	\$13,000	\$500.0000
Board & Meeting Expenses	-	-\$180.0000
Insurance	\$28,000	-\$4,200.0000
Legal Services	\$3,000	\$500.0000
Legal Services - Gov'g Docs	-	
Management Fee	\$140,415	-\$10,670.0000
Office Supplies & Postage	\$2,000	-\$500.0000
Taxes	\$50	
Telephone	\$4,500	\$500.0000
TOTAL ADMINISTRATIVE EXPENSES	\$190,965	-\$13,997.0000
MAINTENANCE & SUPPLIES		
Asphalt Maintenance	\$0.0000	
Truck Expense	\$5,000	\$1,400.0000
Buildings	\$10,000	
Landscaping	\$3,000	\$1,000.0000
Pool, Jacuzzi & Sauna	\$3,500	-\$2,500.0000
Tools & Equipment	\$1,500	-\$500.0000
TOTAL MAINTENANCE & SUPPLIES	\$23,000	-\$600.0000
UTILITIES		
Cable TV/Internet	\$1,800	\$1,800.0000
Snow Removal	\$37,481	\$4,000.0000
Electricity	\$22,201	\$5,701.0000
Propane	\$16,000	-\$3,500.0000
Trash Removal	\$19,442	-\$1,454.0000
Water & Sewer	\$39,000	\$1,500.0000

TOTAL UTILITIES	\$135,924	\$8,047.0000
MAJOR PROJECTS		
TOTAL MAJOR PROJECTS	\$0.0000	
TOTAL OPERATING EXPENSES	\$349,889	
OPERATING REVENUE LESS EXPENSE (DEFICIT)	\$1,519	
CONTINGENCY EXPENSES		
Reserve REVENUES		
Common Area Assessments Allocated	\$179,505	-\$988.0000
Common Area Assessments Increase	\$0.0000	
Common Area Special Assessment	\$0.0000	
Interest Income	\$1,519	
Need to replenish Contingency Fund	\$0.0000	
Transfer from 2021 Operating Fund	\$0.0000	
Transfer from 2019 Operating Fund	\$0.0000	
Transfer from 2018 Operating Fund	\$0.0000	
Transfer from 2017 Operating Fund	\$0.0000	
Transfer from 2016 Operating Fund	\$0.0000	
Transfer from 2015 Operating Fund	\$0.0000	
	\$181,024	
MAJOR PROJECTS/Reserves		
Reserve Reserve Study	\$0.0000	
Roofs: #ABC Bldgs (2013)	\$0.0000	

Roofs: #DE Bldgs (2012)	\$0.0000	
Roofs: #F Bldgs (2011)	\$0.0000	
Roofs: #GHIJK, Office (2005)	\$0.0000	
Roofs: Pool Bldg (2014)	\$0.0000	
Roof Preventive Maintenance	\$2,500	
Chimney Chase Repair	\$15,000	
Chimney Cap Sparks, Arresters	\$0.0000	
Painting with Doors #ABGHIK	\$0.0000	
Painting with Doors #CDEFJ,Off, Pool	\$0.0000	
Painting Annual Touch Up	\$5,000	
Painting w/ Doors - Office & Pool ((2014) (2020) Office Only)	\$0.0000	
Painting w/ Doors - C (2015) (2020)	\$0.0000	
Painting w/ Doors - F (2015, 2021)	\$0.0000	
Painting w/ Doors - J (2015, 2021)	\$0.0000	
Painting w/ Doors - B (2018)	\$0.0000	
Painting w/ Doors - I (2018)	\$0.0000	
Painting w/ Doors - K (2018)	\$0.0000	
Painting w/ Doors A (2019)	\$0.0000	
Painting w/ Doors G (2019)	\$0.0000	
Painting w/ Doors H (2019)	\$0.0000	
Painting w/ Doors D (2016) (moved from 2020 to 2021)	\$0.0000	
Painting w/ Doors E (2016) (moved from 2020 to 2021)	\$0.0000	
Asphalt Seal Coat/ Parking Lot Replacement	\$8,000	
Asphalt Patch (Partial Area)	\$0.0000	
Asphalt Repave (2015/16)	\$0.0000	
Asphalt Paths - Repace (2016)	\$0.0000	
Pool: Resurface, Tile, Coping (2018)	\$0.0000	
Pool Heater (2021)	\$0.0000	

Pool Filter (2018)	\$0.0000	
Spa: Resurface Upper (2018)	\$0.0000	
Spa: Resurface Lower (2004)	\$0.0000	
Concrete Pool/Spa Decks (2)	\$0.0000	
Spa Heater (every 4 years x2) upper 2020	\$5,100	
Spa Filters (2) (2013, 2014)	\$0.0000	
Pool & Spa Pumps Phased	\$0.0000	
Pool and Spa Skimmers Replace	\$0.0000	
Pool Wood Deck-Replace	\$0.0000	
Iron Lower Spa Area Fence	\$0.0000	
Pool Wood Fence Enclosure	\$0.0000	
Saunas Refurbish (2014)	\$0.0000	
Pool Bldg Int/Ext Refurbish (2014)	\$0.0000	
Lower Spa Refurbish (2014)	\$0.0000	
Pool Furniture	\$0.0000	
Sauna Heater (2016) Add'l Install Labor 2017	\$0.0000	
Balconies "A" Building (2012)	\$0.0000	
Balconies "B & H" Buildings (2011)	\$0.0000	
Balconies "CDFI" Buildings (2010)	\$0.0000	
Balconies "EG" Buildings (2009)	\$0.0000	
Balconies "JK" Buildings (2008)	\$0.0000	
Balconies Stairway Inspection Request	\$0.0000	
Walkways/Entries: (2012 Group)	\$0.0000	
Walkways/Entries: (2011 Group)	\$0.0000	
Walkways/Entries: (2010 Group)	\$0.0000	
Walkways/Entries: (2009 Group)	\$0.0000	
Walkways/Entries: (2008 Group)	\$0.0000	
Walkways/Entries: (2006/7 Group)	\$0.0000	
Residence Front Doors Phased 10 Yrs	\$15,000	
Siding Progressive Replacement	\$0.0000	
Water Heaters Replace (1 every 3 years)	\$0.0000	

Electrical Panels #A-F (2021)	\$0.0000	
Electrical Panels #G-K	\$0.0000	
Electrical Panels Pool and Office	\$5,0000	
Manager's Unit Carpet	\$0.0000	
Manager's Unit Appliances	\$0.0000	
Manager's Unit Interior Paint	\$0.0000	
Manager's Unit Renovate	\$0.0000	
Asst. Manager's Unit Carpet	\$0.0000	
Asst. Manager's Unit Appliances	\$0.0000	
Asst. Manager's Unit Interior Paint	\$0.0000	
Asst. Manager's Unit Renovate	\$12,500	
Residential Light Fixtures	\$0.0000	
Snowblowers (2019)	\$0.0000	
Snowplow-Replace (2013)	\$0.0000	
2005 3/4 Tone Chevy Pick Up Truck	\$0.0000	
Copper Plumbing - "ABCDEF, Pool"	\$0.0000	
Copper Plumbing - "G, H, I, J, K, Office"	\$0.0000	
Water Main - Replace (2005)	\$0.0000	
Sewer Line Clean out	\$9,000	
Custom "Hidden Valley" Sign (2013)	\$0.0000	
Miscellaneous Unscheduled Exp	\$10,000	
	\$87,100	
REPL REV LESS EXPENSE EXCESS/(DEFICIT)	\$93,924	

Motion: Kinoka Ogsbury; Present the draft budget to Cindy Butner for review and to prepare for the annual owners meeting.

Second: Jim Murphy

Passed: 5-1

Pros: Very safe budget

Cons: Concern with overbilling owners. Over the last 4 years we have run an average surplus of \$45,000

C. **Rules Enforcement Committee** (Desario/Murphy)-No action necessary

D. **Follow up on tabled items from August Meeting and Tree Removal Recommendation and bid.**

1. **Tree Removal recommendation and bid**----photos and bid

-REMOVE 32" FIR TREE SOUTH SIDE BLDG "F". ALL WOOD AND DEBRIS TO BE HAULED AWAY.
1 1,650.00 1,650.00

-REMOVE 36" LEANING JEFFREY PINE TREE BY POOL. ALL WOOD AND DEBRIS TO BE HAULED AWAY. 1 1,650.00 1,650.00

**REMOVE 36" AND 32" CODOM FIR TREE BY BLDG "E". ALL WOOD AND DEBRIS TO BE HAULED AWAY. 1 3,500.00 3,500.00

**CABLE 36" AND 32" CODOM FIR TREE BY BLDG "E". 3 CABLES 1 600.00 600.00

-CABLE 32" FIR TREE SW CORNER BLDG "F". 2 CABLES 1 400.00 400.00 TOWN OF MAMMOTH LAKES TREE REMOVAL PERMIT FEE 1 10.00 10.00 HAULING AND DUMP FEE 1 600.00 600.00

Jim Murphy departed the meeting 9:00 PM

MOTION: Kinoka Ogsbury; remove two trees. One by the F building and one along the driveway between the Pool and the E building. Cable the tree in front of E building.

SECOND: Jeff Risse

PASSED: 5-0

2. **Video surveillance equipment owned by the HOA and monthly fees to operate the equipment. Office Door and Lower Jacuzzi Camera.**(Management)----front door---research how to make it operable and

Motion: Ruth Wheeler; Table to Nov. meeting

Second; Jeff Risse

Passed; 5-0

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

Jeff will follow through on committee work and have report at November meeting

Motion:; Jeff Risse Table to Nov. meeting

Second; Ruth Wheeler

Passed; 5-0

4. **Suddenlink wifi installation issues**-----a unit that had wire installed in walls used by Baldwin Electric cost \$500. Another unit has wiring outside of the building. Items will be placed on the Nov. agenda.

E. Management Report: See attachment.

Announcements:

Future Meeting Dates: Regular Board Meeting, Sat. Nov 13. 9:00am. Annual owners meeting Sat. Nov. 13 at 2:00pm-Meetings will be via zoom

Adjournment 9:08

Attachments:

1) Draft Budget Proposed by Kinoka Ogsbury: Insert Kinoka's draft budget with Reserve fund correction here

2) Fidelity Bond Information

[Fidelity Bond Calculations for 2022](#)

3) Historical Snow Removal Data: [HV Historical Snow Removal Data 2012-2020](#)

4) Report on Video Ring Doorbells- Insert Jims report and Matt's motion here <https://docs.google.com/document/d/1ltApvcuaKNOVYwvLjFBEC-j8ZDmbvBpgGVG2rMYdot8/edit> - Add Matt's report and motion

5) Support post Report [Architectural Committee Report 6 Oct 2021 Post Removal Status.docx](#)

6) Management Report [AUGUST / SEPTEMBER 2021 MANAGER REPORT – HIDDEN VALLEY VILLAGE CONDOS = 84/UNITS](#)