

HIDDEN VALLEY VILLAGE OWNERS ASSOCIATION

Board of Directors Meeting

Approved-Minutes

Date of Meeting: Saturday, September 8, 2019

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

Location: Home of Tony Cole, 205 S Juanita Ave, Redondo Beach, CA 90277

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

General

a) Call to order by President Tony Cole: 1:30 PM

b) Roll call. Record Board Members, Management, owners and guests present: Tony Cole, Ruth Wheeler, Steve Latshaw present at Tony's home, Dave Natali call in from 1:30-3:00 Kinoka Ogsbury-call in from 1:30-4:00, Jeff Risse Call in from 2:38-5:10. Homeowner Matt DiSario via call in for portions of the meeting.

1. Announcements/Orders of the day

a) Items discussed in Exec. Meeting- Hidden Valley Operating costs to be reimbursed to HVVOA by MRB, Management performance, hearing with homeowners regarding CC&R violations regarding washer/dryer installation. Complaint regarding doorbell camera, homeowner correction of failure to notify board of remodel, homeowner violation of tenants smoking in common area, door lock and hardware compliance.

b) Recusals-None

c) Changes to order of agenda-New Business then old business

2. Consent Agenda

a) See attached at the end of the agenda:

b) Requests to pull items from consent agenda: Kinoka Ogsbury, discuss rules email

c) Acceptance of consent agenda:

Motion: Tony Cole, accept consent agenda

Second: Steve Latshaw

Passed: 5-0

3. Treasurers Report: Kinoka Ogsbury

Treasurers Report September, 2019

a. financial report: July 31, 2019 Financial Summary

FINANCIAL SNAPSHOT FOR MONTH ENDED		58.1%	Into Annual Budget period
July 31, 2019			
-		91.3%	Operating Expense Budget Spent
Operating Fund	\$59,153	\$328,355	2018 Total Operating Expense Budget
Contingency Fund	\$35,000	\$299,923	YTD Operating Expenses
Replacement Fund	\$359,758	-\$109,207.22	YTD UNDER Budget
Total Funds	\$453,911	-33.3%	YTD Over/Annual Operating Budget-Due to snow removal \$70,600 Emergency Snow Special Assessment AUG-OCT
5 Units Past Due for HOA Dues	\$755	24.3%	Replacement Expense budget spent
16 Units Pd in Advance for HOA Dues	(\$11,751)	\$192,400	2018 Replacement Expense Budget
<u>Past Due Items of Note:</u>		\$46,841	YTD Replacement Expenses
Special Assessment Prmts DUE Aug-Oct 2019		\$64,909	YTD Under Replacement Budget Spending
\$20 Dues increase effective Jan 2019		33.7%	YTD Under Repl Exp/Annual Replacement Revenue

HISTORICAL FUND BALANCES

	Jul-2019	Jun-2019	May-2019
Operating Fund	\$59,153	\$50,245	\$59,297
Contingency Fund	\$35,000	\$35,000	\$35,000
Replacement Fund	\$359,758	\$370,828	\$371,316
	\$453,911	\$456,073	\$465,613

OP EXP BUDGET VARIANCES	YTD Exp	Budget	% Spent	
Snow Removal	\$106,405	\$40,000	266.0%	194% Over Budget
Buildings/Landscaping	\$13,708	\$21,000	65.3%	7.2% Over Budget
Electricity/Water & Sewer	\$28,853	\$59,500	48.5%	9.6% Under Budget YTD
Propane	\$10,933	\$19,500	56.1%	2% Under Budget YTD

- b. Owners in arrears: None
- c. Warning Notices and Fines: Unit #33 Remodel –Vent less Dryer,
- d. We are over budget for the year 12% not including the special assessments for snow removal. We need to be very frugal on spending and are going to need OFPMs help on this. First installments are due this month.

We have no more money budgeted for the following (ie we have no more money to spend for the rest of the year): Truck Expenses, Pool, Jacuzzi & Sauna, Tools & Equipment, Snow Removal, Legal Services

We are also over budget but not completely spent for the year in (we have some money left but have already spent more than we should have year to date): Buildings, Management Fees

Heating the Pool and Jacuzzi is using more propane so we are now only 2% under budget. Should we give management direction in terms of heating pool ie not over 78 degrees and from June 1-labor day we will heat the pool? Also assuming they are still not heating hot tub except when hot tub is open. Bills were high for both the upper and lower spa.

I think it is important that OFPM understand that owners are already going to see dues increases as a result of us hiring them and we really need their help to keep expenses down for pool and spa and other items where they can help.

- e. Credit Card form completed and sent to Butner.---Credit card is still not available so management will follow up on this.
- f. Major projects we have completed for the year:
 1. Painting buildings A,G,H. Budgeted \$44k, spent \$47,500.
 2. Pool Furniture: \$5k budgeted, spent \$2,569.
 3. Managers Unit and Assistant Managers Unit Remodel: Budgeted \$33k, spent \$38,967. We did work on Asst. Managers Remodel that was budgeted for 2021. \$15,914 budgeted in 2021. We have about 9k we could still spend in 2021 if needed for additional items later on. Ie a/c for both units? Other?
 4. Rekeying all doors to master key program. I have not received bills on this yet. Nothing was budgeted for this (\$2500 budgeted for unscheduled expenses)
- g. Major projects that we need bids on:
 1. New Truck (we are waiting on this until next year to reconsider)
 2. Snow Blower (We need to purchase another new one using money from Steve Black as ours went missing) \$3300 budgeted-Check from Steve Black has been received.
 3. Annual Painting Touch Up (Can management do this?)
 4. Pool Area Wood Fence (we need a bid but will wait to do work until next year)
 5. Pool Spa Pump (does this need to be replaced?)
 6. Siding Replacement (need bid, work to be done next year)
 7. Electrical Repair to Breakers (\$2500 budgeted for unscheduled expenses)
- f) Update on progress with MRB Costs to be reimbursed to HVVOA- Check for snowblower has been received. \$4,000 for truck should be received before year end.

g) Budget worksheet-Budget worksheet is not ready, board will have a special meeting in Oct. to finalize the budget.

4. Management Reports:

a) OFPM June 1-Sept –See management report in consent agenda.

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

a. . Status Report on each action items passed on from June meeting-see consent agenda for report.

b. Repair of water leak under slab near upper Jacuzzi (Bids have been received, work should be completed by mid October.

d. Buildings E and F main electrical circuit box(Management is still having difficulty getting bids but they are working on it.

e. Cashman Loader, Bob Cat, and Snow removal bids for 2019-20 season: Management and board discussed snow removal. Management will contract for loader service this year. Board will assess procedures after next snow season.

f. policy for billing homeowners for fines (lost passes, infractions, pets, occupancy, notification of use of unit)-Tabled

g. Rental and management companies who are renting for one night stays. Need for a policy for one night stays from the board. Board will attempt to get homeowner input on this.

h. snow blower purchase-We are waiting to get the credit card to make this purchase. We have the money in hand from Steve Black.

i. Unit 33-Management inspection of remodel report needed

j. Exterior lighting problems throughout the complex-minimum necessary safety replacements have been done. The entire complex will need exterior lighting upgrades. This will be assessed next year.

6. Reports from Standing Committees

a. Web Master/communications: Jeff Risse-Website is current with documents. Jeff is working on forms that can be completed online.

b. Newsletter: Tony Cole-Newsletter will be sent in Oct. billing statement.

c. TOML Quality of life Ordinance - complaints of non-compliance and nuisance: Dave Natali

i) unit 123-Tenant smoking in common area-Homeowner warned, tenants corrected behavior

ii) unit 38-Homeowners installed a doorbell camera in common area-Homeowners have removed the camera.

David Natali departed meeting.

d. Architectural/Landscape and Grounds Maintenance and Improvements: Ruth Wheeler

i) Policy Development for Architectural Changes Requested by Homeowners:

a) Management is to provide homeowners with forms necessary to document changes.

ii) The following unit change forms must developed by the board with management's help. The forms can then be filed by homeowners prior to remodel work:

1) Flooring changes other than carpeting-

2) Plumbing Changes

3) Electrical Changes

4) Installation of Washer/Dryer

5) Change of Exterior Door Hardware-Ruth Wheeler will work on this

6) Fireplace changes

7) Window replacement-Ruth Wheeler will work on this. Management supplied pictures of "dining room" fixed windows that have been converted to opening windows. Casement windows was the preferred style of window.

iii) HVV easy to use list of rules to be distributed to Owners use in units for units-Listed on the consent agenda.

The following draft of rules was presented by management via Email sent to homeowners September, 2019

Summer is almost behind us and as our busiest season approaches it's been brought to our attention that some things have fallen through the cracks over the past couple of years such as the **Hidden Valley Village Rules & Regulations set forth by the Hidden Valley Village Homeowners Association.**

It is our duty as managers to uphold these rules and make life here at Hidden Valley enjoyable during your time here and for family and guests.

To make our job easier here are *just a few* rules that you may not know...

-Owners Must notify the HVV management of the name, phone contact of one responsible individual occupying the owner's unit. This includes all paying rental guest(s). It's as simple as contacting the HVV office via email or phone call letting us know of your guest, family and **YOUR** arrival & departure date. Your condo unit is of value and we are here to protect your investment.

-Parking Permits – Old Faithful Property Management was quick to replace the old standard parking permits with nice updated large, bright green laminated permits located and kept in each condo. There are **2/parking spaces & permits** for every unit. While staying at HVV we ask that these be placed on the dashboard above the steering wheel of your vehicle(s). After use, please replace back in your condo for the next guest(s) use. \$50 replacement fee to the homeowner if not returned!

-Pets – Only Owners and tenants on a yearly lease are allowed to have one pet at HVV. Nightly rentals are not allowed pets. There are CC&R requirements and restrictions. Please clean up after your pet – pet station poop bags are located in a few locations throughout the complex. NO pets in the common areas such as pool & spa areas. All pets must be leashed & kept under control – this is a Mammoth Lakes Leash Law.

-Smoking – Smoking is prohibited in any common areas within 20/feet of any condominium unit or building, common areas include but not limited to; condo unit decks, stairways, porches, pathways, pool/spa areas, BBQ areas, and driveways. Town of Mammoth Lakes Ordinances may also prohibit or restrict smoking in areas outside the development.

Occupancy Limits by Unit Type - The maximum number of person who may occupy any condominium unit as a renter or guest occupant shall be limited to two persons per bedroom plus two. Lofts that meet California Building Code egress requirements are considered a bedroom for the purposes of this occupancy calculation.

- Studio 2 occupant's maximum
- Studio+Loft 4 occupant's maximum
- One Bedroom 4 occupant's maximum
- One Bed+Loft 6 occupant's maximum
- Two Bedroom 6 occupants maximum

These are just a few of the HVV Rules & Regulations that we are here to uphold and make sure that you, your family, your guest and rental guest have an enjoyable time while here at Hidden Valley.

If you do not have a copy and would like a current copy of the:

Discussion: Kinoka Ogsbury objected to the inclusion of Occupancy limits information included on these rules. She stated that her studio loft had a town business license that stated occupancy of 6 and parking for 6. Matt Desario texted a copy of the certificate. Steve Latshaw will go to the town to get a ruling on this.

MOTION: Ruth; Purchase magnetic sleeves and print the rules for all units.

Second: Tony

Passed 4-0

- iv) Painting of buildings A, G, H: Done –see “Action item follow-up Item 4 in consent agenda
- v) Repairs of exterior electrical circuit boxes for E and F buildings-See old business.
- vi) Plan for Pool fence enclosure to be built in summer of 2020-Board will work on deciding what type of fence is desired prior to Management getting bids.
- vii) Exterior lighting on buildings-upgrades needed-see comments in treasurers report and new business.
- viii) Capped off water pipes under buildings B, D, F, J & K- Management found that water pipes under buildings had been cut and capped of. This necessitated cost and time for management to replace spigots.
- ix) Repair of Jacuzzi leak-Should be completed in October.

x) Repair of upper Jacuzzi heater-Management will get bids and keep the board informed of repair needs.

Jeff Risse arrived via phone in to meeting.

6. New Business

a) Request by Terri Zajec, unit 48 to replace windows

Motion: Ruth Approve requests for replacement of any windows in the complex with the following stipulations: Windows be of same exterior color and style as existing windows. With the exception of the Dining room window which may be a solid casement window which can be opened.

Second Jeff

5-0

b) Development of forms and policies needed for routine requests from homeowners to upgrade units.

1) Flooring-Jeff Risse, Kinoka Ogsbury, and Matt DeSario 2) Windows-Done 3) Washers and Dryers-Jeff Risse 4) Major renovations-Ruth Wheeler

c) Fencing around pool-Board will need to clarify what type of fence is wanted. This is tabled until the November meeting.

d) Development of 2020 Budget-Kinoka presented budget worksheet. It looks like a significant increase in dues will be necessary. There were several areas that needed a more detailed analysis. Kinoka will work on budget and board will have a special meeting to evaluate and approve the budget.

e) Non-Compliant Door locks and hardware, Units 6,15,16,17,18,35,113,115,120,124,126,127,128.- Homeowners who have not complied with CC&R's regarding management access to be warned and notified of a hearing date and due date to comply.

f) Jacuzzi heater repair for upper Jacuzzi-management will get specifics for bids for heater, Pump, filter Room design.

g) Exterior lighting-Difer to Nov. meeting.

h) Short term one night stay rentals-

Motion: Tony-If approved by Cindy Butner an advisory question regarding one night stays be put on the ballot to find out if one night rentals should be allowed at Hidden Valley

Second: Ruth

Passed: 4-0-1

7. Old Business

a) Follow up on security camera's for common areas: Security camera installed in Jacuzzi-price is running upwards of \$500.

b. Management Units refurbishment-\$9,000 is still available in 2021 to complete this project. Ruth will work to complete necessary renovations and stay within budget.

c. leak detection report and leak repair in upper Jacuzzi-Bid came to Kinoka Ogsbury from Rock-Dirt. Management is directed to get the leak repaired by October.

d. Bobcat purchase, Snow Loader lease, plan for 2019-2020 Snow removal-Bobcat purchase and Snow loader lease will not be done this year. Management will get bids and contracts. Board requests that bids include cost for roof shoveling along with bids for routine snow removal.

Kinoka Ogsbury departed meeting at this time.

e. Electrical Issues in buildings E and F-

Motion: Ruth Accept Mike Kings bid and proceed with repair of both buildings E and F in an amount not to exceed \$9,000 with the stipulation that a second bid of comparable price is received.

Second: Steve

Passed: 4-0

g. Winter damage in units 41 and 6 and 108

Motion: Ruth Wheeler; Reimburse Owners of Unit 41 for winter storm damage repair in an amount not to exceed \$3,150 Invoices to be supplied.

Second: Tony Cole

Passed: 4-0

Motion: Instruct management to get 3 bids to repair ceilings in unit 108.

Second: Steve Latshaw

Passed 4-0

h. Follow up on violation of rules by unit 33-complete remodel of unit and installation of washer and dryer. Board has requested additional proof of permits and hold harmless. The board also needs more information regarding the retrofitted venting system.

9. Homeowner Forum.

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

10. Announcements:

a) Board Meeting Dates for remainder of 2019

Meeting to evaluate and approve budget TBA

Regular board meeting:

Date: Saturday November 16, 2019

Time: 10:00 or following Executive session meeting

Location: Tony Cole's unit #4

Annual Homeowners Meeting:

Date: Saturday November 16, 2019

Time: 2:00PM

Location: Mammoth Lakes Library, Ellie Randall Room, 400 Sierra Park Rd, Mammoth Lakes

11. Meeting adjournment 5:10

Attachment #1) Consent Agenda:

CONSENT AGENDA

1) Approval of Minutes for June Board of Directors Meeting

2) Email Motions:

August 21, 2019

MOTION: Jeff Risse; Move to reimburse Jeff Risse for personal credit card expense of \$216 for 2 year renewal (thru 9/21/20210) of web hosting services for HVV website. Reference board-approved motion to renew web hosting services, email dated 7/24/19. Credit card receipt attached.

SECOND: Mike Murphy Passed 6-0, Jeff Risse abstained.

August 17, 2019

MOTION: Ruth Wheeler; Move to reimburse Kinoka Ogsbury \$106.26 for hardware purchased for the re-keying project at Hidden Valley

SECOND: Mike Murphy

Passed: 5-0, Kinoka Ogsbury and Jeff Risse did not vote.

August 13, 2019

MOTION: Tony Cole; Move to expedite reimbursement to Kevin English in the amount of \$204.18 for replacement of the Main Breaker feeding Hidden Valley unit #43

SECOND: Mike Murphy

Passed: 7-0

July 26, 2019

MOTION: Tony Cole; Move to reimburse Matt Desario for purchase of video surveillance & related equipment as authorized by Board of Directors
Second: Mike Murphy
Passed: 7-0

July 23, 2019

MOTION: Jeff Risse (HVV HOA Webmaster); Move to renew our web hosting service for a 2 year period (9/23/2019 through 9/22/2021) at a cost of \$216.00
Second: Mike Murphy
Passed 7-0

July 18, 2019

MOTION: Mike Murphy; Move that Tony Cole be reimbursed for the chaise lounges and shipping charges in the sum of \$190.73

July 6,

MOTION: Ruth Wheeler: Move to reimburse Curt and Karen House \$430.70 for expenses incurred for housing at Hidden Valley for the nights of June 29 &30
SECOND: Dave Natali
Failed: 1-5: Yes: Wheeler, No: Cole, Murphy, Risse, Ogsbury, Latshaw, no vote Natali

July 4,

MOTION: Ruth Wheeler: Move that HVVOA reimburse Curt and Karen House for the housing expenses that they incurred for the nights of July 1 & 2. While acting as Resident Managers of Hidden Valley. The total Reimbursement for the two nights is \$430.75. Receipts will be submitted to verify the cost.
SECOND: Jeff Risse
Passed: 7-0

July 4,

Motion: Tony Cole: Move that the HVVOA BOD authorize installation of washer and ventless dryer in upper manager apartment, purchase and installation of same at no expense to HVVOA
SECOND: Mike Murphy
Passed: 6-0 (no vote from Jeff Risse)

MOTION: Mike Murphy: Move that the owners of unit 33 who have installed a washer and vented dryer in violation of the Hidden Valley CC&R's Article VII sections 7.10 and 7.18 correct the violation by completing the following by August 1, 2019

- 1) Bring all improvement work related to the installation of the washer and dryer that was performed in unit 33 into compliance with all codes and permit requirements. Both Town requirements and HOA requirements.
 - 2) Sign a hold harmless document and record it with the Mono County Recorder as stipulated in Article VII 7.18 of the CC&R's.
 - 3) Remove the vented dryer and restore all under building structures and common area siding to it's original state.
 - 4) Agree in writing that to the extent they caused any damages or modification's to the power box to the building where unit 33 is located due to any improvement work performed in their unit that they are to pay for all such damages.
- SECOND: Ruth Wheeler
Passed: 7-0

Motion: Ruth Wheeler: Move that the board adopt the following policy for door locks installed after June 15, 2019

Hidden Valley Exterior Door lock Policy:

A) All Locks installed after June 15, 2019 must be Schlage brand and have a master key that is consistent with the key that management uses to access all units.

B) The color of the Door lock must be the Schlage color called "Aged Bronze" If Aged Bronze is not available "Oil Rubbed Bronze" is acceptable.

C) Door knobs must be round. Lever style knobs are not acceptable.

D) The following 5 options are acceptable entry door locks and knobs. The prices and item numbers are taken from Amazon in June 2019. Other Schlage, Aged Bronze colored locks that are similar in style may be acceptable.

E) Homeowners must always check with onsite management prior to changing an exterior door lock

1) Schlage Wi-Fi compatible keyless entry deadbolt \$249 Schlage Encode Smart WiFi Deadbolt with Camelot Trim in Aged Bronze (BE489WB CAM 716)

2) Keyless entry deadbolt (not Wi-Fi compatible) \$111.33, Schlage BE365-CAM Camelot Electronic Keypad Single Cylinder Deadbolt, Aged Bronze

3) Key entry deadbolt \$43 Schlage B60N716 Deadbolt, Keyed 1 Side, Aged Bronze

4) Schlage door knob with key entry to be used if you have a keyed deadbolt or just a keyed door knob (Deadbolt and door lock must use the same key) \$27.80, Schlage F51 GEO 716 Georgian Knob Keyed Entry Lock, Aged Bronze

5) Door knob without key entry to be used if you have a keypad deadbolt \$15.82, Schlage F10GEO716 Georgian Passage Knob, Aged Bronze

6) Door Knob with keypad entry. Note! These will not work for buildings G, H, I, J or K because these buildings have inset Door Knobs. Installing this door knob would require re-drilling and covering the old door knob hole. This is not acceptable at Hidden Valley. Buildings A-F are OK for this type of entry lock: \$116.68, Schlage FE595 CAM 716 16-211 10-063 Camelot by Georgian Keypad Knob with Flex Lock, Aged Bronze \$116.68

June 13, 2019

Motion: Steve Latshaw; Move that Eakins Laundries Appliances, Inc. provide the laundry facilities at Hidden Valley.

Second: Kinoka Ogsbury

Passed: 7-0

June 12, 2019

MOTION: Ruth Wheeler; Move to reimburse Tony Cole for the purchase of pool furniture in an amount not to exceed \$2,500

Second: Kinoka Ogsbury

Passed: 6-0-1 (abstention by Tony Cole)

Information Items

Directives and Informational Items Reviewed by the board via email:

A) In order to streamline the process of paying the contractor, Christian Hansen who is doing the remodel of the managers units: Klark will inspect the work described on invoices and submit the invoices directly to Cindy Butner and Treasurer, Kinoka Ogsbury. Klark will copy President, Tony Cole and Secretary Ruth Wheeler to appraise them of progress.

A) First billing of \$12,711.60 submitted 6/13/2019 – Items completed include: 2 Showers demoed and replaced, Kitchen peninsula, florescent lights, and floor tile demo, countertops, kitchen sink, and flooring materials.

B) Rules Sheet to be posted in all units:

WELCOME TO HIDDEN VALLEY VILLAGE CONDOMINIUMS

2/PARKING PASSES - PLEASE PLACE ON DASHBOARD ABOVE STEERING WHEEL.

COMMON AREA POOL/SPA/SUANA/LAUNDRY – HOURS: 10AM - 10PM DAILY -

(COMMON AREA KEY LOCATED IN CONDO)

QUIET TIME – TOWN OF MAMMOTH LAKES ORDINANCE: 10PM – 7AM DAILY -

PETS: NOT ALLOWED BY SHORT TERM TENANTS-PET WASTE BAGS ARE PROVIDED FOR HOMEOWNERS AND FULL TIME RESIDENTS-LEASHES REQUIRED

PLEASE BE RESPECTFUL OF YOUR NEIGHBORS & SURROUNDINGS.

**BEARS! MAMMOTH HAS VERY SMART BEARS – REMOVE ALL FOOD ITEMS FROM YOUR VEHICLE – KEEP WINDOWS UP AND DOORS LOCKED – PLEASE DO NOT LEAVE FOOD COOLERS (FULL OR EMPTY) OR TRASH OUTSIDE CONDO OR IN YOUR CAR
PLEASE MAKE SURE TO LOCK DUMPSTER LIDS!!!**

Do You Have Questions???

FIRST: Contact the reservation company or homeowner that you rented from.

Management hours are from 9:00 to 5:00 we are happy to be of assistance with minor details. Hotel type services are not provided by HVV. Management phone is: (760) 934-7303 Please do not call after hours. Emergency???

Dial 911 (not able to find your unit, or where to pick up your keys is NOT an emergency--Contact your rental agency or homeowner).

UPON DEPARTURE

- **RETURN PARKING PASSES TO CONDO - LEAVE ON KITCHEN COUNTER**
 - **HEATERS: SUMMER MONTHS: TURN ALL OFF**
- **HEATERS: WINTER MONTHS: TURN IT LOW BEFORE YOU GO!--DOWN TO "50" EVERY TIME YOU LEAVE YOUR UNIT**
 - **TURN OFF ALL LIGHTS**
 - **CHECK TO MAKE SURE YOU DIDN'T FORGET ANYTHING (CELL PHONES, PHONE CHARGERS, ELECTRONICS, ETC.)**
 - **CLOSE & SECURE ALL WINDOWS, SLIDER DOORS**
 - **LOCK CLOSE FRONT DOOR**
 - **KEYS RETURNED TO YOUR RESERVATION COMPANY**

WE HOPE YOU ENJOY YOUR STAY AND HOPE YOU COME BACK & STAY WITH US AGAIN!

C) Rules Email sent to homeowners September, 2019

Hidden Valley Village Condominiums - Sunday, September 1, 2019

Summer is almost behind us and as our busiest season approaches it's been brought to our attention that some things have fallen through the cracks over the past couple of years such as the **Hidden Valley Village Rules & Regulations set forth by the Hidden Valley Village Homeowners Association.**

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areas, and driveways. Town of Mammoth Lakes Ordinances may also prohibit or restrict smoking in areas outside the development.

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These are just a few of the HVV Rules & Regulations that we are here to uphold and make sure that you, your family, your guest and rental guest have an enjoyable time while here at Hidden Valley.

If you do not have a copy and would like a current copy of the:

HIDDEN VALLEY VILLAGE OWNERS ASSOCIATION [HVVOA] RULES, REGULATIONS, POLICIES & PROCEDURES – Please notify our office and we will mail you a copy.

We have recently re-keyed, or installed new front door locks on almost every front door here on property. This was a long tedious job. With this said management is asking all homeowners that have not picked up their new key – we do have one for you in the HVV Office. If you plan to arrive and have not been issued your key, **PLEASE NOTIFY** the office so that we can have one ready upon your arrival either during office hours OR placed in the **AFTER HOURS KEY BOX.**

Regards,
HVV Management

Hidden Valley Managers Report

**Hidden Valley Village Condominiums
Manager's Report September 8, 2019**

Buildings:

Painting of Bldgs A, G & H – Four Point Painting, Inc.

July 11th : On-site management met with both owner, Tim Wells & foreman, Carlos Solorio of Four Points Painting, Inc. Curt walked all 3/buildings with both & went over schedule. Carlos met with Karen in the office and went over schedule and formalities of what to expect so to inform homeowners, reservation companies, OFPM & BOD's.

From start (July 15th) to finish (August 15th). On August 20th Carlos & Curt did a final walkthrough of all 3/buildings and at that time they removed some "overspray" in a couple locations and Carlos left some paint & brush with Curt to finish 2/front doors where renters had been occupying the units.

Karen kept all homeowners in the loop – contacted each regarding the removal of all belongings & firewood on balconies, updating each on the progress and when all was complete & when all could be returned to balconies. This was an ongoing daily correspondence with a lot of homeowners. Most homeowners were accommodating a few were not – Curt & Jorge removed some firewood & belongings and even returned some to their original locations.

Re-keying of entire property / Bill's Locksmith

Re-keying was a huge undertaking which took a lot longer than we had anticipated! HVV office will NO longer be handing out keys to rental guests.

We started the process by sending emails to every homeowner on property giving them the option to "re-key" their locks or install new locks. The locks started arriving to the HHV office in July via FedEx or UPS and even USPS.

Karen kept all homeowners, reservation companies updated and sent out all emails pertaining

Re-key/install new locks started on August 6th and finished August 29th.

Re-keyed or installed new locks on 72/units

Could not re-key 13/units due to the type of existing locks already in place. Per Bill he would not touch these locks. Most of the locks Bill would not touch either have keypads and or we have keys in the HVV office. Not keyed: 6,15,16,17,18,35,113,115,120,124,127,126,128

Having issues with rental guests trying to check in after hours at the office. Please follow up with your rental company and make sure they are giving the appropriate key pick up location. We are keeping a log, having the most issues with Vacasa and Nomadness (mammoth rental by owner).

Complex Lighting

Lighting has been an ongoing issue due to “old” outdated exterior lighting. We had to call in an electrician – Mike King/King Electrical to help with the install of some outdated lighting on Buildings I, K, and installed new GFI at Bldg. B on stairs.

Curt & Jorge have replaced many lights and or fixtures on property since we’ve all started in July.

Plumbing:

-Management discovered exterior/outside faucet water lines cut under Bldgs. J & K. Curt & Jorge crawled under each building and found that pipes were cut and capped – not sure for what reason. We had to call a plumber – Anderson Plumbing to fix & repair.

-Anderson Plumbing – Had to snake out the master bedroom shower due to back-up. Snaked out large amounts of debris and black sludge.

Pool/Spa areas:

Rite Way Spas was called to diagnose and repair the upper Jacuzzi – replaced “burners” (8), thermostat, panel board in the heater. We were told that the “band aide” should last at least a year (maybe).

Camera(s):

1/camera installed at lower Jacuzzi/spa area – installed by Matt Desario

Camera works fine.

Pool/Spa areas:

Outside vendors were called in to help diagnose problem in the upper pump room pertaining to the Jacuzzi.

Tool Inventory:

Management has started to list and make note of all tools, equipment on property. List has been started but is not complete at this time. We plan to complete during month of September now that painting and re-keying projects are finished.

Work to be done:

- **Rock n Dirt to fix leak in upper spa area**
- **Chimney cleans (Sept/Oct)**
- **Electric heaters to be cleaned (Sept/Oct)**
- **Snow stakes put up**
- **Remove railroad ties**
- **Roll up all hoses and sprinklers**
- **Touch up paint**
- **Winterize upper pool room**
- **Pool cover**
- **Store pool furniture**
- **Inventory snow shovels**
- **Service snow blowers**
- **Install plow on truck**

Dead Trees on property:

Town of Mammoth Lakes have been out to HVV on one occasion and waiting for another visit hopefully next week to look at trees on Hidden Valley Road. Will have a revised bid from Eastern Sierra Tree Service.

Bids:

Still waiting on bids for the following:

- Electrical box repair/replacement- have 1 bid
- Pool area fence- have 1 bid
- Snow removal
- Fire extinguisher yearly inspection

- Bid to replace spa heater

TRUCK MILEAGE:

July 2nd, 2019 = 98056

August 1st, 2019 = 98226

Units for sale =

Unit #12 Listed with Mammoth Realty Group

Units occupied by full time tenants = 12

9,10,13,28,101,109,113,125,126,131,133,134

Occupancy # of rental nights:

July = 412 Rental Nights - August = 536 Rental Nights

Action Item Follow Up

1) 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. -Matt found that there was not enough interest to warrant a bulk internet option.

2). MRB Management Costs including, but not limited to overtime, rekeying of locks, additional shoveling, and loader Costs caused by lack of management supervision: This is an ongoing issue that must be discussed in executive session

3) Rules Handbook Development: Ruth Wheeler: Ruth and Karen have put together a one page synopsis of Hidden Valley Rules that can be placed in a magnetic plastic sleeve on Refrigerators in units. It is included on the regular agenda for approval.

4) 2019 Painting schedule: Buildings A, G, and H will be painted in 2019. Management was directed to notify homeowners of painting dates as soon as possible. -Management did inform homeowners of the painting schedule as soon as they were informed of the date. There were some scheduling difficulties due to the transition of management and the fact that the board was very slow in letting the painting company know that their bid was approved. This was also a result of MRB failing to get information to the board in a timely manner. The painting job was performed professionally, however there were delays caused by weather as well as difficulties for the painters trying to work around occupancy issues during the busy months of late July and Early August. Management also encountered difficulties getting the invoices approved by the board and issued to 4 Points painting in a timely manner. It is hoped that these painting "glitches" will not occur next summer. We will be able to get bids earlier and hopefully schedule the painting at a less busy time of year. The painting cost was \$3,500 over budget.

5) 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. Homeowners obtained permits and recorded hold harmless. The installation has been completed

6) Homeowners who have not supplied Management with keys/access to units: The re-keying process has been going more slowly than management would like. The low cost offered by the locksmith involves extensive amount of work by the entire onsite management team. The fact that there were so many different locks installed without board authorization created problems. Many units could not be accessed due to occupancy by both long and short term tenants and a few homeowners are refusing to comply with the directive by the board to replace their non-conforming locks as well as a few homeowners who are refusing to have management re-key their locks. The locksmith (who is a member of the town council) has volunteered to speak at our November homeowners meeting to address necessity of rekeying. The task of rekeying was completed Aug 31. Twelve units are out of compliance. They are: 6,15,16,17,18,35,113,115,120,124,126,127,128. The board will need to take action regarding non-compliant door hardware. This topic is listed on the regular agenda for September.

7) List of units that have reported water intrusion damage to their units-41, Scott Olson, Unit 6 Kinoka Ogsbury, interior damage near loft window.- It has come to light that a third unit, 103-Fox was never repaired by Jeff as part of the 2016 storm damage. This item is listed on the regular agenda

8) Repair of water leak under slab near upper Jacuzzi – Rock-n-Dirt submitted a bid. This will be scheduled after Labor Day to minimize inconvenience to guests.

9) Building E main electrical circuit box- .-Management tried to get bids, they could only get one bid. Homeowner Kevin English reported a similar problem in building F. Management will try to schedule repairs in Sept./Oct. for both buildings E and F to avoid disruption to guests during the busy season.

10) Roofing repairs On June 8th Klark submitted a bill for an annual roof walk for \$2505 to be paid. Freeman roofing accessed the damage at that time and I submitted a bid to fix all of the major damage on June 8th for \$3650. There was an additional fix on unit #41 for \$375. I was given approval by Jeff Reiese to fix all of the damages. As of August 9th Freeman has not received the \$2505. Klark submitted both invoices to be paid on June 21st.

11) Pool wood fence enclosure. Management was directed to get bids and give us options for style and materials for a new pool fence.- Management got one bid from Christian Hansen. It was very high and involved metal fencing. The board needs to decide what type of fencing is wanted for the pool area. Management will attempt to get ballpark bids so that the board can properly budget for the fence to be built during the spring of 2020

12) Loader Snow removal bid for 2019-20 season- We have a bid from Sierra Loader Services for \$155/hour. Management is looking into costs for renting a loader for the season. Damage done to our driveway by the Sierra Loader drivers last winter is unacceptable. Much of this damage was due to new drivers who were not directed to remove the snow to the correct locations on site.

13) 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 – Matt Desario purchased the cameras and supervised their installation. The evaluation of their effectiveness is on the regular agenda. Klark informed us that Management received an email from Desario stating he was coming up to install cameras and that the board approved it. We have 1 camera installed at the lower spa. Have not received an invoice. ...Cost was not specified in the email motion...

14) 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. Klark met with insurance agent Dave Esterby end of May and he said that he did not see enough damage that would be more than our deductible, so a claim was never filed. The work was completed.

15) 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.- This was completed by Ruth and Tony. This item must be discussed in executive session

16) 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. Unit #41 opened his own insurance claim with his insurance company, I think. Management has not seen any invoices.

17) Unit's 33 and 29-Both units were doing work on their units. Neither informed management. -Tony contacted owner of unit 29. Homeowner informed Tony that he could not get forms from management. (MRB) at the time of his work. He supplied Tony with a list of improvements (none of which required town permits) Karen supplied the forms to the homeowner. He completed the forms. All work is code compliant. -Unit 33 did a major remodel of their unit including electrical, plumbing, and the installation of a vented dryer with intrusion into the common area. This infraction of CC&R's was not rectified by the owners even though they were carefully informed and given an extra 15 days to correct the problem. Board action is required and noted on the regular agenda.

18) 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- No action on

this item. Management did not receive information on this. There is now a list of several needs for policy regarding various homeowner upgrades. This is listed on the regular agenda

19) Homeowner social/potluck August 17.- The potluck was held as scheduled. Board members Cole, Murphy, and Wheeler attended. Managers Curt and Karen House attended as well as Klark, Sarah, Kayden, and Kai Tapia. It was lightly attended by homeowners, (approximately 30) but very well received by those that attended

20) 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 balconies.- Nothing was done about the mannequin.

21) 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. Management has been plugging up holes on the outside of buildings and putting out bait. Have not had any rodent complaints lately.

22) Pool Furniture-Tony will follow through on this – Done. Pool furniture was upgraded way under budget (See email motions)