

HIDDEN VALLEY VILLAGE OWNERS ASSOCIATION
Board of Directors Regular Board Meeting
Wednesday, August 4, 2021 6:30PM
Approved Minutes

General

- A. Call to order by President Ruth Wheeler at 6:30
- B. Roll call. Present: Board Members: Ruth Wheeler, Jeff Risse, Kinoka Ogsbury, Laura Tikunoff, Matt Desario, Jim Murphy, Debi Bell. Owners: Frank Ohrmund-unit 45, Debra Martin-unit 40, Karen Shorr-unit 8, Jeff Alger-unit 42, Charlie McDonald-unit 20, Tricia Luzio-units 41 & 43.
- C. Announcements/Orders of the day:-
- Important Dates: Special Budget review meeting via zoom on Sunday September 26 at 9:00AM..
 - Nominations and Bio's for Board Positions are Due Sept. 3, 2021
 - Management is not in attendance due to a scheduling conflict. Ruth Wheeler will cover Karen House's minute taking chores and get the minutes to Laura and the board for review by Friday.

Protocols specific to this meeting:

- Thanks to committee work the board has received reports and data on several agenda items. Homeowners will be invited to participate in some parts of the meeting
 - We have a request by the pet committee to modify their draft of the CC&R change which was voted on and accepted at the June Meeting. The process for changing votes on a previously passed motion is 1) Motion to reconsider the motion, then revote on the motion that was passed last meeting. 2) Assuming the old motion is rejected, a Motion to accept or reject the new draft can be made. 3) The Cover letter Review and acceptance by the board will involve a third motion. With the boards approval
 - Rigid time constraints. Will not be used for this meeting. If we get too bogged down on any single item we may need to table the item and move it to the Oct. agenda We should call for the question when appropriate.
 - There have been some requests for recusals for board members: To clarify the recusal process FROM Davis-stirling site: No member should vote on a question in which he has a direct personal or pecuniary interest not common to other members of the organization---Board members are requested to consider this information and recuse themselves when appropriate. Please announce your intent to recuse yourselves when we get to each of the agenda items.
- E. Acceptance of Consent Agenda: All items on the consent agenda are pulled.This will allow us to discuss all items listed on the consent agenda if necessary.
- G. Homeowner Forum: 15 minutes (Comments on Agenda Items-Non Agenda Items after the meeting). Discussion included accessibility to the reports via the links to the agenda and consent. There was difficulty with accessibility for both owners and some Board Members reported difficulty accessing google docs, however they did not communicate this difficulty when they were notified via email of the postings.

Item 1:

CC&R change for Pet Rules. Cover letter for ballot proposal

Motion: Wheeler Reconsider the following **MOTION**: made by Matt Desario, seconded by Laura Tikunoff and passed 6-0 at the June Meeting "Move to Accept verbiage of CC&R change with cover letter written by the committee & send to the board for review before the next meeting."

Second:Jim Murphy

Passed 6-1

Revote on original motion which stated "Move to Accept verbiage of CC&R change with cover letter written by the committee & send to the board for review before the next meeting.":

Failed 0-7

Discussion: the verbiage of the CC&R change submitted in June included:

Main Changes

- 3 pets per unit will be allowed vs. 1 pet
- Any person occupying a unit will be allowed to have 2 pets in the unit. This will allow Short term paying guests (Vacasa, Air-bnb etc. to have dogs on property along with owners, long term lease tenants, and owner's guests)

Minor Changes

- Pets will be allowed in units only with a "HVV Pet Registration Form" on file with management. *The existing Operating Rules Associated with Pets will be updated to reflect the "HVV Pet Registration Form" requirement, to include a rule which requires Owner authorization on the Form for any pet in the unit (including short term rental guest, friends) and notification of a Fine for any violation.
- The liability insurance limit was reduced from \$1,000,000 to \$500,000.
- Clarification regarding pets in common areas.
- The definition of pets is expanded to include household animals kept in aquariums or cages, such as fish, birds or hamsters

The Committee wanted to change the number of pets allowed to 2 rather than 3.

2) Motion: Matt Desario; Accept verbiage of CC&R to allow 2 pets with cover letter written by the committee and send to the board for review before the next meeting.

Second: Jeff Risse

Passed: 5-2

Discussion:

Main Changes from June submission

- 2 pets per unit will be allowed vs. 3 pets----(minor changes remain the same)
- Any person occupying a unit will be allowed to have 2 pets in the unit. This will allow Short term paying guests (Vacasa, Air-bnb etc. to have dogs on property along with owners, long term lease tenants, and owner's guests)

Passed 5-2

IF MOTION TO ACCEPT PASSES THEN WE REVIEW COVER LETTER-Use screen share

3) Motion: Jim Murphy; Accept Cover letter submitted by the committee with minor corrections made by Karen Shorr.

Second: Matt Desarrio

Passed: 5-2

Item 2) **Motion:** Ruth Wheeler; To approve Minutes from the June meeting with corrected vote on CC&R Pet change from the June, 2021 meeting.

Second: Jeff Risse

Passed 7-0

Business/Action Items

A.. Architectural

1. Homeowner Work Request Approvals (Risse)

Unit 37, Flooring replacement including approved underlayment material

Motion: Jeff Risse; Move to approve the flooring replacement for unit 37

Second: Matt Desario

Passed 7-0

2. Unit 108 and 102-HOA repair of damaged drywall caused during 2017 winter-Proposed acceptance of owner request for payment for drywall repair

Motion: Kinoka Ogsbury; Approve the payment of \$745 to the owner of 108 and \$690 to the owner of 102.

Second: Ruth Wheeler

Passed 7-0

3. Exterior Door Replacements

Motion 1: Ruth Wheeler - Test Study Door Installation: Move to direct management to:

• Obtain recommendation for appropriate brand and model of door, order and install a Test Door in Phase 1 Buildings A-F (flat), to be selected by management based on established criteria, and a Test Door at Office Side door (6 panel). Cost for test doors not to exceed \$3,000 and will be paid for from the Reserve funds. Management shall endeavor to receive 3 bids however the Board shall have the ability to approve with less than three bids should management be unable to obtain three due to the availability of contractors given the short notice of this project. • Upon installation, the Board member responsible for architectural standards will view doors as compared to existing doors to determine if they look reasonably similar and thus the Recommended Replacement Approach is feasible.

Second: Jim Murphy

Passed 7-0

Motion 2-Ruth Wheeler – Door Replacements for 2022: If the Test Study Door Installation is accepted by the Board member responsible for architectural standards, management shall move forward immediately thereafter with the Recommended Replacement Approach for 2022. Management will request bids from qualified contractors with the intent to secure a contract by the end of 2021 and to be in position to schedule the door replacements in Spring 2022 and to notify affected Owners accordingly. Funds to be taken from Reserve funds. Cost not to exceed \$1,500 per door without Board advanced approval. Management shall endeavor to receive 3 bids, however the Board shall have the ability to approve with less than three bids should management be unable to obtain three due to the availability of contractors given the short notice of this project. If the Test Door Installation is not successful, the Alternative Approach under Section F above shall be followed.

Second: Jim Murphy

Passed 7-0

Discussion: Committee Report Drafted by Karen Shore, Debra Martin, Ruth Wheeler, and Karen House was distributed by Karen Shorr. Section F provided:

F. Alternative Approach: If we are not able to find doors that look reasonably similar, we would recommend the following approach instead.

- Use the same criteria for determining which doors need to be replaced each year, prioritized by condition
- Also replace the door immediately adjacent to the door that needs to be replaced for consistency of appearance
- This approach would be a middle ground between replacing all doors in advance for deferred maintenance reasons and only replacing those that meet the replacement criteria
- Based on the current door condition assessment, this would increase the number of doors being replaced in 2021 (test) and 2022 by 4 – from 7 to 11.

4. Pool/Spa: Repair/Replacement of Upper spa bubbler, (\$649.49) and Lower Spa Pump (\$2,254.99) (Wheeler)

Motion Wheeler: Approve the replacement and installation of the lower Spa circulating pump at a cost of \$2254.99 and the upper spa bubbler at a cost of \$649.49 funds to be taken from the Reserve Fund for the circulating pump and from the operating fund for the Bubbler.

Second: Debi Bell

Passed 7-0

5. Follow up: Support posts removed or relocated in selected units (Risse)

Motion-link supplied by Jeff Risse RECUSALS, Matt Desario, Kinoka Ogsbury, Laura Tickunoff

Motion: Jeff Risse; Owners of five units (23, 39, 41, 120, 128) are to provide to the HVV BOD documentation of structural engineering assessment of load bearing post removal or modification or restore post configuration to original condition within 90 days of formal request from HVV HOA.

Second: Ruth Wheeler

Passed: 4-0 (Three Recusals)

6. Follow up: Operating Rule 5.3 Clarification (Risse)

Motion: Ruth Wheeler; Accept the rewritten document for Rule 5.3-Flooring Replacement guidelines as submitted by Jeff Risse with the understanding that Jeff will clarify that units with existing gypcrete are not to remove it. Rule dated 8-4-2021. Direct Butner HOA Services to include the modified Rule in the annual owner's packet for the required 30 day review prior to the adoption of the new rule.

Second: Jeff Risse

Passed 7-0

Motion by Matthew Desario, per Jeff Risse the Hidden Valley HOA only has possession of Phase 1 Plans. Motion to Direct Management to contact the Town Building and Safety Department and make best effort to search HOA documents to locate Phase 2 Plans for Hidden Valley Village.

Second: Jeff Risse

Passed 7-0

7. Suddenlink wifi installation issues

Motion: Ruth Wheeler; Table to the Oct. Board Meeting
Second Debi Bell
Passed 7-0

8. Increase Price for install of wooden structures around electrical panel boxes. Original bid: \$1235.00 per box for 6 boxes. (3 boxes installed at this price) Increase of \$390.00 per box for remaining 3 boxes installed @ \$1625.00 each

Motion: Kinoka Ogsbury; Approve the higher amount for 3 doghouses \$1,235 to \$1,625 for buildings B,C and F Total cost of project for all doghouses is \$8580. Funds to be taken from the Reserve account under electrical panels.

Second: Ruth Wheeler
Passed 7-0

9. Video Ring Doorbells (Desario/Murphy) RECUSALS???

Motion: Ruth Wheeler; Table to the Oct. Board Meeting
Second Jim Murphy
Passed 7-0

10. Chimney Chase Repairs suggested by management and Mike Freeman:

Motion: Wheeler; Authorize management to proceed with having Mike Freeman replace the siding on the chases on the East side of building E with T1-11 siding with paint color to match the existing shingles as closely as possible. Funds to be taken from the operating Fund. Cost not to exceed \$6,000

Second: Jeff Risse
Passed 7-0

B.Treasurer (Ogsbury)

1) Approval of Monthly Treasurer's Report.

	% Budget period
June 30, 2021	
	% Percent Budget Spent
id	6.8 Operating Expense Budget
Fund	10.5 Operating Expenses
Fund	2.3 Budget
	9.6 Percent Annual Operating Budget

5 % Expense budget spent	5 % Expense budget spent
1) 3 ment Expense Budget	1) 3 ment Expense Budget
0 nent Expenses	0 nent Expenses
2 eplacement Budget Spending	2 eplacement Budget Spending
% epl Exp/Annual Replacement Budget	% epl Exp/Annual Replacement Budget

1. 8.3 % Under Operating Budget for the Year or \$20,573. Primarily due \$1,000 per month savings with new management company, savings in from buildings/landscaping \$17.9% under budget or \$5,950 and savings from propane \$13% under budget or \$2,510. Buildings has been a high budget item the last few years and management has been doing a great job staying on top of maintenance, so this line item has come way down.

2. Operating fund balance is \$116k which is almost 4 months of operating expenses. Butner recommends having 3-3.5 months of operating reserves in the operating fund.

3. Total Liabilities \$11,627 and total receivable \$12,166.

4. Owners in arrears: 5 homeowners in arrears. 1 has already paid.
a. Only one unit is over 90 days past due for \$750 for unpaid fine (90 days past due). Owner has been contacted via email and we did not receive a response.
b. The other owners have small dues balances due to underpayments and/or fines. But nothing of concern at this time.

5. Looks like for the year we will be about \$31,308 under budget for our operating fund which is great news and largely due to lower management feeds and the hard work of the management team to control costs and stay on top of maintenance. This should give us some good direction for the 2022 budget which we can combine with the new reserve study.

Kinoka Ogsbury

Motion: Accept Treasurer's Report
Second: Matt Desario
Passed 7-0

C. Rules Enforcement Committee (Desario/Murphy)

1. Nuisance Complaint-Unit 111

Motion: Matt Desario; Send a warning letter that Jim wrote to owner of unit 111. Jim will provide the copy of the letter that he drafted to the board for confirmation of acceptance
Second: Jim Murphy
Passed 7-0

2. Nuisance Complaint- Unit 16-No action taken

D. Follow up items from June Meeting

1. Video surveillance equipment owned by the HOA and monthly fees to operate the equipment.
Office Door and Lower Jacuzzi Camera.

Motion: Ruth Wheeler; Table to Oct. meeting

Second: Jim Murphy

Passed 7-0

- 3 Documentation of “best practices” for future management contract RFP, bid evaluation, and selection process (Risse)—

Motion: Table to Oct. Meeting

Second: Ruth Wheeler

Announcements:

Reminder: Nominations and Bio's for Board Positions are Due Sept. 3, 2021

Future Meeting Dates: Special Budget Meeting, Sunday. Sept 26, 2021 9:00am, Regular Board Meeting Oct. 6, 6:30pm 2021, Regular Board Meeting, Sat. Nov 13. 9:00am. Annual owners meeting Sat. Nov. 13 at 2:00pm

Motion: Matt Desario; Contact Cindy Butner to see if Annual meeting date change can be made

Second: Laura Tickunoff

Failed: 3-3-1

Motion to Adjourn: 9:49PM