

HIDDEN VALLEY VILLAGE OWNERS ASSOCIATION-Board of Directors Regular Meeting  
MINUTES

Date of Meeting: Wednesday, February 3, 2021 Time: 7:00 PM

A. Call to order by President Ruth Wheeler-7:04PM

B. Roll call. Record Board Members, Management, owners and guests, present: Board Members: Ruth Wheeler, Jeff Risse, Kinoka Ogsbury, Debi Bell, Matt Desario, Jim Murphy, Management: Klark Tapia, Homeowners: Karen Shorr Unit 8, Debra Martin Unit 40, Laura Samuelson-Tikunoff unit 38, Jeff Alger Unit 42, Tricia Gomez Unit 43, Dominga Opazo Unit 15

C. Announcements/Orders of the day/Items discussed in Executive Sessions:

-Orders of day: Hard stop at 8:30. In an attempt to shorten meeting time we have a consent agenda for routine actions and informational reports. The consent agenda is posted on the website and open to all owners for review. The Board is not trying to avoid transparency with owners just trying to speed up the meetings.

-Items discussed in Exec session 1) hearing for nuisance complaint, 2) Fine and delinquent owner collections 3) Reviewed bids for Common area exterior doors,

D. Adoption of Consent Agenda by general consent: Item 1) 12/28/2020 minutes, Informational Reports: Item 2) Homeowner Welcome letter Item 3) SuddenLink Report. The consent agenda is attached to the minutes (Attachment #3) and posted on the HVV website: hiddenvalleymammoth.com

E. Homeowner Forum: questions on roof shoveling and door replacement

F. Resignation of Board Secretary Chalese Miller: Chalese Miller has submitted a written resignation from the board and the position of secretary.

**MOTION:** Ruth Wheeler; Move to appoint Laura Samuelson-Tikunoff to the HVV Board of Directors

Second: Jeff Risse

Passed 6-0

**MOTION:** Ruth Wheeler; Nominate Laura Samuelson-Tikunoff to the position of Secretary

Second: Jeff Risse

Passed: 6-0

**Reports and Action Items**

A. Treasurer's Report-See Attachment #1

1) Warnings and Fines: One outstanding fine of \$750 unpaid

2) Board Review and Approval of Treasurer's Report.

**MOTION:** Motion: Kinoka Ogsbury: Move that we transfer \$40K of excess operating funds from 2020 to the Contingency Fund to cover snow removal and other unexpected expenses.

Second: Matt Desario

Passed: 7-0

**Action Items:**

-Kinoka will look into having Butners provide us with a Monthly Financial Report absent owner personal information that we can post on our website

-15 unit owners were in arrears in Dec. for small amounts related to bulk cable, and pellet stove cleanings. Kinoka will email these owners to remind them to clear up their accounts.

**MOTION:** WHEELER; Accept the Treasurers report

Second: Jim Murphy

Passed: 7-0

B. Architectural Executive Committee Report

1. Homeowner Work Request Approvals

**MOTION:** Jeff Risse Approve work requests for: Unit 118-fireplace replacement, Unit 121-windows, Unit 103-flooring and interior repairs due to water heater leak in an adjacent unit.

Second: Matt Desario

Passed: 7-0

Discussion and Resolution of Violation of Architectural Flooring Rule:

New owners of unit 15 installed a floor without the required underlayment. Jeff explained the error. The owner was present at the meeting. The Rules were included in the escrow papers that were received on close of escrow, however the owner did not read them due to the volume of paperwork. The owner clarified that the unauthorized work in the condo was unintentional and the owners will file a Work Request, pull up

the floor and put down the required underlayment by the end of summer.

2. New Homeowner Escrow Packet

**MOTION:** Ruth Wheeler; Submit New Owner instruction/welcome letter to Mary Stanley at Butner's for inclusion on the first page of the escrow packet and Instruct management to email and mail it out to new owners immediately upon receiving contact information for all new owners.

Second: Jeff Risse

Passed:7-0

**MOTION:** Matt Desario; Laminate the New Owner letter on bright colored paper and have management place it in a prominent place in any unit immediately when it has sold.....The laminated letter should have instructions to have the owners return it to the office.

Second: Ruth Wheeler

Passed: 7-0

Reason/Discussion: The Escrow packet is very long. In order to improve communication for new homeowners and guide them to work with our management team from day one. Karen worked with past president, Tony Cole to develop an updated owner welcome letter which is provided in the Consent Agenda.

C. Rules Enforcement Executive Committee Report-None

D. Management Report: Management submits a Daily Log sheet which is for Board Only viewing because it has some owner references and bid amounts. Management also provides a written monthly management report with maintenance and general information for all owners. It is posted to the website after board approval.

**MOTION:** Ruth Wheeler; Accept the Management Report

Second: Debi Bell

Passed: 7-0

1. Crawl Space accessibility for all buildings

**MOTION:** Owners of units: 41, 129, 123, and 105 Must allow access through their units for below building maintenance as provided in original building plans at all times.

Second: Jeff Risse

Motion Withdrawn. Matt will send an email to the 4 unit owners by Sunday Feb 7. There are 4 separate issues:

Unit 41-Crawl Space Hatch obstructed by floor installed by owner

Unit 123-Crawl Space in a locked closet

Unit 129-Owners have requested that management not use the crawl space located in their closet.

Unit 105-Owners accept responsibility to allow management to use the crawl space hatch for necessary maintenance issues.

**MOTION:** Ruth Wheeler: Instruct management to equally enforce the heating of all units to prevent pipe failure due to freezing.

Second: Jeff Risse

Passed: 7-0

Reason/Discussion: Some owners were requesting management to leave their heaters turned off to save on personal electric bills. This puts an undue burden on adjacent units and violates sections 2.3 and 2.4 of the CC&R's

E. Possible Tree Removals: 1 Bid from Tree service Supplied by Management for removal of 3 trees that might be a fall hazard to adjacent buildings and pool.

**MOTION:** Matt Desario; requested that management get a second assessment of hazardous trees on the property. Request that management not identify specific trees.

Second: Laura Tikunoff

Passed: 7-0

F. Possible Action on 2021 Reserve Line item for Exterior Door Replacement on buildings A-F

**MOTION:** Jeff Risse; Have management identify which doors are in need of replacement

Second: Matt Desario

Passed: 7-0

G. Action Items:

-Ruth will instruct Cindy Butner to schedule Chris Andrew's from Stone Mountain for a spring site visit for the reserve study. He will then prepare a report sometime in the early summer.

-Matt will prepare a report for the April consent agenda for Video Ring Doorbells.  
Meeting Adjourned. 9:15 PM.

**ATTACHMENTS: #1) Treasurers Report, #2) Management Report #3) Consent Agenda**  
**#1) Treasurers Report Feb 3, 2021 Regular meeting**

Treasurer's Report February 2, 2020

Treasurer's Report: Kinoka Ogsbury

January 31<sup>st</sup>, 2021 Financial Summary

1. The HOA spent 86% of its operating budget or \$326k in 2020, coming in 14% under budget or \$54,090.
  - a. 65% or \$34,996 of the Operating Expense savings came from Snow Removal.
  - b. Excluding snow removal, we came in **5%** under budget for the year or \$19,094.
2. The HOA has outstanding Liabilities of \$11,448 and Receivables/Prepaid Assets of \$17,289.
  - a. Based on this, the total amount under budget could increase \$5,841 to \$59,931 but we need to wait for final accounting which may be in April.
3. Total Operating Budget for 2021 is \$357,958. In order to maintain 3 months of reserves we need a balance of \$90k.
  - a. Current Operating fund balance is \$143k so could easily move \$50k to the Contingency Fund bringing the contingency fund balance to \$100k.
4. Motion Kinoka Ogsbury: Move that we transfer \$50k of excess operating funds from 2020 to the Contingency Fund to cover snow removal and other unexpected expenses.
5. Owner's in arrears: There were 15 units past due in December. 6 have paid since then. Most past due units are for small cable bills.
  - a. 3 units over 30 days past due. Kinoka will email these owners.
  - b. 2 units have unpaid pellet stove cleaning fees.
6. Warning Notices and Fines: 1 unpaid fine 30 days past due.
7. Reserve fund items we want to go forward with:

Report for December 2020-----unofficial year end

-The HOA spent 86% of its operating budget or \$326k, coming in 14% under budget or \$54,090

-65% or \$34,996 of the Operating Expense savings came from Snow Removal.

-Excluding snow removal, we came in **5%** under budget for the year or \$19,094.

-The HOA has outstanding Liabilities of \$11,448 and Receivables/Prepaid Assets of \$17,289. Based on this the total amount under budget could increase \$5,841 to \$59,931 but we need to wait for final accounting which may be in April.

-Total Operating Budget for 2021 is \$357,958. In order to maintain 3 months of reserves we need a balance of \$90k. Current Operating fund balance is \$143k so could easily move \$50k to the Contingency Fund bringing the contingency fund balance to \$100k.

Motion for our next meeting: Kinoka Ogsbury: Move that we transfer \$50k of excess operating funds from 2020 to the Contingency Fund to cover snow removal and other unexpected expenses.

There were 15 units past due in December. 6 have paid since then. Most past due units are for small cable bills. There are 3 units with balances over 30 days.

-unit #10 has not paid \$750 fine. See below from Cindy on fines:

Kinoka Ogsbury  
HVV BOD Treasurer

**Attachment #2 Management Report:**

**JANUARY 2021 & (AS OF 2/3) – MANAGER REPORT – HIDDEN VALLEY CONDOS = 84/UNITS**

- **RENTAL COMPANIES WHO WORK W/HVV OFC ON REGULAR BASIS = 10**
- **# OF RENTAL COMPANY UNITS = 47**
- **# OF HOMEOWNER RENTAL UNITS (VRBO, AIRBNB, ETC.) = 23**

- **JANUARY OWNER NIGHT STAYS** = 290/NIGHTS
- **JANUARY NIGHTLY RENTAL STAYS** (INCLUDES RENTAL CO'S & OWNER RENTAL UNITS) = 705
- **OWNER GUEST NIGHTLY STAYS** (KEYS HANDED OUT THROUGH HVV OFFICE) = 11
- **FULL TIME OCCUPIED RENTAL UNITS:** 7 – UNITS: 9,10,13,28,101,116,131
- **FULL-TIME OWNER-OCCUPIED UNITS:** 3 – UNITS: 109,125,134

**UNITS CURRENTLY LISTED FOR SALE OR SOLD RECENTLY OR IN ESCROW**

- #1 1/BED – ESCROW DATED / BUTNERS OFFICE = 1/17/21
- #11 STUDIO – ESCROW DATED / BUTNERS OFFICE = 12/2/20
- #15 STUDIO – ESCROW DATED / BUTNERS OFFICE = 1/19/21
- #23 STUDIO – ESCROW DATED / BUTNERS OFFICE = 12/4/20
- #113 1/BED – ESCROW DATED / BUTNERS OFFICE = 12/1/20
- #115 1/BED – CURRENTLY ON MARKET FOR SALE LISTED FOR \$379,000

**COMPLEX TRUCK MILEAGE AS OF 2/1/21** = 101705

**ONSITE MANAGEMENT WORK SCHEDULE:**

CURT & KAREN HOUSE – SUN. THRU THUR.      JORGE GARCIA – TUES. THRU SAT.

**IN ADDITION TO ROUTINE DAILY DUTIES:**

**-NEW HOMEOWNER CHALLENGES** – With the number of condo sales & new homeowners it was a bit of a challenge for management. Flooring was installed without filling out an approval from the BOD was the biggest issue. Majority of the new homeowners did not contact onsite management after escrow closing and did not notify management of arrival on property. With the help of the board, we hope we have solved this issue for future new homeowners.

**-FREEMAN ROOFING** – Completed the wooden box enclosures for the new electrical panel boxes on Bldgs: “A” & “E”.

**-SUDDENLINK – BULK CABLE / INTERNET SERVICE** – Phone calls, emails continued to flow into the HVV Office almost daily. Onsite management is now working with each homeowner with installing all new Suddenlink equipment scheduled appointments, issuing keys to Suddenlink techs, and making sure units are “buttoned up” after each installation.

**-UPPER COMPLEX NEW FRONT DOOR BIDS** – Management was able to obtain a few bids from local and out of town contractors for possible new front door purchase & installation for the upcoming Spring – Fall 2021.

**-ELECTRICAL PANEL INSTALLATION** – Mike King, Owner – 395 Electrical, Inc.

To bring everyone up to date – Mike was able to complete Build. “A” leaving several buildings to complete. Mike has run into many obstacles beyond his ability to complete the remaining buildings this winter. So. California Edison dealt with fires, COVID-19 and now weather. Permits have been pulled from The Town of Mammoth Lakes in order continue work but due to COVID-19 it has been difficult to get all materials needed to complete the work at this time. Mike has assured Klark, Old Faithful Property Management as onsite management that as soon as he is able to secure the materials needed, he will contact management.

**-COMMON AREA UPDATE** – Spas / Saunas remain closed due to Mono County / Mammoth Lakes still in the “Purple Tier”. Outdoor spas can open with stipulations being that only 1/household can use the spa at time. Saunas are to remain closed. Management has not figured out how to manage and or police spa usage at this time.

**-NEW HOMEOWNER CONDO UPDATES** – As always when a unit is sold the new homeowner(s) always like to make their new “mountain” getaway and always start remodels. We have had this with every unit that has recently sold. Disposal of unwanted furniture, appliances, building materials has become a real issue here. Dumpsters are for normal household “trash” only. Management has upgraded the fireplace “ashcans” with nice signage – in hopes to keep trash out of the ashcans & into the dumpsters!

**-SNOW REMOVAL** – Just receiving one of this season’s largest storms and the opening of California’s “Stay Home Order” we were buried with numerous vehicles in the HVV parking lot. We managed to locate and notify each owner and or guest when the snowplow/loader was on property. Parking Passes were used, and we got the job done. Roof snow removal started this morning and will continue until all roofs are free of snow & ice dams. Complex truck plow has been an ongoing issue – but with help from a local mechanic we think the problem has been diagnosed and fixed.

**Attachment #3-Consent Agenda**