

**HIDDEN VALLEY VILLAGE OWNERS ASSOCIATION**  
**Board of Directors Regular Board Meeting**  
**Monday December 28, 2020. 6:30PM**  
**Minutes**

**HVV Regular Board Meeting**

**Time: Dec 28, 2020 06:30 PM Pacific Time (US and Canada)**

**Zoom Meeting**

**<https://us02web.zoom.us/j/81733023505?pwd=VWJuSU85WHFocG1iZkllLa0FSeDZUZz09>**

**Meeting ID: 817 3302 3505**

**Passcode: 571612**

**General**

A. **Call to order** by President Ruth Wheeler

B. **Roll call:** Board Members; Ruth Wheeler, Jeff Risse, Chalese Miller, Kinoka Ogsbury, Jim Murphy, Matt Desario, Debi Bell. Management team; Klark Tapia, Curt and Karen House, Jorge Garcia. Homeowners: Record Board Members, Management, owners and guests, present

C. **Announcements/Orders of the day/Items discussed in Executive Sessions:** Focus of meeting set groundwork for good collaboration and respectful communication. To complete board tasks of Maintenance, Financial Management, Operational Management and rules Enforcement. Items discussed in executive session: Nuisance complaints from 2 owners, personnel.

D. **Homeowner Forum** (Comments on Agenda Items-Non Agenda Items after the meeting): Hard Stop 7:00: Steve Latshaw requested change in CC&R's re dog limitations volunteers for committee included; Steve Latshaw, Karen Shorr, Randy Hillier, Tricia Gomez, Ruth Wheeler. Owner of downstairs unit is having problems with unit above which has hard floors without sound abatement.

E. **Adoption of minutes:**

Motion: Ruth Wheeler; Adopt Regular meeting 11-14-2020, Annual Meeting Minutes 11-14-2020

Second: Kinoka Ogsbury  
 Passed 6-0-1 Abstain Jeff Risse  
**F. Treasurer's Report-**

<b>FINANCIAL SNAPSHOT FOR MONTH ENDED</b>		91.7%	Into Annual Budget period
<b>November 30, 2020</b>			
		79.1%	Operating Expense budget spent
Operating Fund	\$135,250	\$379,454	2016 Total Operating Expense Budget
Contingency Fund	\$50,000	\$300,097	YTD Operating Expenses
Replacement Fund	\$462,889	\$48,169	YTD Under Budget???
<b>Total Funds</b>	<b>\$648,140</b>	<b>12.6%</b>	<b>YTD Under/Annual Operating Budget</b>

1	Units Past Due for	\$256	38.2%	Replacement Expense budget
3	HOA Dues	3		spent
?	Units Pd in Advance for HOA Dues	(\$38 81)	\$171,1 16	2016 Replacement Expense Budget
			\$65,29	YTD Replacement Expenses
	<u>Past Due Items of Note:</u>		0	
	-9 Units past due for bulk cable service-could be new payment system and inconsistent billing problems.		\$91,76 2	YTD Under Replacement Budget Spending
	-Fines: one owner \$750 fine unpaid		53.5%	YTD Repl Exp/Annual Replacement Revenue

-Approval of transfer of Funds into a CD.

**Motion:** Kinoka Ogsbury; Roll \$100,000 into a 6 month CD at Alliance bank at a rate of 0.6%. Reason: 0.6% at alliance bank was the best rate the accountant Cindy Butner could find.

Second: Ruth Wheeler

Passed 7-0

**Motion:** Kinoka Ogsbury move that we roll over our current \$100k CD with East West Bank that expires 12/30/2020 into another CD (Cindy to advise best rate/option)

Second: Ruth Wheeler

Passed 7-0

**Motion:** Kinoka Ogsbury move that we transfer 40k of excess Operating Funds to the Contingency Fund.

No Second.

Motion Fails for lack of second

Reason: We would rather wait until the Dec. Financial Statement is Reviewed

**Treasurers Report Discussion Items:**

-All Board members have a duty to review 6 areas of the financials every month. Kinoka will give a short tutorial on this at the next meeting.

-Warnings and Fines –One Unit is carrying \$750 in unpaid disciplinary fines on the Nov. Monthly Statement.

-2021 final budget went out from Butners’s office to all home owners.

-Cost to replace all doors looks like it might exceed the \$86,589 budgeted between now and 2026. Need to discuss and possibly add to reserve study.

**Motion:** Ruth Wheeler; Accept Treasurers Report

Second: Kinoka Ogsbury

Passed 7-0

G. Work Requests: Unit 118-Flooring, 126-Flooring, 22-Fireplace, Unit 11-project started without work request approval. Construction debris in the common area.

**Motion:** Ruth Wheeler; Approve Work Request for units 118, Flooring, 126-Flooring and Unit 22-Fireplace

Second: Jeff Risse

Passed: 7-0

**Motion:** Ruth Wheeler; Approve unit 11 Work request contingent on delivery of the revised work request specifying the underlayment to the board.

Second: Jeff Risse

Passed 7-0

M. Management Report and Daily Log. Very detailed and complete. No questions

**Business/Action/discussion Items**

**Motion:** Ruth Wheeler; Accept the following Dates for 2021 Meetings: Wednesdays at 6:30 PM. On the following dates: Feb 3, 2021, April 7, 2021, June 2, 2021, Aug 4, 2021, Oct. 6, 2021, Saturday Nov. 13, 2021 at 9:00 AM Annual Owners meeting Sat. Nov 13 at 2:00 PM

Second: Jim Murphy

Passed 7-0

### **Goals and Projects for 2021**

1. Board Communication Protocols- Discussion included:

-A review of Open Meeting requirements, prohibition of “daisy chain”, “spoke and wheel”, and serial meetings of board members.

-Board and Management emails will be copied to all board members. In an attempt to improve trust and communication between all Board members and Management

- Clarification of email communications between board members, Breaching of confidentiality of board communications to anyone outside the board is not acceptable.

-Use of email by board to collaborate prior to meetings is ok, but finalize all decisions at meetings.

-Attempt to provide owners with the management report and Monthly Financial Statements with personal owner information edited out.

-Policy for use of email with regard to work requests:

**Motion:** Jim Murphy: 1) Owners submit work request to management, 2) Management forwards work request to entire Board. 3) Board gives contingent approval via email. With input to owner regarding any necessary changes needed for the work request. 4) Board (Chair of Architectural) Notifies unit owner and management that they may begin work project. 5) Formal approval at next open meeting is voted on by board.

Second: Ruth Wheeler

Reason: Increase efficiency and speed for approvals so that owners can begin work projects in a timely manner.

**Motion:** Ruth Wheeler; Submit the Managers Report and the Monthly Financial Report with personal unit owner information edited out to the webmaster for posting on the website.

Second: Kinoka Ogsbury

Failed: 1-6

Reason: Board wanted to see samples prior to approval to posting.

**2. Tasks for Reserve Study 2021-** Kinoka, Jim, Ruth and management will work on prioritizing the reserve study items and get back to the board with a “plan of attack for the preparation of the reserve study. Component parts (line items) at this time are: Roofing, Painting, Driveway, Pools/Spas/Saunas, Balconies/Walkways/Landings (Stairs), Buildings Miscellaneous (Residence Front Doors, Siding, Water Heaters), Managers Units, Lighting, Equipment (Snowblowers Truck, and More??), Plumbing, Miscellaneous (Hidden Valley Sign, Unscheduled Capital expense): The board will attempt to prioritize these line items at the next meeting.

**3. Door Replacement For buildings A-F-**Management will follow through on getting bids. There is the possibility that this reserve fund expense may be postponed or done in smaller increments. We will try to have all data and make a decision to move forward with selected buildings, or all 6 buildings, or postpone the project to a later date.

#### **4. Committees for 2021:**

Executive Committees (Board members only)

a. Architectural: Jeff Risse

- b. Web Master: Jeff Risse
- c. Rules Enforcement: Matt Desario and Jim Murphy

Motion: Ruth Wheeler; Appoint Ruth Wheeler to be the lead for Rules Enforcement

Second: Matt

Failed: 1-6

Reason: desire to have two people work together for rules enforcement

Motion: Matt Desario; appoint Matthew Desario and Jim Murphy to be co-leaders for Rules Enforcement

Second: Jeff Risse

Passed: 4-3 No Wheeler, Bell, Miller

d. CC&R updates, Dogs, Common Area, etc- Dog Committee volunteers included: Steve Latshaw, Karen Shore, Randy Hillier, Tricia Gomez, Ruth Wheeler.

**5. Off agenda discussion item:** Enforcement of town STR regulations.

This will be placed on the Feb. Agenda. Town email for reporting violations was supplied by Matt Desario.. Klark Tapia will not instruct onsite managers to report violations. Chalese noted that as a resident of Hidden Valley many units are not in compliance with STR regulations. Without local enforcement we are dependent on the cooperation and community spirit of owners

**6. SuddenLink Bulk Cable issues:** Resolution of overbilling of homeowners, Discussion and possible action on 2021 Bulk Cable Contract.

**Motion:** Ruth Wheeler Reimburse the owner of Unit 106, for SuddenLink Overcharges in the amount of \$113.51 and Reimburse the previous owners of unit 113 for SuddenLink Overcharges in the amount of \$97.04

Second Kinoka Ogsbury

Passed 7-0

Reason: These owners no longer have cable accounts with Suddenlink so no further reimbursements from Suddenlink are possible. The remaining 14 owners will need to wait for the Feb. meeting to follow through on November motion to reimburse owners for Suddenlink charges related to the de-bulking of our contract.

Motion: Jim Murphy; Offer owners the service of participation in the bulk cable contract with the stipulation that the owners pay for one year of services up front.

Second: Ruth Wheeler

Passed:7-0

**Motion** to adjourn: Ruth Wheeler

Second: Jim Murphy

**Meeting adjournment: Time 9:45**