

**HIDDEN VALLEY VILLAGE OWNERS
ASSOCIATION
Board of Directors Meeting**

AGENDA

Date of Meeting: March 26, 2023

Time: 5:30 pm – 7:30 pm

Location: Hidden Valley Village Common Area Room

Also Join by Zoom Meeting

<https://us06web.zoom.us/j/2257116731?pwd=ZWM5SXBJR29BMWRvcnJwYS8xWDM4UT09&omn=89830963864>

Meeting ID: 225 711 6731

Passcode: 445657

Hidden Valley Office: 760 934-7303 Email: manager@hiddenvalleymammoth.com

1. General

- A. Call to order by President:
- B. Roll call. Record Board Members, Management, owners, and guests present
- C. Announcements/Orders of the day/Items discussed in Executive Sessions
- D. Any items pulled from the consent agenda to be heard special, changes to order of agenda and recusals.
- E. Homeowner Forum: 15 minutes (Comments on Agenda or Non-Agenda Items)
****Homeowners are also encouraged to submit comments and suggestions to the board via email at bod@hiddenvalleymammoth.com*

2. Consent Agenda Items

- A. Approval of minutes from previous meetings
- B. Treasurers Review including ratification of expenditures over \$2,000 and expenditures from the reserve account. - Treasurer's Report for: roof replacement costs, owners past due accounts and year end 2023 fund balances
- C. Ratification of Architectural Committee approvals of work order requests
- D. Reports and ratification of actions from Rule Enforcement Committee
- E. Informational Reports: (1) Management Report

3. Agenda Item 1: Roof Replacement-Selection of Color and acceptance of Contract. Review of Scope of work.

4. Agenda Item 2: Approval of ground and roof shoveling expenses to date.

5. Agenda Item 3: Expense approvals for Reserve Fund items: Sewer cleanouts for all Buildings on property Bid \$3,900, Driveway Slurry Estimate \$9,500 (Budget estimates on Treasurer's Review)

6. **Agenda Item 4:** Rodent control - Expenses
7. **Agenda Item 5:** Lower Jacuzzi Skimmer
8. **Agenda item 6:** Upper Pool Area Restroom Showers
9. **Agenda Item 7:** Reserve Study Report
10. **Agenda Item 8:** Owner Communications: Summer owner's BBQ/potluck, November Annual Meeting Date, Next Newsletter to owners.
11. **Agenda Item 9:** Management items in addition to Managers Report
12. **Announcements:** All 2024 Regular Board Meetings begin at 5:30. Meeting Dates are: Jan. 23, March 26, May 28, July 23, Sept. 24. November Annual Meeting TBD
13. **Adjournment**

HIDDEN VALLEY VILLAGE OWNERS
ASSOCIATION
Board of Directors Meeting – Executive
Session
AGENDA

Date of Meeting: March 26, 2024

Time: 7:30 PM or immediately following the Regular Board Meeting

Location: Hidden Valley Manager's Office via zoom

Zoom Meeting

<https://us06web.zoom.us/j/2257116731?pwd=ZWM5SXBJR29BMWRvcnJwYS8xWDM4UT09&omn=89830963864>

Meeting ID: 225 711 6731

Passcode: 445657

Hidden Valley Office: 760 934-7303 Email: manager@hiddenvalleymammoth.com

1. General

- A. Call to order by President:
- B. Roll call. Record Board Members & Management present

2. Possible Discussion/Action Items with Management Present

- A. Disciplinary hearings-
- B. Rule violations review and action-Unit E - Second offense pet in STR, failure to notify of occupancy, pet off leash in common area.
- C. Warnings and fines- An explanation of fines and timeline is included in the consent agenda.
- D. Individual unit owner issues-Report on two owners with \$3,000 + past due accounts.
- E. Review of contracts or proposals - Roofing Contract, Sewer Cleanout Contract, Driveway Slurry Contract
- F. JDB Construction, Justin Burroughs discussion moving forward

3. Discussion Items Board Only

- A. Internal Board operational matters
- B. Contract, compensation, or performance matters

- 4. Other
- 5. Adjournment

**HIDDEN VALLEY VILLAGE OWNERS
ASSOCIATION
Board of Directors Meeting**

**CONSENT AGENDA
MARCH 26, 2024**

****Board Ratification/Approval Items:**

- A. Approval of minutes from 1/23/24 and 2/29/24
- B. Ratification of Treasurer's Review for December 2023 and January 2024
- C. Ratification of Architectural Committee approvals of work order requests
- D. Report and Ratification of actions from Rule Enforcement Committee
- E. Reports and Informational Items:
 - 1. Management report - informational item

A. Approval of Minutes: January 23, 2024, Regular Meeting Minutes, February 29, 2024, Special Board Meeting-Roofing - Minutes can be viewed on the Hidden Valley Mammoth website: www.hiddencallemammoth.com

B. Ratification of Treasurers Review and Reports: Treasurer's Reviews with lists of expenditures over \$2,000 from Operating Funds and insurance claim tracking can be viewed on the Hidden Valley Mammoth website: www.hiddencallemammoth.com

Treasurer's Report: Funding for Roofing Project

At this point we have some unknown amounts for expenses and funding of the roofing project. The project was initiated by a motion at the February 29, 2024 Special Board meeting. The motion included a statement that an ownership special assessment would not be required to fund the project. The project will be funded using State Farm insurance claim proceeds and existing Reserve Funds only.

At each Board Meeting I will update the Board and owners with income and expenses for the roofing project via the Treasurer's Review spreadsheet beginning with the February Review. The amount of insurance funds which we will use for the roofing project will be affected by ongoing expenditures for interior unit repairs for damage caused during the 2022-23 winter and replacing the stairway and walkway rail caps. The funding amounts for roofing from insurance proceeds will include the amount awarded for roof replacement by State farm as well as surplus funds once all interior damage to units has been repaired and paid for. There is a very good chance that the insurance funds will increase based on negotiations being handled by the consulting firm hired by the HOA. This will potentially increase our Insurance funding. What it boils

down to is; insurance funding is a bit of a moving target which we will be able to track accurately as the project progresses. At this time I'm working with the following estimates:

Estimated Bid from A-Plus Roofing = \$900,000

Exact Insurance Funds Available at this time = \$610,111

Estimated Future insurance claim proceeds = \$200,000

Estimated payments from insurance funds for interior and rail cap repairs = \$45,000

Estimated amount needed from Reserves to "pay the bill" = \$134,889

Treasurer's Report: Unit Owners with delinquent payments for Assessments

We have an unusual number of unit owners with past-due amounts for HOA assessments. The increase in dues for 2024 is the first time we have increased dues in three years. Many owners who manage their finances with the autopay function that does not incorporate the service of an adjustment to pay the full amount due each month failed to adjust their accounts to cover the dues increase. Hopefully the owners who failed to pay the full bill in January will correct the shortfall in dues collection caused by partial payments. In addition to this problem, we have one owner past due for \$3,055 and a second owner past due for \$4,751. The total of delinquent fees as of January 31, 2024 was \$9,101.

Prompt payment of Assessments by all owners is critical to the financial health of the Association and the enhancement of the property values of our homes. The Board of Directors takes very seriously its obligation under the CC&Rs and the California Civil Code to enforce the members' obligation to pay all fines and assessments.

Owners may pay online by accessing the Butner Portal at <https://portal.butnerhoaservices.com> or a check made out to Hidden Valley Village HOA may be mailed to:

Butner Homeowner Association Services
P.O. Box 1999
Mammoth Lakes, CA 93546

Treasurer's Report: 2023 Year-End Report

We are looking good (not great) in all three areas of the Budget. The collection of the emergency special assessment and the insurance claim awards skew the normal straightforward inspection of the three areas of the Budget. Hopefully, the explanations for each of the three budget areas below will give a clear picture of where we were at year-end 2023.....remember the big roofing award of \$400K+ was not received until 2024 so those funds are not included in this report.

Good News first: Reserve Fund:

The target amount of funds for year-end 2023 according to the reserve study is \$776,576. As of year-end 2023, we had \$799,888, which puts us \$23,312 to the good. This is excellent news because in 2022 we reached ahead for funding to complete the lower jacuzzi which left us with a significant shortfall for the 2022 end-of-year target of Reserve Funds. In other words, we are “all caught up and looking good”

Soft Good News next: Operating Fund.

The Operating Fund tracking this year was difficult. The borrowing of reserves and subsequent payback via the Emergency Special Assessment along with the influx of insurance claim funds makes it a little difficult to see our total operating funds on the Treasurer’s Review. I have tracked Snow Removal, and the Insurance Claim spending separately at the bottom of the Review Spreadsheet.

Here is what I look at to see how successful the budget estimates for 2023 ended up. First, taking the total amount in the Operating fund we subtract the 2023 Insurance Claim awards, three months of Operating fund owner dues, outstanding checks for payment of services, and prepaid owner dues. We ended up with a shortfall of \$2,752.

Even though this is a deficit this is great news to me. This tells me that we were very close to the goal of a zero-balance operating fund budget. We did not overcharge owners with monthly dues and the amount that we charged for the Emergency Special Assessment was right on target.

It is disappointing that each of the categories in the operating budget ended up with a shortfall. I have listed disclosures on the spreadsheet for areas where there are significant variations in our 2023 budgeted amounts. Most of the deficits were recognized before submitting the 2024 budget so hopefully we will maintain a zero-balance operating fund budget going forward. (one thing we did not factor in on the Buildings Budget was \$6,000 for rodent control, this will be on the March regular meeting agenda)

Our year-end Net amount is +\$106,575. This is great news, but it must be tempered with the fact that we still have 16 units with interior damage work along with stair rail caps to be done in 2024.

Last – and least fun to talk about – Contingency Fund:

The 2023 Snow year demolished our Contingency Fund. The \$60,000 fund was all used for snow removal costs. Mid-year we changed the way we allocate the interest earned

on our T-Bill investments. We were placing the interest in the Reserve Fund, so we switched to placing the interest earnings into the contingency fund. At year-end 2023 we have \$8,151 in the contingency fund.

The very low amount in the contingency fund caused us to budget very conservatively for the 2024 operating fund budget. We have a significant increase in dues. In the past 15 years, we have only dipped into the Contingency fund three times. Hopefully, the 2024 dues increase along with conservative spending and wise investing will give us time to rebuild this fund. We did not allocate funding with 2024 dues for the Contingency Fund.

Respectfully Submitted,
Ruth E Wheeler
HVVHOA Treasurer

C. Ratification of Architectural Committee approvals and Board ratification of work order requests NONE

D. Report and Ratification of actions from Rule Enforcement Committee

2024 Log of Unit Rule Enforcement Actions

All items in **Bold** print are actions listed since the previous Board meeting.
Unit numbers can be cross-referenced in the Executive Session Minutes

-Unit A: All violations resolved and fines paid in 2023

*12/11/2024 – Management reported illegal sleeping space and advertisement of excessive occupancy for the unit to the President. Air BnB add is titled “Huge 2BRLOFT@Village;Sleep 8 Mountain Oasis ...” Issue to be discussed at Jan 23 Exec. Session Board meeting.-On agenda for Jan 23 meeting.

-Unit B:

Due Process Actions for Pet in STR Unit violation.

11/10/2022-IDR with Jim Murphy and Past President Tony Cole.

11/12/22-Due Process Hearing 1 – Owner Did not attend meeting

1/4/23-Notice of second hearing sent

1/17/23-Due Process hearing number 2-Owner did not attend the meeting.

1/23/23-Notice of \$500 fine with 30 day suspension of common area use to be instituted only if fine is not paid within 30 days of billing.

6/23/23-Notice of 30 day Suspension of common area sent

Due Process Actions for Unit Occupancy without Notification to Management

8/14/23 - Notice of hearing for \$250 - Failure to notify management of occupancy.

9/19/23-Hearing held-Owner did not show up or respond via email.

9/21/23 - Notice of \$250 fine sent.

12/21/2023 - Delinquent Fees owed for Unit B verified by phone call to Butner HOA Services: \$552.31 - Courtesy request email to pay outstanding fees Reminder sent by Treasurer to Owner.

3/15/2024-Delinquent Fees owed for Unit B verified by phone call to Butner HOA Services: \$500

3/18/2024-Form SC-100 submitted to Mammoth Courthouse to begin Small Claims court action against the owner.

Unit E:

Due Process Actions for nuisance violation

8/3/23-Notice of Hearing for \$250 fine for nuisance sent.

9/19/23-Hearing held-Owner did not show up or send an email regarding the violation.

9/21/23-Notice of \$250 fine for nuisance violation sent.

12/21/2023-Delinquent Fees owed for Unit E verified by phone call to Butner HOA Services: \$250-Courtesy request to pay outstanding fees Reminder sent by Treasurer to Owner.

1/11/24 - Notice of hearing for consideration of 30 day suspension of common area for \$250 delinquent account sent to Butner's

1/23/24 - Hearing held, owner did not show up. Board will give unit owner until Feb 15 to pay the fine. Suspension of common area will be from March 1-30, 2024 if fine is not paid.

1/26/24 - Notice of Suspension sent to Butner's for delivery.

2/14/24 - \$262 paid. Owner had past due HOA regular fees due. Balance on account is \$49

2/18-19/2024-Pet in STR unit, pet off leash, No name of occupant submitted to management service. Support animal form may have been submitted partially filled out, but management had no way of knowing the name of the person occupying the unit because it was not submitted by the owner

3/18/2024-Notice of hearing for fines of up to \$1000 sent to committee for review owner hearing date to be determined in Exec meeting for March 26, 2024 meeting

Unit H:

Due Process Actions for Nuisance and failure to submit work request to Management

5/21/23-Notice of Hearing for \$250 fine for nuisance and failure to submit work request

Due Process Actions for Unit Occupancy without Notification to Management

7/5/23-Notice of Hearing for \$250 fine for failure to notify management of occupancy sent.

7/18/23-Hearings held-Owner did not show up or send an email regarding violations.

7/20/23-Notice of fine of \$250 for combined offenses of nuisance and failure to submit notification of occupancy sent.

Due Process Actions for second offense Unit Occupancy without Notification to Management

8/14/23-Notice of hearing sent for \$500 second offense fine for failure to notify management of occupancy.

9/19/23-Hearing held-owner did not show up or send an email regarding violation.

9/21/23-Notice of \$500 fine sent.

Due Process Actions for third offense Unit Occupancy without Notification to Management

11/2/23-Notice of hearing sent for \$1,000 and 60-day suspension of common area second offense fine for failure to notify management of occupancy.

11/18/23-Hearing held-owner did not show up or send an email regarding violation.

11/18/23-Notice of \$1000 and 60-day suspension of common area fine sent.

12/21/2023-Delinquent Fees owed for Unit E verified by phone call to Butner HOA Services: \$1,751 Courtesy email request to pay outstanding fees Reminder sent by Treasurer to Owner.

3/15/2024-Delinquent Fees owed for Unit H verified by phone call to Butner HOA Services: \$1,751

3/18/2024-Form SC-100 submitted to Mammoth Courthouse to begin Small Claims court action against owner

Unit I :

Due Process Actions for Unit Occupancy without Notification to Management and nuisance

7/5/23-Notice of hearing for \$250 first offense nuisance, \$500 second offense failure to notify management of occupancy.

7/18/23- Hearing held-owner did not show up or send an email regarding violation.

7/20/23-Notice of fine for \$500 (\$250 for nuisance plus \$250 failure to notify management of occupancy)

Due Process Actions for second offense Unit Occupancy without Notification to Management

8/14/23-Notice of hearing for \$500 second offense failure to notify management of occupancy.

9/19/23- Hearing held-owner did not show up or send an email regarding violation.

9/21/23-Notice of fine for \$500 for failure to notify management of occupancy sent.

Due Process Actions for third offense Unit Occupancy without Notification to Management

11/2/23-Notice of hearing sent for \$1,000 and 60-day suspension of common area second offense fine for failure to notify management of occupancy.

11/18/23-Hearing held-owner did not show up or send an email regarding violation.

11/18/23-Notice of \$1000 and 60-day suspension of common area fine sent.

12/21/2023-Delinquent Fees owed for Unit I verified by phone call to Butner HOA Services: \$2,500.01 Courtesy Reminder sent by Treasurer to Owner.

3/15/2024-Delinquent Fees owed for Unit I verified by phone call to Butner HOA Services: \$2,500

3/18/2024-Form SC-100 submitted to Mammoth Courthouse to begin Small Claims court action against owner

Unit N:

***2/6/2024-Service Animal in STR. Rental agency not cooperative in filling out paperwork for Service animal. Owner of dog was filling out paperwork for the service animal in the office when the rental agent for the unit came to the office and verbally abused Curt and Karen to the point that Jared, and two men who were in the jacuzzi came to the office to offer assistance and see what was wrong. The rental agent is one of 2 rental agencies out of 10 who refuse to comply with Hidden Valley Pet rules.**

***3/18/2024-Warning sent to owner for failure to provide form to notify management of pet and failure to respect management.**

Unit O:

***3/12/2024-Pet in STR-Rental company refused to provide paperwork. Management notified the rental agent. He is one of 2 rental agencies out of 10 who refuse to comply with Hidden Valley Pet rules.**

3/19/2024-Warning for pet in STR sent to owner

Unit P:

***2/6/2024-Service Animal in STR. Rental agency not cooperative in filling out paperwork for Service animal. Owner of dog filled out the form in the office**

***2/27/2024-Warning for failure to present form prior to occupancy sent to owner**

E. Reports

1. Managers Report

Manager Report – February 2024 / March 2024

-Rooftop repairs: A Plus Roofing – Received Contract for upcoming complex rooftop replacement.

Management sent it back to A Plus Roofing with modifications and should have finalized the copy prior to the March 26th HOA Board meeting.

Work still pending start date – TBD due to weather.

Management has been able to work through this entire process with the HOA BODs and the formed “Roof Committee.”

Will notify all homeowners prior to start of work and will keep all updated on a regular basis from the Hidden Valley Office. “Will be up to individual homeowners to address their guests and rental companies.”

-Interior winter storm related repairs: Repair work continues by Chris Flores started again March 1st on the next 16 / unit repairs sited by State Farm Insurance. Work will continue well into the summer and fall 2024. The Hidden Valley Office is staying on top and communicating with all homeowners as work progresses. The Hidden Valley Office continues to track and keep State Farm Insurance informed of all completed work to satisfy the insurance requirements and claim. Board Member, Trica and Karen still track and stay in communication working with State Farm.

-Snow removal: As of this report and to date all ground shoveling provided by **Timberline Construction & Snow Removal Services**. As of March 19, 2024, the total of:

149 / man hours for ground shoveling @ \$60 / per hour – per shoveler.

17 / man hours for rooftop snow removal @ \$70 / per hour – per shoveler.

Total: 166 / man hours from January 29 thru March 10, 2024.

Grand total: \$10,160.00.

“Timberline owner, David Bloom honored the same rates as last year keeping our cost to a minimum.” Others in Mammoth since last year have raised rates.

C. House Property Management reimbursement of \$600.00 for work performed outside of the contracted hours of twenty-four” within a 48-hour period.

-Snow removal: CD Construction & Loader Service provided all ground snow removal that required large equipment to include a loader & loader snow blower. We have not received an invoice as of this date.

-Individual Condo Unit Front Door Replacements: Eastern Sierra Door Company - Evan Taylor, Owner was unable to address the work requested by Hidden Valley last year. Management continues to monitor during walk throughs of units. We encourage homeowners to notify management if they find damage and or faulty front doors. Will keep the HOA BODs updated as things progress.

-Parking lot / driveway “slurry seal coat”: Scheduled for this spring 2024. Black Gold Asphalt will perform all repairs & maintenance again this year. As soon as management receives notification of a scheduled date all homeowners will be notified so they can contact their rental companies. This takes “creative” coordination moving vehicles and relocating off property during the process for at least a 24 / hour period. We were able to use the old “cabin” area above on Lake Mary Road but is now being utilized by construction workers for the new building across the road.

Complex Truck: Repairs to the underside of the truck made and work completed by Mammoth Chevron. Took longer than anticipated due to finding & locating a major part of the repairs. Truck – broken cv axle. Both passenger side and driver side differential mounts were broken. The driver side chassis mounted bracket had been welded before. Removed front differential from vehicle. Refit bracket to chassis and welded. Drained engine oil and removed oil and removed oil pan. Removed passenger side upper differential mount. Refit new mount and refit all parts. Refilled engine oil and topped with differential oil.

Damage sustained by previous onsite management and at the time required substantial welding.

“The welds held until January 2024 even with the excessive usage during last winter season pushing tons of snow”!

Passenger side upper differential bracket \$110.34.

Diesel Oil & disposal fee: \$133.90.

Labor: \$825.00.

Tax: \$23.81.

Grand total: \$1093.05

Pool / Spas: Swimming pool scheduled to open around Memorial Day Weekend (weather permitting). Even with the pool covered during winter months management keeps the water circulating and heated just enough not to freeze and continually treating the pool to deter algae growth. Equipment in the pump room is mechanically sound and working great.

The upper spa equipment is working to full capacity, and all is sound and good.

Lower spa equipment is working to full capacity. The skimmer has sprung an exceedingly small leak.

Both upper and lower spa will have inspections with repairs to the lower spa skimmer and upper spa “under pressured” spa jets this coming spring/summer.

Upon further inspection under the decking of the lower spa by accessing and crawling through the crawlspace management noticed water seeping through a void around the perimeter of the concrete decking. Management will fill in the void around the entire deck come summer and during warmer weather. Installation made by management plans to install “vents” in a couple of areas to initiate air circulation under the decking. What management thought was mold under the decking inspected by Water Dogs located in Mammoth found no mold, only moisture.

-Upper communal area restroom shower upgrades: The shower fiberglass stalls have finally seen their better days! Cracks and continued caulking more frequently has prompted more action with upgrading to nice, tiled showers. Two local tile contractors and plumbers have made their inspections. Received the plumber's estimate and expecting the others any day now. One shower is currently out of order. Management will keep the HOA BODs updated with estimates as received.

-Sewer Line clean-outs scheduled this year. Management has secured a local plumber who will service all 13 / buildings to include both common areas. Estimate came in under budget. We will schedule as soon as possible once the snow has melted. Work will not impact anyone or unit.

-Common area pool & upper propane area fence repairs and replacement: Once snow melts and management can inspect the fence, we will have a better idea of how it is holding up. Hoping the fence can be reinforced to get through another winter, the likelihood of combining the repairs to the entire pool area next year, 2025 may be the best time to install a new fence. Management is and will continue to work with HVV BODs.

-Relocation of one lower dumpster: The dumpster is currently located in the parking lot at the end of the lower spa and relocated to another area to accommodate more vehicle parking. Management is looking at the very lower area nearest the large “green” electrical box below Bldg. “G.” This will assume one parking spot in that location but will free up at least 3 – 4 parking spaces where the dumpster is currently located.

-Rodent Control – Owens Valley Pest Control has been staying on top with monitoring their traps and bait under each building. Management was prompted to contact pest control due to rodent droppings recently found in a unit. Owens Valley Pest Control responds immediately to calls of this nature and continues to service HVV on their regular route every couple of weeks. Management and HOA BODs will review their contract and move forward accordingly.

-From Management: It has been a busy winter season! We are on the downside of winter weather but still have a couple of storms forecast soon (as of this report). Management has stayed on top of Mammoth Lakes Government, Town of Mammoth Lakes Town Council Meetings throughout the past few months monitoring the Short-Term Rental Moratorium, new construction builds within short distances from Hidden

Valley, trying to answer and steer homeowners to websites to help answer a lot of questions and concerns coming into the Hidden Valley Office.

As interior repairs and complex exterior work progresses throughout the warm spring, summer & fall seasons management will continue to coordinate and closely work with the HOA Board of Directors and all homeowners to make everything run smoothly as possible. We encourage everyone to please be patient and if anyone has any questions please contact the Hidden Valley Office.

Management wants to extend our gratitude to the endless hours the Board of Directors and Special Committees have and continue to to work to make Hidden Valley the great community it is and continues to be.