

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

**AGENDA**

**Date of Meeting:** November 18, 2023

**Time:** 9:00 am – 10:30 am

**Location:** Hidden Valley Village Common Area Room

Also Join by Zoom Meeting

<https://us06web.zoom.us/j/84689247910?pwd=GBaEoKqKP2V3RLKfnujuGPGII1obcF.1>

Meeting ID: 846 8924 7910

Passcode: 406964

Hidden Valley Office: 760 934-7303 Email: [manager@hiddenvalleymammoth.com](mailto: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 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](mailto:bod@hiddenvalleymammoth.com)*

**2. Consent Agenda Items**

- A. Approval of minutes from September 19, 2023
- B. Treasurers Review for August and September
- 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 (2) Hidden Valley 2024 Budget Packet (3) Annual Treasurer's Report

- 3. Agenda Item 1:** Discussion and possible action. Unit owners installing subflooring insulation and requesting reimbursement.
- 4. Agenda Item 2:** Review and Acceptance of 2024 budget and Monthly Assessment amount prepared by Butner HOA Services. Reports included on the consent agenda
- 5. Agenda Item 3:** Approval of expenditures in excess of \$2,000
- 6. Agenda Item 4:** Discussion and possible action. WiFi failures in Buildings due to old Optimum Equipment.
- 7. Agenda Item 5:** Discussion and possible action Town Moratorium on STR
- 8. Agenda Item 6:** Discussion and possible action Chores list for 2024
- 9. Agenda item 7:** Permit requirements and insurance documentation for work requests
- 10. Announcements:** Future Meeting Date: Annual Owners Meeting November

18, 2023 2:00 PM - Mammoth Public Library Conference Room

- 11. Temporary Suspension of Meeting. Meeting will be Re-convened after the Annual Owners Meeting for the purpose of: Announcing new Board Members, Electing new officers, Appointing New Committees and Establishing Dates for the 2024 Regular meetings.**
- 12. Adjournment**

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

**CONSENT AGENDA**

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

- A. \*\* Approval of minutes from July 31, 2023
- B. \*\*Ratification of Treasurers Review for June and July, 2023
- 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
  - 2. 2024 Budget from Butner's ready for adoption
  - 3. Treasurer's Report for , 2023, November Annual Owners Meeting

**A. Approval of Minutes from July 31 Meeting**

Minutes are posted on the HiddenValleyMammoth.com website

**B. Ratification of Treasurers Review and Report for August and September 2023**

Treasurer's reviews are posted on the HiddenValleyMammoth.com website

**C. Ratification of Architectural Committee approvals of work order requests**

Motion 1 of 2: Work Request Approval to Start Project

The Architecture Committee motions that the following *new* work requests be approved by the board to commence work. All work requests were approved by the Architectural Committee and the board. Owners may begin their projects at their convenience. Projects must abide by Hidden Valley rules and Town of Mammoth Lakes building requirements.

- Unit 19, new insulation under unit
- Unit 26, new dining window
- Unit 131, new dining window
- Unit 133, new dining window
- Unit 136, drywall & painting work

Motion 2 of 2: Work Completion Recognition & Recording

The Architecture Committee motions that the following *completed* work requests be recorded & ratified by the board. All completed projects were approved by the board prior to starting; installation has been approved by management and copies of permits, if required, have been received.

- Unit 19, new insulation under unit
- Unit 26, new dining window
- Unit 38, kitchen remodel (permit received)
- Unit 39, new insulation under unit
- Unit 115, wood burning stove retrofit (permit received)
- Unit 131, new dining window
- Unit 133, new dining window

**D. Report and Ratification of actions from Rule Enforcement Committee**

**Log of Rule Enforcement Actions:** -Unit numbers can be cross referenced in the Executive Session Minutes

**-Unit A:**

\*7/29/22-8/1/22. Violation-Excessive Occupancy, Excessive Vehicles, Incomplete notice of Occupancy

\*7/30/22. Email sent by management requesting occupancy information. Email was not answered by the unit owner or property rental manager.

\*8/15/22. Notice of Hearing for violation Sent to Unit Owner

\*9/27/22. Hearing held in Exec session. Owner did not attend the hearing, but emailed information **Date:** September 27, 2022 at 9:21:09 PM EDT, (after the regular Board Meeting started). The Letter stated that the unit was occupied and abused by excessive tenants, but requested leniency. Board noted that the on line advertising for the unit is for 8 people, not 6 as allowed in CC&R. \$250 first offense fine issued for multiple violations of excessive occupancy, excessive Parking vehicles and failure to communicate accurate occupancy information to management.

\*9/27/22. Notice of \$250 Fine Sent to Butner HOA to be archived and sent to the owner.

\*2/3/23. Email Reminder titled Hidden Valley Past Due amount of \$250 sent to unit owner by HVV Treasurer.

\*2/16/2023. Notice of Hearing to Suspend Common area Use for 30 days due to delinquent payment of fine

\*3/21/23. Hearing held in executive session - Owner no show, Board action was to restrict common area use for 30 days from April 1-30/

\*3/23/23 Notice of suspension of common area use sent to Butners for notification to the owner. Suspension of common area use will be revoked as soon as payment is received.

\*4/28/2023 March monthly financial statement from Butner HOA services indicated that the fine has been paid.

\*Issue resolved.

\*5/3/2023-Drywall and Fireplace retrofit work begun without Notification via HOA Work Permit form-Owner Contacted by Board member and immediately filled out paperwork.

**-Unit B:**

\*10/14/22-10/16/22. Second offense Violation of Pet in STR No notification forms submitted prior to arrival. Owner contacted by management. Pet owner did not submit form.

\*11/12/22-Due process Hearing number 1 - Owner did not attend hearing

\*1/4/22-Notice of second Hearing sent

\*1/17/22-Due process Hearing number 2 - Owner did not attend hearing

\*1/23/22-Notice of \$500 fine with 30 Suspension of common area to follow if the fine is not paid within 30 days of the billing notice. Note: Suspension of Common area use to be instituted only if fine is not paid within 30 days of billing statement

\*May billing statement will have the \$500 charge included for the unit monthly statement. Common area use will be suspended if the \$500 is not paid by June 15.

\* Draft of Notice of suspension Letter ratified at May Meeting in case the fine is not paid by June 15.

\*5/23/23-Courtesy email reminder to pay the \$500 fine sent by President, Jim Murphy  
\*6/23/23-Notice of Suspension Sent to Butners for delivery to tenant.  
\*8/7/23-Unit occupied without notification to managers during Bluesapalooza Festival-  
\*8/12/23-Notice of Hearing for \$250 fine for failure to notify management of occupancy.  
Sent to Butner's to be forwarded to owner.  
8/14/2023—Notice of hearing sent to Butner's to be forwarded to owner  
9/19/23 – Hearing held in Executive Session – Owners did not show up or send an email regarding the violation of failure to notify management about occupancy. Failure to notify of occupancy is a consistent problem with this owner. Board fined the owner \$250  
9/21/23 –Notice of fine sent to Butner's for delivery to owners via email and snail mail.

**Unit C:** Previous violation Resolved (listed on March minutes)

\*5/3/2023-Drywall and Fireplace retrofit work begun without Notification via HOA Work Permit form-Owner Contacted by Board member and immediately filled out paperwork. Issue Resolved.

**-Unit D:**

\*3/4/23-3/12/23-Violation of pet in STR  
\*3/23/23-First Offense Warning letter sent to Butners for delivery to unit owner

**-Unit E:**

\*2/26/23-3/12/23- Multiple Violations of failure to report occupancy after repeated reminders by management. (documented reminders via email sent on 2/19/23 and 3/28)

\*3/21/2023-Warning letter sent to Butners for delivery to unit owner

\*3/31/2023 - Owner replied with a brief email stating that management was notified of occupancy. Jim will compose an email from the board to the owner to outline the issues property management is having with: no details on different people arriving/departing on specific dates,no contact info for different renters as required in CC&R and operating rules.

\*4/15-17/2023-Several emails sent by Jim Murphy clarifying the correct method of notification of occupancy. Replies from owner indicating dislike of rule.

\*4/22/2023 - Management received a text at 11:39PM. The text from the owner was ambiguous and combative regarding occupancy. Ruth Wheeler sent an email to the owner with a template that can be used for future notifications for occupancy. The owner was warned that late night texts to management were for emergencies only, Non-emergency late night texts constitute a nuisance (emails requesting that the owner comply with the rules were copied to entire Board and Management)

\*7/2/23 – Owner again submitted running dates for occupancy via text-incomplete data omitted arrival and departure dates, name and contact of occupants.

\*7/3/23 – Management emailed owner with request fir correct information, owner replied with combative email.

\*7/5/23 – Management requested a sit down meeting with owner, management and Board members on property

\*7/7/23 – Meeting held, Owner expressed frustration at past situations of unit being used without her knowledge. This happened over 30 years ago, Board member R. Wheeler had the same problem, she assured owner that the new governing documents provided rules to protect owners from unauthorized use of their condo. She shared an example of a notification email to management to show how simple the process is. Management gave several examples of how they assist all guests including guest of unit E. President Jim Murphy assured owner that the board enforces the rules consistently for all owners and requested that owner follow the rules. Owner had questions about dog in str rule and management provided owner with forms and access to the website information. Management reiterated that the form is to be signed by the unit owner and guest and submitted prior to the arrival of the guest.

\*7/9/23 - Email addressed to Jim Murphy from unit owner which indicated that the owner felt she was being treated unfairly and that she did not want to provide accurate notice of occupancy. President Jim Murphy responded with a short email stating that we heard the owners grievances and explained that the current board and management can't fix items that happened years ago. He reiterated "Please follow the current rules so that the future will avoid the types of issues you have experienced in the past.

\*8/2/23 – Nuisance complaint filed by adjacent owner – Barking dog left unattended in unit. Confirmed by management. Email sent by management to notify owner of problem. Paperwork for pet was received prior to guest on property. Owners of pet not in compliance with ADA regulations regarding service animal left unattended in rental unit.

\*8/3/23 – Notice of hearing for \$250 fine for nuisance to be held at Sept Board meeting sent to Butner's to be emailed and snail mailed to owner

\*9/21/23 –Notice of fine sent to Butner's for delivery to owners via email and snail mail.

**-Unit F:**

\*3/18-3/19/23 - Dog in STR unit. Forms not submitted prior to guest and dog in unit. Late form not signed by dog owner. Data regarding support animal dated 2018 and did not have the name of the dog owner.

\*3/23/23 Warning sent to Butners for delivery to owner

\*3/29/23 Owner replied that he did not acknowledge the letter as he did not feel he was in violation of the rule

4/10/23 Email Letter composed and reviewed by the board was sent to the owner. With an offer to list the item on the Exec. Agenda for the May meeting. Owner replied to the email stating that the last minute booking by the guest justified the errors with the Service/Support dog paperwork.

**-Unit G:**

\*3/18/23 Three Labrador Retrievers off leash with short term occupant of unit.-Management filed report and notified the owner. Owner stated that pets were not allowed in her unit and she would communicate with family members who use her condo to correct the problem. Clarification of pet rules were sent to all owners on April 3, 2023

\*4/15/23 Nuisance and pet in unit complaint filed on behalf of neighboring owner by management. Nephew of owner was intoxicated disrupted tenants in adjacent unit, vomited and defecated on common area decks. A dog was in the unit at the time of the violation.

\*4/17/23 Notice of hearing sent to Butners and email with the notice sent to owner by Treasurer to inform owner of \$750 fine (\$500 for second offense of pet in unit and \$250 for first offense nuisance)

\*5/11/23 Owner submitted letter to the board accepting responsibility and paid fine. Issue resolved.

**-Unit H:**

\*5/3/2023-Drywall and Fireplace retrofit work begun without Notification via HOA Work Permit form-Owner failed to respond to phone calls, texts, and emails by both Management and Board member - On Agenda for board discussion/Action. Tenant in adjacent unit complained of nuisance noise.

\*5/16/23-Board discussed and voted unanimously to fine the owner \$250 for combined offense of first offense nuisance and failure to submit work request form.

\*5/21/23 – Notice of hearing for proposed fine emailed to Butner to be sent to owner  
7/3/23 – Tenants in unit without notice of occupancy

7/5/23 – Notice of hearing for \$250 proposed fine for failure to notify management of occupancy emailed to Butners to be sent to owner along with Previous notice of proposed fine for nuisance with updated zoom meeting information.

7/13/23 – Ratification of hearing notices in open meeting.

7/18/2023 – Owner did not show up to hearing. Fine of \$250 levied for nuisance, and failure to notify management of occupancy

7/20/2023 – Notice of fine sent to Butners to email and snail mail to owner

8/7/2023 – Management noted that unit was occupied without notice during Bluesapalooza Festival (First week in August, 2023) and reported to the board

8/12/2023 – Notice of hearing for \$500 second offense fine for failure to notify management of occupancy drafted and sent to Board for review.

8/14/2023—Notice of hearing sent to Butner's to be forwarded to owner

9/19/23 – Hearing held in Executive Session – Owner did not show up or send an email regarding the second violation of failure to notify management about occupancy. Failure to notify of occupancy is a consistent problem with this owner. Board fined the owner \$500

9/21/23 –Notice of fine sent to Butner's for delivery to owners via email and snail mail.

10/31/23 – Management notified Board member that unit was again occupied for STR without notification: Unit occupied on weekend of Oct. 20,21, Unit was walked on Oct 22 and found to have been occupied

11/1/23 – Notice of hearing for third offense potential fine of \$1,000 plus loss of common area use for 60 days. Sent to Rules Enforcement committee and management for review.  
11/2/2023 – Notice of Hearing sent to Butners to be sent to owner. Hearing set for Exec session Nov. 18, 2023

**Unit I:**

\*5/3/2023-Drywall and Fireplace retrofit work begun without Notification via HOA Work Permit form-Owner failed to respond to phone calls, texts, and emails by both Management and Board member - On Agenda for board discussion/Action

\*5/16/23-Board discussed and voted unanimously to warn the owner for failure to submit work request form

5/21/23 – Warning notice emailed to Butner to be sent to owners.

7/3/23 – Complaints of nuisance noise at 11:45PM. Management was not informed of occupancy.

7/5/23 – Notice of hearing for proposed fines of \$250-first offense nuisance and \$250 first offense failure to notify of management. Total fine of \$500.

7/13/23 – Ratification of hearing notices in open meeting.

7/18/2023 – Owner did not show up to hearing. Fine of \$500 levied (\$250 for nuisance, and \$250 for failure to notify manager of occupancy.)

7/20/2021 – Notice of fine sent to Butners to email and snail mail to owner

7/28/23-7/30/23 – Unit was again occupied without notification of occupancy.

Management found that unit had been used during routine security check. Management notified owner of occupancy via email

8/3/23 –Notice of Hearing at Sept. meeting for \$500 fine for second offense drafted and sent to Butners to be emailed and snail mailed to owners. Treasurer was able to contact second owner via phone to give him information regarding the failure to notify management of occupancy problem and fines. The secondary owner stated that the primary owner was out of the country and he would contact him to let him know about the payments due and problems with failure to notify management.

8/8/23 – Treasurer forwarded emailed to the secondary owner. The email was sent to all owners reminding them of the Aug 15 due date for the first installment of the Emergency special assessment. The secondary owner promptly replied that he had informed primary owner of payments due and directed HV to send all information to primary owner

9/19/23 – Hearing held in Executive Session – Owners did not show up or send an email regarding the second offense failure to notify management about occupancy. Failure to notify of occupancy is a consistent problem with this unit. Board fined the owner \$500.

9/21/23 –Notice of fine sent to Butner's for delivery to owners via email and snail mail.

10/31/23 – Management notified Board member that unit was again occupied for STR without notification: Unit occupied on weekend of Oct. 14-15, Unit was walked on Oct 16 and found to have been occupied

11/1/23 – Notice of hearing for third offense potential fine of \$1,000 plus loss of common area use for 60 days. Sent to Rules Enforcement committee and management for review.

11/2/2023 – Notice of Hearing sent to Butners to be sent to owner. Hearing set for Exec session Nov. 18, 2023



### **Unit J:**

\*7/3/23 – Tenant pet in the pool area. Management not notified of occupancy. No pet form submitted. Owner of pet identified the unit they were staying in and provided documentation of service animal. Management notified owner of failure to follow policy.

\*7/5/23 – Two separate notices sent to owner: Notice of hearing for \$250 fine for failure to inform management of occupancy and Warning notice for pet violation

7/13/23 – Ratification of hearing and warning notices in open meeting.

7/18/2023 – Owner showed up to hearing. Fine of \$250 levied for failure to notify manager of occupancy. Owner discussed difficulties of monitoring pets in units and stated that failure to notify was an occasional oversight. Board clarified that rules regarding pets in units were supported by ADA regulations and CA law and shared that an adjacent owner complained of pet noise nuisance. Board also confirmed that failure to notify of occupancy was a consistent and documented problem

7/20/2021 – Notice of fine sent to Butners to email and snail mail to owner

### **Unit K:**

\*8/5/23 – Noise complaint by adjacent unit

\*8/12/23 – Warning notice sent to Board for Review-Warning not sent-first offense and management notified owner of rule violation

### **Unit L**

\*8/5/23- Complaint of guests camping in the parking lot and running a generator at night.

\*8/12/23 – Warning notice sent to Board for Review-Warning not sent-first offense and management notified owner of rule violation

### **Unit M**

\*10/23/23 – A couple presented themselves to management in the office requesting a common area key for unit M because they were moving into the unit as long term tenants. They informed management that they had 2 dogs and 2 cats. Management had not received occupancy notification or any pet forms from the owner.

Management informed the couple of our pet rules. The couple was upset, but they made no reference to the Support/Service status of their pets.

\*10/23/23 – 4:30 PM – Management contacted owner via phone and reminded owner of notification and pet requirements. The Owner was adamant that she did not need to abide by the notification or pet rules. At 4:47 Management included a Board member as part of a three way call. The Board member reinforced managements position that pet rules needed to be followed and reminded the owner that a previous

tenant caused disturbances and rule violations to the extent that neighboring owners filed nuisance complaints and the owner was fined \$750 for multiple violations. The owner stated that she would fight the pet regulations for her unit.

\*10/24/23 – Owner contacted management stating that she had documentation that three of the four animals were support animals so the tenants only had 1 pet. Owner emailed a letter signed by a Licensed marriage and family therapist. Management forwarded the letter to the Board and Board members responded that the letter met the HVV rules. The owner was reminded that the prospective tenants must fill out and sign the pet form and the owner must show proof of insurance requirements.

\*10/26/23 – Management sent message to the board stating that the owner had communicated with them and was not following through with renting to the party with 4 pets because the tenants did not wish to sign the pet form.

\*10/31/23 – Management observed that the tenants with 4 pets were occupying the unit. Management notified the owner and Board members that the following items must be presented by Wed. Nov. 1: Completed service dog form, copy and proof of insurance, Copy of signed one year lease form, a reminder that the owner is responsible to provide tenants with operating rules.

\*10/31/23 – Board member sent an email recommendation of \$250 fine for failure to submit notice of occupancy and too many pets to Board, Management, and owner. Owner contacted management via phone and stated that tenants are moving out.

\*11/1/23 - Draft of Notice of: first offense failure to notify managers of occupancy and pet violation \$250 fine sent to management and Rule Enforcement Committee. Will send it to owner if tenants are not out by the end of the week.

## **E. Reports**

### **1. Managers Report**

#### **HIDDEN VALLEY MANAGER REPORT**

**OCTOBER 2023 & AS OF NOVEMBER 10, 2023**

#### **- FALL TO DO LIST PRIOR TO WINTER BY MANAGEMENT:**

-Completed - Removed all railroad ties from the parking lot and placed them in winter storage.

-Completed - Removed all landscape hoses, sprinklers & timers, drain water & place in winter storage.

-During the process of disconnecting hoses management turns all water off under buildings at the main water valve leading to hose bibs on exterior of buildings. Curt & Jared found at Buildings "A", "B" & "C" all three would not turn off properly causing leaks.

Old pipes & fittings. They tried to make repairs but found that the threads were damaged. Howard, Owner of "A Reliable Plumber" was called and made all repairs.

-Completed - Winterized all flowers and plants at the office and areas of the complex.

-Completed – Installation of snow stakes throughout the complex – approximately 80 stakes. Currently installing stake extensions throughout the complex.

Purchased 60 new snow stakes this year. Due to heavy snow which buried all stakes & hit during snow removal stakes were severely damaged, bent, twisted & broken beyond repair. Snow stake cost: \$10/per stake. After researching, Bishop and Reno found it to be the best buy. Steel metal stakes take a beating every year during heavy pounding during installation and again when heavy hands are used during removal. Also, installed new metal T-posts for winter signage throughout the complex. Some new signage was purchased and installed due to damage incurred last winter.

-Replace plywood on all lower balconies beginning week November 13, 2023.

-Completed - Management serviced all snowblowers, oil & filter change, checked all fluids.

-Completed - Winterized the fish cleaning sink located behind the lower common area.

-Completed – Inspection of landings made contact via email to all homeowners to remove all patio furniture and place in their winter storage area. – Emailed homeowners with furniture have until November 19<sup>th</sup> to remove. If not removed, management will place all on balconies.

-Completed - Tool inventory. On file in the HVV Office.

-Completed - Snowmelt was ordered through Western Nevada Supply. A pallet was delivered (49/bags, 50/pound each). Management unloaded & placed in lower storage/shop area.

-Completed – Inspection of snowplow – Management was able to connect the plow to the truck – no cost involved. Plow was used Monday 11/6!

-Completed - Winterize pool area pump room.

-Completed - Annual maintenance of pool filter and spa filters performed by management. Inspected and found them to be in very good condition – did not have to be replaced.

-Completed - BBQs, pool furniture, picnic tables, chairs, lounges, and common area furniture at bottom of the complex removed and placed in storage.

-Completed - Wood decking, seating & fence were pressure washed, allowed to dry then sprayed and rolled on stain sealant for the winter.

-Completed - 90 sheets of plywood purchased and used on balconies & windows during last winter storms was moved from the old tennis court area and placed under the landing of Building "1". Wrapped in weatherproof tarps and secured for the winter. Found this to be the easiest place on property for the time being and easy access to if needed during the upcoming winter.

-Completed – Inspection of all stair treads – tightened where necessary.

#### POOL / SPA UPDATE:

-Both common area spas and saunas are up and running to full capacity. Equipment rooms have been winterized.

#### COMPLEX TRUCK:

-Completed - Winter servicing to include oil change, inspection, filter change. Ignition switch replaced.

-Truck is running fine. A few minor repairs and new tires were ordered through Mammoth Chevron – installation is scheduled for Saturday, November 11, 2023. Due to the excessive use and months of wear & tear use of tire chains, current tires have shown some damage.

#### PEST CONTROL:

-Owens Valley Pest Control continues to service us on a regular basis. Have had no issues. Notify management when on property, always go over what or anything they have found and email a complete list of services. Will be back soon to place all equipment under buildings prior to winter. Very happy with their services.

#### Annual Individual Unit "Main" Heater Clean & Servicing:

As of this report – Only have 16 units to go! Servicing consists of: Removal of heater cover, inspection of heater components, all debris blown out using air compressor, wiped clean, oiled motor. If the heater is found to have damaged or not working properly, management contacts the homeowner.

#### NEW WINDOW REPLACEMENT:

-Three window replacements were made by a contractor from Southern California. Could not find a local Mammoth contractor due to excessive workloads this year. Work this year was initially due to one damaged window covered by State Farm Insurance. Three windows were replaced and paid in full by each homeowner to include windows and labor cost.

#### NEW FRONT DOOR REPLACEMENT:

-Apparently due to high volume and heavy workload Eastern Sierra Door Co. was not able to accommodate HVV this year. Management will be working to find another company and our contractor for door replacements next year. The contractor who installed the windows this year may consider door replacements for next year. Ongoing project for management.

#### WINTER REPAIRS AND UPDATES:

-Interior repairs are ongoing and will most likely continue into next summer and into fall. Very busy Chris Flores to date has made repairs to fifteen units. Currently working in two of those listed and will need to make repairs to at least that many more. Some repairs have been water damage caused by chase leaks and some more extensive with water and drywall cracks to walls and ceilings. Units:  
13,17,25,26,27,31,32,41,42,43,44,104,106,108,118.

-Exterior repairs to rooftops continue as of this report. With very little left to complete Contractor, Julio Uribe is waiting for the fabricated metal to complete the chase on Bldg. "E" and metal flashing on three buildings (one side) on the edge of each. Once on the rooftops again his crew will complete the maintenance of replacing damaged redwood shingles on chases. This will complete all roof work for this year. Crew is expected here on property to finalize work, Saturday, November 11, 2023.

Management requested Julio to please provide the HOA with a detailed description of what he found on each rooftop and suggested a written estimate and report moving forward with major chase replacements and possible roof replacements.

-Management – Curt and Jared made all repairs necessary to complete the work left behind with repairs not listed on the contractor's contract. Included were balconies, walkways, landings, window trim, electrical box repairs, sealed siding on north side of Bldg. "C", painting where needed.

#### STATE FARM INSURANCE COMPANY & MAVIN CONSULTING LLC.

-Management has and will continue to work with HOA Board of Directors to provide and complete reports, invoices, and communication to ensure all documents are properly provided to everyone involved with the project moving forward this year and beyond. This is a daunting task for everyone who's been involved in managing the project.

-From Management - HOA Board of Directors have worked endless "volunteer" hours this year to ensure that all damage encountered by last winter's storms has and is being addressed. The Board of Directors have spent time working on and with contractor issues, insurance issues, countless hours spent going over specifications, expenses & budget, contractor contracts, and not to mention the hours spent in "special" meetings working together with management to get to where we are today. Not there yet but we are seeing light at the end of the tunnel.

This year ending - Once again, Curt, Karen & Jared wish to Thank each board member – “you all are amazing”. During conversations with homeowners, we want you each to know that we have and continue to express how difficult this year has been and how hard this HOA Board has and continues to work on behalf of every homeowner.

Thank you, Niki, for all your devoted time given to the board and homeowners here at Hidden Valley! You’ve gone on and above. “We may reach out to you now & then – so you’re not off the hook entirely”! Thank you!

## **2. 2024 Budget Packet From Butner’s HOA Services**

The Hidden Valley 2024 Draft Budget Packet prepared by Butner HOA Services can be viewed on the [hiddenvalleymammoth.com](http://hiddenvalleymammoth.com) website under HVVOA INFO>Newsletters & Notices

## **3. Annual Treasurer’s Report**

### **2023 Annual Financial Report from the Treasurer, Ruth E. Wheeler**

#### **Good News and Bad News:**

The good news is that our Reserve Fund is very healthy with a projected balance of \$800,000 at the 2023 Year-End. With the guidance of Board member Nick Roberts, we have invested funds in Treasury Bonds which are paying about 5%. These earnings will be used to rebuild the Contingency Fund. With predicted interest earnings for 2023 we anticipate the contingency fund amount to increase to \$19,500 at the start of 2024. In 2024 we anticipate the contingency fund amount to continue increasing by allocating interest earnings to the account. We do not anticipate the need to allocate funding from the 2024 dues increase to supplement the contingency fund.

Other good news is that we have received \$290,000 in insurance claim funds so far and Board member Tricia Gomez along with management and the independent consulting firm of ExactX Consulting are working to ensure that damage from the 2022-23 winter will be properly covered by insurance. Using insurance funding to repair the exterior capital expense items such as balconies, stairway decks and roofs damaged during the 2023 winter may result in savings for our Reserve Fund, but at this time we do not have the data to predict specific amounts. The management team, along with the Board have worked very hard to get all roofs and chimney chases buttoned up for the 2024 winter. Insurance claim income and expenses are tracked on the Monthly Treasurer’s Review which is available on the website.

Now, the bad news. Last year at this time we were able to hold dues steady and have a zero dues increase. I predicted at that time that we should be prepared for a 3% to 5% increase in 2024. That predicted increase amount was low, and we will have an approximate dues increase of 12%

Please look at the Hidden Valley 2024 Budget for a full explanation and disclosures. Reasons for the 12% increase are; high cost for utilities which is tied to fuel costs, increased costs for maintenance and repair services in Mammoth Lakes, and a low balance in our Contingency fund. Without a large contingency fund, we must budget line items in the operating fund with an eye to covering the worst-case scenario.

I reached out to fellow Board Members Nick Roberts and Debra Martin and managers Curt and Karen House so that we could double and triple check the recommended increases for the operating fund. We looked at areas in the budget that had significant cost increases as well as areas that might be available to reduce costs. We listed justifications with specific data for every line item in the operating fund that was changed. We then passed the data on to our accounting firm of Butner HOA services for a final review. The reality checks that we all did indicate that the increases in the operating fund line items are necessary. The following disclosures are explanations for the most significant increases in the budget.

The Hidden Valley Village HOA Budget consists of three sections or 'Funds'. Homeowner dues are allocated to the 'Funds' to cover the respective expenses.

- I Operating Fund – Regular and Recurring Operations
- II Contingency Fund – Unforeseeable Unbudgeted Costs
- III Replacement Fund – Major Capital Repairs or Replacements

Each month the Board of Directors must review the monthly statements and ratify the Treasurers Review. The Ratified documents for 2023 can be found on the Hidden Valley Mammoth website under HVVOA INFO>Newsletters & Notices. Included in the review is an accounting of all snow removal costs and the management of the insurance claim funds.

## **I. Operating Fund**

The Operating Fund is used for non-capital regular recurring expenses. It is based on a zero-balance principle. Yearly projections for regular expenses are calculated as accurately as possible based on past expenses, multi-year averages, predictions of inflation, cost increases issued by vendors, and anticipated maintenance items.

It is not an exact science. Being overly conservative and padding line items unnecessarily results in large surplus funds at the end of each year which indicates overcharging owners unnecessarily. Being "penny wise and pound foolish" creates yearly deficits and the potential for "emergency" assessments. The 2023 budget hit the targeted zero balance goals for administrative expenses and maintenance and supplies. It significantly missed the target for the Utilities line items which include; snow removal, electricity, propane, water, and trash removal. Routine cost of living increases in the administrative and maintenance and supplies areas along with significant increases in utilities will necessitate a dues increase for 2024.

From 2015-2020 The operating fund ran an average surplus of \$38,670. In 2021 we reduced dues. In 2022 and 2023 we held dues at a zero increase. We still ran a surplus in our operating fund at year end, but they were lower, indicating that our estimated expenses matched the amount that we were collecting for dues. In 2023 we went into the year with a healthy Contingency Fund of \$60,000. The unprecedented snowfall of 2023 as well as high utility costs put us over budget for the operating fund. This necessitated the use of all contingency funds as well as a \$234,000 Emergency Special Assessment for snow removal. Itemized Snow Removal Expenses for January through September can be found on the Treasurer's monthly review documents on the [hiddenvalleymammoth.com](http://hiddenvalleymammoth.com) website.

None of us want dues to increase. We should expect our yearly dues to increase by a reasonable three to five percent based on the usual yearly cost of living increases. Over the last three years we have been able to live within our operating fund budget and maintain a reasonable year-end surplus without raising dues. This is not the case for this year. The operating fund line-item increases predicted for administrative expenses in 2024 is about 5%. This is in line with a routine yearly increase. The buildings and supply budget line increase is about 17%. The larger than usual percent increase is a result of; increased cost of fuel for the Hidden Valley Truck, a possible need for tree removals in 2024, and increased cost for routine building repairs. The operating fund line items for Utilities increase is 30%.

The following disclosures regarding the 2024 Budget are provided so that you understand the approximate 12% dues increase for 2024.

Operating Fund Significant Increase Disclosures:

**Snow Removal Budgeting Disclosure:** Hidden Valley snow removal costs in 2024 will involve paying our loader service \$230/hour. This is up 15% from last year's cost of \$200/hour. Payment for ground shoveling for routine storms is paid for by C House Property Management. Excluding the unprecedented snowfall last winter, the average number of hours that we had loaders on our property was 80 hours/year. Last year we had over 300 hours of loader service.

When we have huge snow dumps (more than 2 feet in 24 hours) Management calls in paid ground shovelers as necessary. The HOA picks up the bill. We can expect two to four big dumps of snowfall based on historical snowfall data going back to 2012. The 2024 snow removal budget takes this into account. The Board has increased the Snow removal budget from \$20,000 to \$30,000 for 2024.

Be aware that if the snow load on roofs exceeds safety standards, we must pay for Roof shoveling. Roof shoveling is very expensive and has been done (in varying amounts) in 8 of the last 20 years. In 4 of the eight years that we have had to shovel roofs we have had emergency special assessments. Raising Dues to cover the possibility of roof shoveling would raise dues an extra \$200/month for roof shoveling that may or may not be needed. Raising dues to cover the possibility of roof shoveling at this time is not possible as dues



can only be raised 20% per year. If we have another situation where roof shoveling is needed in 2024 owners can expect another Special Assessment to cover roof shoveling costs.

Hidden Valley Owners can all help reduce snow removal costs by minimizing the time that the loader spends on our property. Last winter if you were using your condo, you probably observed Curt and Jared behind the wheel of our trusty truck with the plow blade. They use the truck to make piles of driveway snow near the push out ramps. This saves loader time which is billed at \$230/hour. Homeowners can help keep loader costs down by being sure that both owners and their tenants park in the correct places and move vehicles as directed by management. By complying with rules about occupancy notification and parking permits we all win.

### **Utilities Increase Disclosure**

In 2023 we budgeted for an 8% increase in utility expenses including; Electricity, Propane, Trash Removal, and Water and Sewer. Using linear projections for year-end cost, we were over budget for Electricity and Trash removal as of September 2023. Using projected 2023 year end amounts and adding 3% is our best estimate for the increase in utility costs. This amount was reviewed by our accountant and Board members. This along with the increase in Snow removal costs resulted in an increase in the utilities budget line items of \$58,150 which is a 17% increase from 2023.

## **II. Contingency Fund**

Contingency funds are used to cover unanticipated costs in the operating fund such as excessive snow removal costs, unpredicted increases in utility expenses, and other non-capital expense items. Contingency funds can also be transferred to the Reserve Fund if capital expense items run significantly over budget. There are civil code restrictions on Replacement funds. They may not be used for operating expense items such as snow removal. For this reason, it is recommended that surplus operating funds at year end be transferred to the Contingency Fund rather than the Replacement Fund. Keeping a healthy contingency fund allows the Board to budget conservatively for the operating fund with an eye toward not overcharging owners for routine operating expenses.

The Contingency fund was depleted in 2023 due to the unpredicted extraordinary expense of snow removal last winter. The Contingency fund had \$60,000 at the beginning of 2023. The entire amount was used to offset the 2023 snow removal costs to lower the amount of the Emergency Special Assessment for snow removal expenses. By allocating interest earned on our T-Bill investments we should have a balance of \$19,500 in the contingency fund to start 2024. We anticipate additional earnings of \$32,000 by the year end in 2024.

No expenditures from the Contingency Fund are anticipated in 2024 and funding for the Contingency fund in 2024 will not come directly as a line-item expense from the 2024 Budget.

It is recommended that we work toward building a \$100,000 Contingency fund balance over the next several years. This building of the contingency fund can come from 2 sources other than owner dues. These sources are year end surplus in the operating fund and investment income from Treasury Bonds or CD's

### **III. Replacement Fund.**

Recommended Replacement Funding for the Year 2024 is **\$190,437**. This amount is listed in the 2021 Reserve Study, it represents a 3% increase over the amount collected in 2023. The increased dollar amount is \$5,547 which equates to collecting about \$5.55/month more per unit in 2024 than 2023. This increase in monthly funding will be added to the operating fund budget increase for 2024.

The spending Budget for 2024 Reserve funds is \$293,826. The fact that we are collecting \$190,437 and spending \$293,826 gives most owners cause for concern. This explanation should help alleviate the concern over the perceived deficit spending amount of about \$100,000+. It should be noted that the Reserve fund collections and expenses are calculated over a 30-year period. In some years expenses fall short of collections and in other years expenses exceed collections. When averaged over the 30 years, expenditures and collections balance out. The Reserve Study is required by law to be updated every 3 years. For more detailed information about the 2021 Reserve study homeowners can access the study which is posted on the Hidden Valley Mammoth website.

The reason that expenses from the reserve fund exceed collections in 2024 is that painting of the entire complex was budgeted for 2024. At this time, we do not need to paint all the buildings, so we probably will not be dipping into the reserves as much as predicted for 2024. This does not mean that we have more money to spend on things other than painting. We will stick to projects listed in the reserve study that require action for capital expenses.

The Board of Directors is charged with prudent, fiscally responsible spending of reserve funds for major capital expenditures. All expenditures from the reserve fund must be approved by the Board at an open meeting. Healthy reserve funds and prudent spending improve property values. We are in good shape with both the amount of money in our reserve fund and the current spending and investing plans for the Fund.

Replacement projects that are on our list for 2024 are:

Chimney chase repairs and improvements, fencing for the pool area, roof preventative maintenance, annual touch up painting and possibly painting some buildings, spa heaters and filters if needed, resident front doors if needed, manager's unit repairs for bathrooms, water heater replacement if needed.

Items completed from the 2023 Reserve Study are: replacement of the pool and office electrical panels, installation of a clean out cap for sewer line access for building H (all other clean outs are done), required balcony and stairway inspections (completed at a \$9,000 savings).

**Recommendation:**

Costs of living continually increase. Expenses to operate and maintain the complex and repair and replace major components have increased significantly. This year we do not have the luxury of a generous amount in the contingency fund to cover any unexpected expenses. The Board is recommending a dues collection increase for the operating and reserve funds of \$62,600. This will be reflected in a monthly dues increase of about \$62. This is a 12% increase in dues.

Ruth E Wheeler  
HVV BOD Treasurer.