

**Hidden Creek Homeowners Association  
Board of Directors Meeting Minutes  
Teleconference  
November 28, 2018  
2:00 PM MST**

**Board Members in Attendance:**

Leanne Miller- In Person  
Lisa Graveline- In Person  
Shana Schifer- In Person  
Patsy Blake- By Phone  
Dan Mitrovich- By Phone

**All Seasons Resort Lodging Staff in Attendance:**

Jim Simmons- VP Owner Services  
Mike Howe- HOA Accountant  
Gina Covino- HOA Administrador  
Dan Vinke- HOA Maintenance Manager  
Jordan Kelch- Administrative Assistant

**Owners in Attendance:**

Judy Sampaio, Unit 17A2  
Heather Harris, Unit 17C1  
Jim Meland, Unit 30A  
Jeff Holland, Unit 25D

**Call Meeting to Order:** The meeting was called to order at 2:01 pm MST.

**Establish Quorum:** A quorum was established with five of the five board members in attendance, three board members in person, two board members by phone.

**FINANCIAL UPDATE**

**Budget-to-Actual Variance Reports**

Due to the timing variances of certain projects and expenses, the Hidden Creek HOA budgeted a deficit of revenue over expenses of \$12,776 for the period, the Association is happy to report that it ended with a surplus of \$28,197 for the period. This is a \$40,974 favorable variance for the period. Overall, Hidden Creek HOA has a surplus of funds in the amount of \$79,165 year-to-date, which is primarily related to budget saving variances in general and administration, repairs and maintenance,

supplies, & utilities.

**October 2018 Revenues:**

The total revenue budgeted for this period is \$65,404, while actual revenue earned is \$72,452. This \$7,048 variance in revenue is primarily attributable to the following:

- Water: this account was budgeted to not collect on water dues during the period based upon the information that the HOA received from Mtn. Regional Water. Since the budget was voted on, the HOA was noticed by Mtn. Regional Water that they would not be able to bill out individual owner as expected during their original time assessment. This revenue is essentially netted against the water expense below.

**October 2018 Expenses:**

Period actual expenses of \$44,254 which was less than budgeted period expenses of \$78,180. This was a 43.39% less than budgeted or a favorable variance of approximately \$33,926. Significant variances of specific line item expenses include:

- Pest Control: this account was over budget by \$250 during the period which was primarily related to a timing variance.
- Trash Removal: This line item is showing a favorable variance of \$7,668. There is a \$36 annual trash fee allocated to each owner. This was collected during the period, however, the bill has not yet been sent out. Once we receive the bill, these \$4,680 should be netted to zero.

**Capital Reserve Budget vs. Actuals for the Period Ended October 31, 2018**

- Unanticipated capital expenses: There were no unanticipated capital expense during the month of October. The total balance year-to-date for the unplanned capital expenses is \$1,745.61
- Planned capital expenses: There were two projects completed during the period. The new roof for unit 33 totaled \$20,360 and the 4 landing replacements were \$14,840. Year-to-date the planned capital projects have a balance of \$132,582. This balance reflects ~\$60k in asphalt expenses, ~\$16,658 in heat tape.

**MOTION: Patsy Blake made a motion to approve the budgets with the condition that board will further investigate the capital budget once survey is received from homeowners. Lisa Graveline seconds. Approved unanimously. Motion carries.**

Note: Maintenance issues brought to All Seasons Resort Management Inc.'s attention- ASRL is looking to hire an on-site Hidden Creek maintenance crew member. Board asked to be part of the hiring process.

**RATIFIED ACTIONS APPROVED VIA EMAIL**

1. Concrete sidewalk replacement between building 3 & 4
2. Surveyor for buildings 2, 3, 4 and 5
3. French drain and drywell installation
4. Dumpster enclosures

**Motion:** Patsy Blake made a motion to approve these four projects. Seconded by Lisa Graveline. Approved unanimously. Motion carries.

#### **STATUS OF MAINTENANCE WORK**

1. **Status of Building 33 Roofing:** Gregory reinstalled heat tape, satellites have been removed by GTC (Dan to check the status of this), relocating downspouts still to be addressed.
2. **Community Lighting:** Walk with Gregory from GTC to discuss the project, need to establish a date with the Hidden Creek Board.
3. **Dumpster Enclosures:** MGM is holding off on project due to staffing issues, Willow Creek and Aspen Dr. and Ambush. Starting December 5<sup>th</sup>.
4. **Upper Landings:**
  - Steps and stringers- Dan to send out bids and pictures to the board, add a Trex option
  - Upper landings- Dan recommends going with a different company than Pacific Siding as there has been miscommunication for the bids for adding the run off portion of the landings and debris removal/dumpster locations. Also discussed the need for a drip shield below landing as well as the need for sealing the wood.
5. **French Drain and Drywell:** B&B Landscaping project in progress, weather will determine completion. Clean up as weather allows, final clean up to be completed in the spring of 2019.
6. **Concrete Sidewalk Repairs:** Concrete was removed on 11/27/18, rebar/concrete to be poured on 11/29/18.
7. **Xeriscape Designs from High Mountain Garden:** Dan to reconnect with contractors, no update at this moment. Board to discuss at a future meeting.
8. **Stone Facade Repair on Townhomes:** Need to address 25A&B, 31C
9. It was brought to Boards attention by Owner that water would pool towards Building 30. Discussed water pooling toward building 30
10. **Kiddie Pool Options:** Poll the owners to see if they want it repaired or removed
11. **Parking Signs:** New signs with updated contact information—also discussed: new signs for the recycling dumpster were requested identifying what can go into the recycle dumpster. A map has been created to place on dumpsters where community recycling is located.
12. Discussed Tow Company Follow-Thru and Weekend contact number. Note: Look into signs at entrances to complex (Cedar Lane, Ambush, Willow Creek and Aspen) clearly stating that parking is by permit only, non-permitted cars would be towed or booted, etc.
13. Building/Unit Number Options: Look through options, short term and long term options. Lisa, Gina and Dan to discuss bids and research pricing for a uniform update.
14. Light Discussion-directed Dan to purchase more solar light heads for dark areas of Georgetowns (3 or 4).

15. Board asking ASRL to develop a uniform process for contract bid solicitation to include: 1.) developing a scope of work, to present to board before sending to the contractors, 2. Send scope to a minimum of 3 contractors with a cover letter specifying the deadline for bid receipt. If contractors request clarification of work requirements, that shall be done in writing and provided to all contractors bidding on the work. After the deadline for submittal, bids would be opened, reviewed and the results presented to the Board. All contractors must be licensed, bonded and insured. ASRL shall be responsible for verifying and receiving that information.

## **GOVERNANCE**

### **1. New Officer Election:**

- Lisa Graveline – President
- Leanne Miller- Vice President
- Patsy Blake- Secretary
- Shana Schifer- Treasurer
- Dan Mitrovich- Member at Large

- 2. Votes by Email Requirements:** Rules and regulations via email discussions, voting via email should be treated the same as it would be in person, allowing a majority vote, however, ¶ all five Board members must respond via email thread.

### **3. Hot Tub Standards to Adopt:**

- 10 pm curfew
- Surrounding and adjacent neighbors' permission/approval
- Possible additional water and sewer charges may apply
- Location: A. (on) ground level needs to be on a concrete pad and no larger than 10x10 ft. B. Second level needs to meet HOA/Summit County deck standards or C. an approved existing pad
- The entirety of hot tub must be placed within 10ft of the building
- Written approval from HOA Board before installation
- Follow Summit County codes and regulations (electrical permit required) and provide copies of the (Town)—County, permit(s) to the Management Company
- Safety: The unit owner is solely responsible for any and all damages or liabilities resulting from the placement, operation and use of a hot tub. A signed liability waiver needs to be sent to the Management Company—Melyssa is working on this
- The homeowner is responsible for operating and maintenance of hot tub (interior & exterior)

- 4. TCFC Agreements-** Received the document summary from TCFC. Discussed several areas where the Board had concerns about the completeness the activities/work promised.

- 5. Garage Door Discussion:** Attorney has been contacted as to how homeowners can be charged for upgrades to the garage doors. Lisa Graveline presented proposals she researched. Will be discussed further in next board meeting.

6. **Appraiser Proposal:** Discussion of the possibility of appraising the square footage of all units and basing dues off of livable square footage, as opposed to percentage of ownership. The Board requested Jim contact Melyssa and discuss how this could be accomplished.
7. **Mountain Regional Easements:** No update from TCFC, board has still not received final easement-Jim stated he will check in with Melyssa

#### **ARCHITECTURAL REVIEW COMMITTEE**

1. Air vent 27C HN Properties- Unnecessary holes in structure, denied.
2. Central Air 21D Patsy Blake- AC needs to be completely interior, no exterior condenser. Homeowner to provide more information and product specs.

**MOTION: Patsy Blake made a motion to table ARC items 1 and 2 until further information is provided, given a 60 day deadline. Shana Schifer seconds. Approved unanimously. Motion carries.**

**- Board mentioned a thorough discussion pertaining to Air Conditioning should take place before the Spring**

3. Leonard Leslie- Approved subject to hot tub standards.

**MOTION: Patsy Blake made a motion to approve the hot tub addition given the homeowner follows the hot tub standards and obtains a permit from Summit County and presents it to the board before beginning work. Shana Schifer seconds. Approved unanimously. Motion carries.**

4. 26A and 27A violations- Unapproved renovations, fines to be imposed
5. 4D violation- Requesting permit documentation. Violation of non-compliance with remodel agreement to be sent out
6. Violation Notices: Board recommends written request to be sent to homeowner before official violation is issued, letter needs to be very specific as to what is not in compliance and the action that is expected to be taken.

Miscellaneous - Owner Jeff Holland, Unit 25D, asked about a small rental tax. Jim Simmons stated according to a 2012 Utah law, rental tax is not allowed.

Discussed a possible Special Assessment grouping: New updated garage doors, planting trees in easements, community-wide lighting project, Georgetown landings, stringers and steps, new community-wide Unit numbers/letters

For the December Newsletter, it was suggested we ask five homeowners to volunteer for a new sub-committee, the Community Vision Committee (CVC), hoping there would be a balance of owners from the Georgetowns and Townhomes.

**NEXT BOARD MEETING:** December 28, 2018 at 12:00PM, All Seasons Resort Lodging Corporate Office, Conference Room. Conference Call-In Information: 712-775-7031 & access code 624352

**ADJOURMENT**

**Motion to adjourn by Lisa Graveline. Approved unanimously. Motion carries. Meeting adjourned at 5:09 PM.**