



**Hidden Creek Homeowners Association  
Board of Directors Meeting Minutes  
Teleconference  
Thursday, July 19, 2018  
2:00 PM MST**

**Board Members in Attendance:**

Leanne Miller- in person  
Lisa Graveline- by phone  
Patsy Blake- by phone

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

Ken Rabach  
Mike Howe  
Jim Simmons  
Nicole Chastain

**Owners in Attendance:**

Jim Meland  
Cynthia Callaway  
Carri Moentmann  
Bob Morrison  
Fayeron Morrison  
Mary Lee Hickey  
Eric Campbell

**Call Meeting to Order:** The meeting was called to order at 2:03 pm MST.

**Establish Quorum:** A quorum was established with three of the five board members in attendance.

**Additions to the Agenda:**

- Garage door letters
- Remodel Agreement
- Unauthorized repairs

- Solid Waste Collection Fee

## **FINANCIAL UPDATE PRESENTED BY MIKE HOWE AND KEN RABACH**

### **Budget-to-Actual Variance Reports**

While Hidden Creek HOA had a favorable net change of funds in the amount of \$15,012 for this reporting period, the Association is reporting that it ended the period at \$11,976. This is \$3,036 less than budgeted for the period. Overall, Hidden Creek HOA is under budget by \$48,203 year-to-date, which is primarily related to budget variances in repairs and maintenance.

#### **June 2018 Revenues:**

The total revenue budgeted for this period is \$71,852, while actual revenue earned is \$68,322. This \$3,530 variance in revenue is primarily attributable to the following:

- Member Dues: there are variances in the actual dues collected and the budget for dues collected. Generally, there should not be significant variances with these income items since the budget is set. This was discussed during the July board meeting and the budget will be changed to reflect closer to actual amounts collected.

#### **June 2018 Expenses:**

Period expenses total \$56,346, approximately a 0.87% decrease in budgeted expenses, or a positive variance of approximately \$494. Significant variances of specific line item expenses include:

- Pool & Spa: the \$2,227 overage was caused from the pool attendant labor.
- Water: this variance of \$2,991 was expected due to the rate increase in water prices.
- Future Reserve Accrual: the monthly amount of the reserve accrual was increased starting June 1, 2018 which explains the \$3,309 variance.
- Solid Waste Collection Fee

### **Discussion of Delinquent Association Owners as of June 30, 2018**

After review of this report, there are no late fees over 60 days. Overall balance due at June 30, 2018 is \$1,447.

## **RATIFY ACTIONS APPROVED VIA EMAIL**

- The hiring of Wasatch Arborists has been approved by the board via email.

**Motion: Patsy Blake made a motion to approve the hiring of Wasatch Arborists as discussed via email. Seconded by Lisa Graveline. Approved unanimously. Motion carries.**

- The hiring of Challenger for a pool controller plus installation for \$1,400

**Motion: Lisa Graveline made a motion to approve the purchase of a pool controller plus installation from Challenger for \$1,400 as discussed via email. Seconded by Patsy Blake. Approved unanimously. Motion carries.**

- Changes in landscape contract. Got bids from Altitude Maintenance and Kimball Landscaping. Chose Altitude Maintenance over Kimball Landscaping due to performance.

**Motion: Patsy Blake made a motion to approve hiring Altitude Maintenance for landscaping as discussed via email. Seconded by Lisa Graveline. Approved unanimously. Motion carries.**

### **CAPITAL PROJECTS ON QUEUE**

- Landing repairs
- Paving Project: Dan recommends Top Job for the asphalt project. Bids have been received from Top Job and Eccles and have been discussed. Board has decided to go with Top Job.

**Motion: Lisa Graveline made a motion to approve hiring Top Job to patch, crack seal, stripe and seal coat asphalt. Seconded by Patsy Blake. Approved unanimously. Motion carries.**

- Concrete Project: Dan believes best bid is from Al Richards which also includes grinding and filling cracks around the pool. The scope of work is considerably different between contractors. Too many questions at this time to make a decision. Dan to follow up with contractors to get questions answered.
- Building 3 and 33 Drainage Issues: Leanne suggests hiring an engineer to prepare a quote that will address these issues.
- Roofing Project: Have received bids, scope of work considerably different between contractors. Dan to follow up with contractors.
- Lighting: Gregory on queue for project. Current hold up, lights on the bid have been discontinued. Engineer is looking for an equivalent option. Leanne suggests doing only the areas that are necessary and causing safety hazards and other areas are to be done at a later date. Dan was going to investigate available rebates for lighting conversion to energy efficient fixtures.

### **MAINTENANCE UPDATE**

- Dumpster Enclosures: Dan has been contacting contractors but not getting good feedback.
- Mulch: Standard has been rock, group decided mulch is affordable and would like landscaping to begin as soon as possible.

**Motion: Patsy Blake made a motion to approve a \$3,000 budget for mulch project, including mulch, edging, weeding and labor. Seconded by Lisa Graveline. Approved unanimously. Motion carries.**

- Building 14 Water Valve
- Pond Aerator: Dan received a bid for dredging the pond, \$130k, to be discussed with CVMA. Cynthia pointed out that previous pond dredging cost was less than \$50,000.
- Irrigation discussion: Dave Plush from Heber Valley Sprinkler, repairs underway for irrigation and a leak near pool

## GOVERNANCE DISCUSSION BY ALL

- Appoints Cynthia Callaway and Jim Simmons to represent the HOA during TCFC and CVMA negotiations/meetings.

**Motion: Patsy Blake made a motion to appoint Cynthia Callaway as HOA Liason. Seconded by Lisa Graveline. Approved unanimously. Motion carries.**

- Architectural Review Committee:
  - 37B- Morrison's proposing to add a solar tube (roof penetration), removing a load bearing wall and adding a structural beam inside (have submitted engineering report that supports it will be done according to structural requirements), modifications to an interior gas line, and electrical and plumbing rerouting. ARC moved to approve with standard conditions such as confirming where the gas line will be located, to submit county pertinent, approval is good for one year and if extension is needed the board is to approve. Hours of construction, dumpster and other recently added rules and regulations are to be complied with.

**Motion: Lisa Graveline made a motion to approve the application to modify of 37B so long as homeowners abide by HOA remodel rules. Seconded by Patsy Blake. Approved unanimously. Motion carries.**

- 26C- Schifer's proposing to add a 11 by 12 extension of the building, first and second floor. Summit county will not approve an extension into a common area without 67% approval from the HOA.

**Motion: Patsy Blake made a motion to approve the application to modify of 26C so long as the expansion does not fall within the setback limits and their proportion of monthly dues should increase in correspondence with new home size, as well as, abide by HOA remodel rules. Seconded by Lisa Graveline. Approved unanimously. Motion carries.**

- 38D- Maryanne Clare proposing replacing windows. Board wants it completed in accordance with the existing window standards but homeowner completed remodel without approval and used taupe rather than almond. There are multiple units who have not complied with these rules.
- Attorney review of documents for consistency: Documents reviewed included Rules and Regulations, Remodel Agreement and Letter to Owners on Unauthorized Repairs. Discussion of changes recommended by attorney, included changes to fines issued to homeowners undergoing unauthorized improvements, the pet policy and discriminating between owner and renter, parking rules/suggested adding booting to the rules, and addressed issues about children/age restrictions (Fair Housing Act). Board has asked everyone to review the documents and will discuss in the next meeting.
- 3 board positions up for election at October 2018 Annual Meeting

## MISCELLANEOUS

- Water Issues: Notice to prepare for Mountain Regional Water to take over and to expect a per unit base charge plus water use based on percent of ownership. Water to be removed from HOA

bills. Annexation was approved on May 28<sup>th</sup>, they have 90 days to start operating the system, approximately September 28<sup>th</sup>. Expect bill changes sometime in September or October.

- Garage Discussion: Upon letters sent to homeowners, there was objection by several homeowners to the requirement. Legal opinion will be requested.

**NEXT BOARD MEETING:** Thursday August 16<sup>th</sup> at 2pm

**ADJOURMENT**

**Motion to adjourn by Lisa Graveline. Seconded by Patsy Blake. Approved unanimously. Motion carries. Meeting adjourned at 5:13 PM.**