



**Hidden Creek Homeowners Association
Board of Directors Meeting Minutes
Teleconference
Thursday, August 16, 2018
2:00-4:30 PM MST**

Board Members in Attendance:

Leanne Miller- in person
Guy Rawson- by phone
Patsy Blake- by phone
Dan Mitrovich- by phone

All Seasons Resort Lodging Staff in Attendance:

Jim Simmons- HOA Manager
Mike Howe- HOA Controller
Dan Vinke- HOA Maintenance Manager
Gina Covino- HOA Administrator
Jordan Kelch- Administrative Assistant

Owners in Attendance:

Leonard Leslie	Clark Stringham
Terry Bommer	Michael Berlin
Snapper Carr	Sue Burke
Cynthia Callaway	David Knecht
Patricia Harwood	

Call Meeting to Order: The meeting was called to order at 2:00 pm MST.

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

Additions to the Agenda:

- Presentation by Scott Morrison, GM at Mountain Regional
- Discuss dog/pet policy

Approval of Board Meeting Minutes: Meeting minutes from April 26, 2018, May 24, 2018, June 21, 2018 and July 19, 2018 are unavailable at this time due to the resignation of Nicole Chastain. All previous meeting minutes to be prepared by next board meeting.

RATIFY ACTIONS APPROVED VIA EMAIL PRESENTED BY LEANNE MILLER

1. Paving contract to include driveways
2. Contract with Anderson Whalen and Associates

Motion: Dan Mitrovich made a motion to ratify the actions approved by the Board via email as presented. Seconded by Guy. Approved unanimously. Motion carries.

PRESENTATION BY SCOTT MORRISON FROM MOUNTAIN REGIONAL

Interconnection is scheduled to take place on August 24, 2018. Mountain Regional is asking Hidden Creek HOA for permission to do the following projects:

1. Construct a utility shed/interconnection building: This building will contain a control valve, a pressure reducing valve and a disinfection station. The pressure reducing valve will replace the existing pressure reducing valve that is currently not functioning. Also includes a drain line to the pond.

*Group discussed the entrance to this facility and decided that the entrance is to be moved to the West side of the building so that mandatory unsightly signs are not noticeably visible.

2. Water main addition to eliminate the two existing deadened lines: A 400-foot water main will be added to connect the two individual systems that currently exist. This will increase the available fire flow to meet PCFD standards. This will also create redundancy and reliability as water will be able to flow from two directions.
3. Install meters to master meet the HOA: Two meters will likely be required to meter Hidden Creek HOA. Mountain Regional needs to assess the current situation in order to devise a plan moving forward.

Construction is expected to start in spring 2019

Hidden Creek home owners will receive individual bills starting October 2018

FINANCIAL UPDATE PRESENTED BY MIKE HOWE

• **Budget to Actual Variance Reports:**

While Hidden Creek HOA budgeted a surplus of funds of \$7,541 for this reporting period, the Association is reporting that it ended under budget \$16,993. The HOA is happy to report that this is

a \$9,452 greater than the budgeted surplus for the period. Overall, Hidden Creek HOA has a surplus of \$42,094 year-to-date, which is primarily related to budget saving variances in general and administration, repairs and maintenance, supplies, & utilities.

July 2018 Revenues: The total revenue budgeted for this period is \$69,033, while actual revenue earned is \$69,122. This \$89 variance in revenue is primarily attributable to the following:

- Other Income: an application fee of \$500 was applied to other income which is the primary reason for the variance.

July 2018 Expenses: Period expenses total \$52,129, approximately a 15.23% decrease in budgeted expenses, or a positive variance of approximately \$9,363. Significant variances of specific line item expenses include:

- Maintenance Wages: there is a \$485 overage in this account primarily related to the increase in landscaping projects. Year-to-Date, this account is \$4,510 below budget.
- Pool Attendant: the \$1,074 overage was caused from the pool attendant labor. Year-to-Date this line item is \$616 less than budget. This is primarily a timing issue related to when the labor was recorded.
- Pool & Spa Maintenance & Supplies: there is an overage of ~\$1,800 in both of these accounts. This overage is a timing issues due to the timing of ordering and performing maintenance on the pool. Year-to-Date, these accounts are ~\$2,055 under budget.
- Water: the \$3,650 variance in water was primarily due to an overpayment (credit) applied to the account which was paid in the previous month but reflecting in the current period.

- **Discussion of Delinquent Association Owners as of July 31, 2018:**

After review of this report, there are no late fees after 60 days. Overall balance due at July 31, 2018 is \$1,568.

- **Capital Reserve Budget vs. Actuals for the Period Ended July 31, 2018:**

- Unanticipated capital expenses: There was an IPS pool chemical automation device needed for the swimming pool that was added in July. This device was \$1,746 and reflects as an unanticipated line item on the capital reserve plan.
- Planned capital expenses: year-to-date the planned capital projects have a balance of \$77,499. This balance reflects ~\$60k in asphalt expenses and ~\$16,658 in heat tape expenses.

STATUS OF MAINTENANCE WORK PRESENTED BY DAN VINKE

- Wasatch arborists to start August 17, 2018
- Paving project to start September 10-11: Need to remove paving in the areas Mountain Regional will be constructing
- Roofing bids- need to verify that one bid includes crickets? Monday deadline to have official bid. Can contractors remove satellites/cords?

- Building 33 grading evaluation- Hired engineer to assess next week. Waiting for results before taking action on Patricia Hardwood's application to modify
- Concrete bid- have not heard back from Ironhorse or Renaissance. Dan will email when he gets more info
- Snow removal contract- Jeff would prefer to salt driveways, ready to approve Altitude Contract

Motion: Patsy Blake made a motion to approve a 3-year contract with Altitude with the option to terminate after 1 year in they do not perform as the Board expects. Seconded by Dan Mitrovich. Approved unanimously. Motion carries.

- Landing repairs- One bid received for \$3400/landing bid, includes full removal and replacement of deck, railings not included, \$35 per custom made steel steps for removal and install. 11 total landings to be replaced, upper landings most important for this fall.
- Additional mulch/bark- moving to Aspen next week. Mulch \$1,200, with labor HOA is right at budget. Need \$1,500-\$2,000 more to finish the project. Prior approval was \$3,000 (July Board Meeting), \$1,500 more was authorized.

Motion: Patsy Blake made a motion to hire landscaping company to finish mulch project for a maximum of \$1,500 for the remainder of the year. Seconded by Guy Rawson. Approved unanimously. Motion carries.

- Aerator is on order. The sediment in the pond is waiting per discussion with CVMA
- Gutter cleaning completed in spring, on the schedule for fall
- Hardie board repair discussion

GOVERNANCE DISCUSSION BY ALL

- Changes to remodel agreement: Attorney stated that Hidden Creek HOA is limited by the condominium law to no more than \$500 per month in fines to owners for any reason. The remodeling agreement has been changed from \$100 per day to a limit of \$500 per month. Changes to enforcement provisions: limiting fines to \$500 per month. Attorney suggested to delete the arbitration provision from the dispute resolution paragraph (#19) and to send any disputes directly to district court in Summit County.

Motion: Patsy Blake made a motion to approve the changes to the remodel agreement as presented by Leanne. Seconded by Dan Mitrovich. Approved unanimously. Motion carries.

- Changes to rules and regulations: Attorney suggested a fine schedule- 1st violation written warning, 2nd violation \$200 fine, 3rd violation is a \$400 fine and the 4th/final violation \$500 fine.
- Dog policy changes: The current CC&R states that dogs are limited to owners and tenants only, no short term renters. According to the attorney, unless our CC&R's specifically create two different classes of occupants, Hidden Creek HOA can't legally do this. It's illegal to discriminate between owner and renter unless Hidden Creek HOA defines it in its CC&R's which would take 67% vote.

Motion: Dan Mitrovich made a motion to approve the Rules and Regulations edits and change the pet policy when the HOA CC&R's are edited next. Seconded by Guy Rawson. Approved unanimously. Motion carries.

- Jim Simmons updates: Notify the board of the termination of Nicole Chastain. Introduce Jordan Kelch, Administrative Assistant, and Gina Covino, HOA Administrator. Discussion of the agreements with TCFC and CVMA, rescheduled for August 22nd. Will discuss specifically the opportunities, challenges and historical agreements that have been in place with those entities and Hidden Creek HOA. Public hearing from Mountain Regional, Mike Howe to attend on behalf of the HOA. Newsletters to come, board members up for reelection.
- Annual meeting October 19th for Hidden Creek at 6pm
- Approving window standard: Amsco vinyl frame or equal, color almond, mid-high range line. Applicable to horizontal sliders, picture/fixed windows, single hung windows and patio doors (2 panel style or a door with a midview glass). Block frame or nail fin frame. Not allowed, flush fin frame. Use our trim. Routine approval for standard install (same as storm doors).

Motion: Dan Mitrovich made a motion to accept the window standards stated by Leanne Miller. Seconded by Guy Rawson. Approved unanimously. Motion carries.

ARCHITECTURAL REVIEW COMMITTEE

- 33b need to have engineer information before we act
- Hot tub violation at 27A- need to stay on top of that and get it done
- 13A1- Rules state almond but her trim is white- what color should she use? Held to the standard, use almond

MISCELLANEOUS

- Central air? Add to ARC review list
- Reported to all garage door legal opinion

NEXT BOARD MEETING

Thursday Sept 20th at 2pm

ADJOURMENT

Motion to adjourn by Dan Mitrovich. Seconded by Guy Rawson. Approved unanimously. Motion carries. Meeting adjourned 4:31



Hidden Creek HOA Board Meeting Agenda

August, 16 2018 at 2:00 PM

Conference Call-In Information: [712-775-7031](tel:712-775-7031) & access code 624352

I. Call to Order: Leanne

II. Establishment of Quorum

III. Meeting Minutes Approval: May, June and July 2018

IV. Financial Update

- Dues Statement Changes – Solid Waste Collection Fee, Water

V. Ratify Actions Approved via Email

1. Paving contract to include driveways
2. Contract with Anderson Whalen and Associates (AWA)
3. Approve Application to Modify -32A

VI. Status of Maintenance Work

1. Priority Project/ Capital Items

2. Status on Wasatch Arborist
3. Status on Paving
4. Roofing Bid - clarifications
5. Concrete Bid – clarifications
6. Building 33 grading evaluation
7. Snow Removal Contract
8. Landing Repairs
9. Hydro Seeding
10. Bark addition status
11. Additional Landscape Services
12. Aerator repairs: sediment in pond
13. Other

VII. Governance

1. Rules and Regulations adopted
2. Changes to Remodel Agreement adopted
3. Window Standard
4. Status of Discussions on Agreements with TCFC et al.
5. Public Hearing – Mountain Regional
6. Newsletter
7. Annual Meeting: agenda, set up & food

VIII. ARC

1. Request to Modify 13A1 color of windows
2. Remodel Agreement Decision Form
3. Hot Tub 27A

IX. Miscellaneous

V. Next HOA meeting 9.20.2018 at 2:00 pm

REFERENCE LIST

Priority Capital Improvements

1. Roofs
2. Repair Stairs and Landings
3. Paving/ Sealing
4. Lights
5. Dumpster Install

Operations & Maintenance

1. Paint Landings and Stairs
2. Sprinkler Repairs
3. Parking Signs
4. Rock around units
5. Numbers on Buildings – straighten and paint
6. Signs for recycling
7. Dumpster corral repairs
8. Non- Slip edge paint for stairs
9. Hardie Board paint/ repairs
10. Concrete Sidewalk Repairs
11. Clean up and add rock to path between GT & TH