

Hidden Creek HOA Board Meeting Minutes

February 20, 2019 at 2:00 PM

I. Call to Order: Lisa

II. Establishment of Quorum

Homeowners: James Meland, 30A; Carri Moentmann, 30B; Cynthia Callaway, 25B; Ariel Osmond; David Knecht 35C, Judy Sampaio, 17A2; Kristie Rosenfield, 24B & 16A1

Board: Shana Schifer (phone); Leanne Miller, Patsy Blake (phone), Lisa Graveline Graveline, Dan Mitrovich (phone)

ASRL: Jim Simmons, Mike Williams, Mike Howe, Gina Covino

III. Meeting Minutes Approval

- Edits to be made and presented next board meeting.

IV. Financial Update

1. Budget-to-Actual variance report for the period ended January 31, 2019
2. Budget vs. Actuals - Statement of Revenues and Expenses for the period ended January 31, 2019 with year-to-date balances
3. Accounts Payable as of January 31, 2019
4. Balance Sheet as of January 31, 2019

1. 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 \$3,693 for the period, the Association is reporting that it ended with a deficit of \$7,653 for the period. This is a \$3,960 unfavorable variance for the period. Due to the timing of expenses during the year, Hidden Creek HOA has a deficit of revenues over expenses in the amount of \$7,653 year-to-date, which is primarily related to increased costs in water and snow removal.

January 2019 Revenues:

The total revenue budgeted for this period is \$68,472, while actual revenue earned is \$69,375. This \$903 variance in revenue is primarily attributable to the following:

- Late Fee: This account is better than budget by \$600 due to late fees assessed during the period.
- HOA Violations/Fines Income: There were several violations assessed during the period causing the variance of \$1,200.

January 2019 Expenses:

Period actual expenses of \$77,028 which was more than the budgeted period expenses of \$72,165. This was a 6.74% greater than budget or an unfavorable variance of approximately \$4,863. Significant variances of specific line item expenses include:

- Snow Removal Contractor: This line item is showing a variance of \$1,193 in snow removal, this was primarily caused by the more than anticipated snow fall during the period causing more pushes than budgeted.
- Next year's 2020 budget will have an extra line item for contingency expenses for extraordinary snow removal
- Supplies – Snow Removal: this variance of \$613 which was caused due to the timing of when the snow supplies were purchased.
- Water: usage was unusually high during January causing a significant variance of \$2,569 from budget. ASRL to investigate why.

Discussion of Delinquent Association Owners as of January 31, 2019

- After review of this report, there is one past due account totaling \$1,392. Past due emails have been sent. A follow up phone call in February 2019 will take place in efforts to collect past due amounts.

2. Capital Reserve Budget vs. Actuals for the Period Ended January 31, 2019

- Unanticipated capital expenses: Signs were purchased for the parking lots during the period which was unplanned. This expense is \$889 and is reflecting in the capital budget report attached to this document.
- Planned capital expenses: Dumpster enclosures were installed at several locations which costs are under the planned budget. Total amount during the period is \$5,959.
 - 2019 SentryWest Insurance was increased, Mike Williams will be inquiring on the pay increase and other insurance company options.
 - Board needs to have a meeting to finalize Capital Reserve for 2019, this enables Mike Williams to provide estimates and create deadlines for the capital projects.
 - Motion made by Leanne Miller to rollover the 2018 \$86,000 access funds to the 2019 Capital Budget. Seconded by Shana Schifer. Motion carries.

V. Maintenance Updates

Status:

1. Dumpster Enclosures- MGM Welding has completed, Willow Creek, Ambush & Cedar Lane
2. Roof Snow Removal, Ice Dams & Roof Damage- On Top is currently contracted
3. Attic Insulation Inspection on hold until snow melts
4. Community Hot Tub Bids in progress
5. Sauna Heating System Bid- let's determine if algae/mold are present first, with a spore test. If no evidence of mold, repair, if mold is present replace.
6. Pond Sign Installed. It will be moved to another location.
7. Clubhouse phone jacks installed
8. Decking Bids: ANAB, Ash & Dust and Pacific Siding- No decisions have been made as of yet.
9. No Parking A- frames out in front of 4 entries.

10. 4 Entry Signs. Leanne Miller made a motion to approve West Wind Litha 4 of 24 X 30 size, seconded by Shana Schifer. Motion carries.
11. Temporary Visitor Parking Passes. Leanne Miller made a motion, Shana Schifer seconded. Florescent yellow.
12. Mailbox Options: 130 mailboxes located near recycling area, Salsbury, bid \$12,381, not installed. Mike was asked to investigate whether HOA had a legal obligation to provide a mailbox for each unit
13. Wattsmart/ Rocky Mt. Power Update, GTC is an approved contractor. Had a GTC Walkthrough to create a cost effective proposal, that's LED and code with Summit County light pollution. Adding garage door lights to Townhomes, would reduce the amount of light posts needed in that location.
14. After-Hours Protocol: Mike Williams assigns an on-call emergency maintenance technician during the weekend to address any maintenance emergencies within Kimball Jct. area.
15. ASRL Bid Procedure for Hidden Creek will be completed and approved by the next board meeting to be used for future projects.

VII. Governance

1. Motion to approve Aspen Dumpster Enclosure, contingency on MGM Welding COI made by Shana Schifer. Seconded by Patsy Blake. Motion carries.
2. Motion to approve Aluminum Building Numbers & Letters (452 pieces) by MGM Welding, made by Patsy Blake seconded by Shana Schifer. Motion carries
3. A new 5 year Comcast Cable Contract has been proposed with an increase speed of 60 mb to 150 mb in addition to HBO. The cost would be a 5%, \$10,000 increase, equivalent to an extra \$6 a month to homeowners. Contract doesn't specify homeowners receiving a X1 Box, have this included to contract and the board would review for board approval.
4. Appraiser Proposal: Dan Mitrovich found an appraiser that would charge \$50 per unit to confirm the current square footage of each living space (some units have had additions made in attic space).
5. Parking Patrol is being enforced and has been effective with illegal parking and roadways open/available for snow removal. Board asked ASRL for summary at the end of each month

VIII. ARC Notes

1. Working on updating standards for: front doors, outdoor unit lights, attic to living space-firewall, higher r-factor insulation and ventilation
2. Working to create a Hot Tub Grandfather Clause
3. ARC Meeting Scheduled 2.27th 6:30 pm

IX. Miscellaneous

1. Public Homeowner Contact List. Gina will type up a rough draft.
2. Community Vision Committee: Judy Campio, Unit 17A2 from Georgetown has joined the committee
3. Welcome Packet will be sent by USPS

X. Next HOA Meeting: March 20th at 1:00pm, located at All Seasons Resort Lodging

Meeting Adjourned at 4:41 pm

REFERENCE LIST

Priority Capital Improvements

1. Roofs 1,4,6,7,10,13,14,20,22,26,27,29,32 & Ice dam roofs
2. Decking: Landing/Stringers & Treads
3. Paving/ Sealing- if Mt. Regional valve station site is approved, Board needs to take a look at the original paving scope of work and adjust
4. Replace retaining wall along Cedar Lane in conjunction with Mt. Reg. laying water pipes
5. Lights
6. Dumpster Enclosures
7. Rain sensors on sprinklers
8. Building 33 (drainage issues)
9. Building 3 landscaping (grading)
10. Determine which Townhome balconies (inset) need painting

Operations & Maintenance

SPRING

Drip guard & sealing wood underneath (4) replaced landings

Silt trap cleaning

Hardy Board Siding paint/ repairs Board asked if ASRL can look into warranty. Leanne said she had a Hardy Board folder

Mulch/Rocks around units and path between GT & TH

Concrete Sidewalk Repairs (keep in mind community lighting)

Xeriscape Designs from High Mountain Garden

Stone Facade Repair: 25 A & B, 31C

Garage Doors