

Hidden Creek HOA Board Meeting Minutes January 16, 2019 at 2:00 PM

I. Call to Order: Lisa

II. Establishment of Quorum

Hidden Creek HOA: Lisa Graveline, Jeff & Lili Holland 25D, Aaron Lennie 37C, David Knecht, Via Conference Call- 35C, Shana Schifer 26C, Carri Moentmann 30B, Leanne Miller 11B, Dan Mitrovich 10A,

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

III. Meeting Minutes Approval

- Motion: Shana Schifer made a motion to authorize approval of 12.28.2018 Meeting Minutes. Seconded Dan Mitrovich. Approved unanimously. Motion carries.

IV. 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 \$2,555 for the period, the Association is happy to report that it ended with a deficit of \$1,007 for the period. This is a \$1,548 favorable variance for the period. Overall, Hidden Creek HOA has a surplus of funds in the amount of \$87,764 year-to-date, which is primarily related to budget saving variances in general and administration, repairs and maintenance, supplies, & utilities.

December 2018 Revenues:

The total revenue budgeted for this period is \$65,404, while actual revenue earned is \$69,472. This \$4,068 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.

December 2018 Expenses:

Period actual expenses of \$70,479 which was greater than the budgeted period expenses of \$67,959. This was a 3.71% greater than budget or an unfavorable variance of approximately \$2,520. Significant variances of specific line item expenses include:

- Landscape Contract: This line item is showing an unfavorable variance of \$4,100 related to the landscape work performed in October. We did not receive the invoice until December causing a variance for December.
- Electric: this variance of \$2,617 which was caused due to the timing of when the heat tape was started in the prior year. Since last year was warmer than average, the need

to turn on the heat tape was later in the year. Discussion of Delinquent Association Owners as of December 31, 2018

- After review of this report, there are two past due accounts totaling \$1,348. Both owners have been sent past due emails. A follow phone call in January 2019 will take place in efforts to collect past due amounts.

Capital Reserve Budget vs. Actuals for the Period Ended December 31, 2018:

- Unanticipated capital expenses: There was no unanticipated capital projects during the period.
- Planned capital expenses: There was one project completed during the period. Payments on the French drain were completed during the period totaling \$22,000.

Comcast Bulk Account:

- Internet & Cable: current HOA dues for this service was adjusted to match current bulk account expense.
- Option with Comcast service, new X1 Xfinity platform, it would go up from \$47 to \$50 per unit. Jim Simmons will be sharing a new agreement with specific service details shortly.

V. Maintenance Updates

Status:

1. New Maintenance Manager & Technician
 - Mike Williams, Maintenance Manager and Francisco Lucero, Maintenance Supervisor for Hidden Creek
2. Dumpster Enclosures
 - Ambush wheels ordered
 - Willow posts are being screwed into ground
 - New swivel wheel ordered for Cedar Lane
 - Aspen drive needs to be approved
 - MGM Welding has a 2-year warranty for quality of work
3. Recycling Map signs adhered to all dumpsters
 - Sticker is peeling, but if placed on a different area, it would adhere better.
4. Building 9, 25 & 26 Roof Damage: Ice dams
 - Reported roofs with leaks, snow and ice will be shoveled off.
 - Needs to have better insulation over living spaces, so there isn't premature melting.
 - Mike Williams will look at the attics to inspect what attics are insulated and with what material.
 - Jason Harris will email Board all the units who currently have ice dams. He currently found 11 Townhomes with ice dams.
5. Community Hot Tub

- Needs to be remodeled. Jason Harris will receive proposal from Johanson's and other vendors to resurface/plaster and tile. Estimated price would be \$3.5-4k
6. Sauna Heating System
 - Needs new equipment, looking for a new heating system and replacing the cedar.
 - Jason Harris is looking into bids to be provided next board meeting.
 7. Pond Sign Replacement Ordered and will arrive on Friday
 8. Decking: Landing/Stringers & Treads
 - Previous 4 Landings
 - Future Repairs
 - Receiving proposal bids from ANAB & Ash & Dust
 - Mike Williams will ask for a bid from Pacific Siding
 9. Building Unit Number & Letter Options-
 - Lowest bid was \$9.80 per letter & number
 - Still getting other options/prices
 - When ordering, make sure there is extra, at least 5 ready and available on hand
 10. Lighting for the Hidden Creek Rock Sign will be fixed for \$715.60. Work will begin when ground isn't frozen.

To Be Discussed:

1. LED Light Replacement in Georgetown, Cedar Lane and Pool area
 - Bulbs ordered tomorrow and will be replaced by next Friday. Problem is the light bulbs burn out do to circuit breakers and age of property.
2. GTC Walk Through for alternative solutions to critical spots that have no lights.
 - GTC is scheduling appointment today to meet with Lisa Graveline.
 - A design style/fixture was approved, but the funds were not available.
8.16.2018, \$450,000 estimate from GTC.
 - Wattsmart/Rocky Mt. Power is an option, HOA is eligible. Mike Williams will look further into this and get back to the board next meeting.
3. Parking Sign Verbiage (Entrance signs & revisit visitor parking)
 - 4 entrance signs work with Gina to create.
 - TBD visitor parking area/signs and permits
 - Monitor legal parking and parking permits during the day when resort is open from 8-5pm.
4. Replace retaining wall along Cedar Lane in conjunction with Mt. Regional laying water pipes
 - 3 bids will be provided to board for retaining wall by Spring

5. Silt trap needs to be cleaned when pond thaws; talk to Bob Thompson to get feedback when it will be cleaned. Part of the filtration system. Action item to have it cleaned in Spring.
6. Bulk Special Assessment: Community Lighting, Outdoor Unit Light Fixture, Decking: landing/stringers & treads Garage doors, Building Numbers & Letters, Xeriscape/additional trees, Concrete and Roofs, Clubhouse (sauna, hot tub)

VI. Governance

1. Hot Tub Standards & (Liability Waiver) Installment Agreement
 - Motion: Dan Mitrovich made a motion to approve hot tub standards and installment agreement. Seconded by Shana Schifer. Approved unanimously motion carries.
2. TCFC Agreements
 - Scott Morrison wants to walk the proposed valve station and Cedar Lane on Sunday 2:15pm, 1.27.2019
3. Appraiser Proposal
 - Feasibility to review all the interior property, Melyssa Davidson can move forward to change the value of ownership, super majority. Haven't found a specific group to measure... \$80 per unit Dan found.
4. Report of Mountain Regional Water Valve Station
 - Scott Morrison wants to walk the proposed Vail station and Cedar Lane on Sunday, 1.27.2019 at 2:15 pm.
5. Towing Protocol-
 - Proposal 1: patrolled by ASRL
 - Proposal 2: patrolled by P.C Towing
 - In motion, Proposal 1: Francisco will patrol vehicles throughout the day, minimum of 2 times per day, from 8am- 5pm. 1st violation will be a warning sticker placed on the cars window.
 - ASRL will report to the board parking violations given.
 - ASRL providing weekend parking patrol can be an option.
6. Altitude Snow Removal
 - Altitude will salt the roads when requested for an additional \$65 and \$.16 per pound of salt.
 - Altitude will drive through and assess if roads need to be salted. He then calls Mike Williams/Jim Simmons to receive authorized approval.
7. Community Vision Committee-Members are: Lili Holland, Rich Gleason, David Knecht, Carri Moentmann and Deb Lovci Russell.
 - Will provide recommendations/ideas to the Board on capital improvements

8. Mailbox Bank: no mailboxes are at Hidden Creek. Researching options with USPS, Mailbox Etc. and Salisbury. Mike will talk to these 3 companies to get bids for 130 mailboxes. After mailbox bank has been built, the post office will supply the master key to open and close the bank. However, the keys to homeowners will be issued from company we receive mailbox bank from.
 - Similar mailbox bank as Ranch Place, possibly with an enclosure
9. Motion: Dan Mitrovich made a motion to authorize phone-line with 2 jacks at the Clubhouse. Seconded by Shana Schifer. Approved unanimously. Motion carries.

VII. ARC Notes

1. ASRL will send a notice to hot tub owners, stating that the standards have been updated. In 14 days, it will become a new rule enforced by the HOA and included in the Rules & Regulations.
2. Discussing current hot tub owners who are not in compliance with the current implemented standards, need provide permit approval from county, and modification approval from the board for the hot tub to be grandfathered.
3. Working on updating standards for: front doors, outdoor unit lights, attic to living space-firewall, higher r-factor insulation and ventilation.
4. Attach Remodel Approval Process Flowchart to the Remodel Agreement Contract
5. ASRL Communication on: remodel approval, violation notices/status, maintenance tasks, financials and registration can be found on Buildium under that specific homeowner's account.

VIII. VIOLATION

1. Hot Tub Violation: After third violation HOA can drain and lock the hot tub. If homeowner does not pay the fines, HOA can place a notice of lien.
2. 26A is considered an abandoned property, no one has lived there in a year and there are safety concerns within the unit. Homeowner is not returning any communication via email and phone calls. HOA has the authority to start the lien process on this unit.

IX. Miscellaneous

1. Survey Homeowner Poll. Roofs 38%, Exterior Siding 14.58% and Landscape Improvements 14% are the top priorities among homeowners.
2. Update ASRL website- HOA/Hidden Creek/FAQ: Owner Registration, Parking Pass Contact Information

X. Next HOA Meeting FEBRUARY 20th, 2:00 PM

XI. Adjournment: Motion to adjourn by Lisa Graveline. Seconded by Shana Schifer. Approved unanimously. Motion carries. Meeting adjourned at 5:05 pm.