

Hidden Creek HOA Board Meeting Minutes

March 20, 2019 at 1:00 PM

I. Call to Order

II. Establishment of Quorum: See sign in Sheet

III. Additions to the Agenda

Leak in roof 28, will contact original contractor to discuss why it's leaking and look into warranty. It was replaced 2 years ago.

IV. Meeting Minutes Approval

Motion to approve 1.16.2019 Meeting Minutes by Shana Schifer. Seconded by Patsy Blake. Motion carries. Leanne Miller abstaining until further review.

Motion to approve 2.20.2019 Meeting Minutes by Patsy Blake. Seconded by Shana Schifer. Motion carries. Leanne Miller abstaining until further review.

V. ASRL Update

1. K.J HOA Manager: A new position held by Carissa Nosack
2. Maintenance Technician: Francisco no longer with us. We are looking for a new maintenance technician

VI. Financial Update

- Motion to ratify 2019 Capital Budget made by Leanne Miller. Seconded by Shana Schifer. Motion carries.
- \$315,000 capital projects with a reserve accrual of \$187,000 (painting including other subtractions/additions were made in executive session). Roofing, heat tape, siding, asphalt, entrance landing, partial dredging of pond, asphalt, landscaping/irrigation being repaired. This approved 2019 Capital Budget will be emailed to all homeowners and on ASRL website, in addition to homeowner portal.

Monthly Report

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 \$4,605 for the period, the Association is reporting that it ended with a deficit of \$31,253 for the period. This is a \$26,649 unfavorable variance for the period, which is primarily related to increased costs in water and snow removal.

February 2019 Revenues:

The total revenue budgeted for this period is \$68,522, while actual revenue earned is \$70,100. This \$1,578 variance in revenue is primarily attributable to the following:

- Late Fee: This account is better than budget by \$800 due to late fees assessed during the period.
- HOA Violations/Fines Income: There were several violations assessed during the period causing the variance of \$1,400.

February 2019 Expenses:

Period actual expenses of \$101,354 which was more than the budgeted period expenses of \$73,127. This was a 38.6% greater than budget or an unfavorable variance of approximately \$26,649. Significant variances of specific line item expenses include:

- Lock & Keys: the variance of \$1,048 was caused by the new alarm lock installed at the club house which was not in the budget causing the variance.
- Roof Repair Contractor: the variance of \$3,574 was due to the amount of leaks caused by the ice dams during the period.
- Snow Removal Wages/Contractor: Both of these line items are showing a net variance of \$18,058 in snow removal, this was primarily caused by more than anticipated snow fall during the period causing more pushes than budgeted.
- Supplies – Snow Removal: this variance of \$613 which was caused due to the timing of when the snow supplies were purchased.
- Water: the rate increase for water did not happen until June of 2018. Unfortunately, the budgeted water amount did not include the new rate increase for the first five months of the period. This is causing the significant variance when looking at the actual expense compared to the budget.

2. Discussion of Delinquent Association Owners as of February 28, 2019

- After review of this report, there is one past due account totaling \$1,442. Past due emails have been sent, as of March 19, 2019 this amount has been collected.

3. Capital Reserve Budget vs. Actuals for the Period Ended February 28, 2019

- Unanticipated capital expenses: No unanticipated capital budget items were recorded during the period.
- Planned capital expenses: Dumpster enclosures for Aspen Drive was finished. Total amount during the period is \$1,189 and is reflecting on the capital reserve budget attached to this report.
- Summary: Year-to-date planned and unplanned capital budget expenses total at \$10,420.
 - SentryWest Insurance: Increase of 2019 insurance is due to earthquake coverage. After discussion it was determined that the HOA would continue with coverage, as they have historically provided, and individual owners could explore their options.
 - Liens on 26A & 27A still in progress, headed by Wrona DuBois, PLLC.
 - HOA would like to expense out roof repairs to owners over additions that have been leaking from ice dams. (These roofs have ice dams due to improper insulation and ventilation when building into their attic and when they do an addition). *Mike Williams will follow up with roofer to determine cause of ice dams.

VII. Governance

1. New Cable Contract: X1bx, speed increase and \$49 a month. Motion made by Leanne Miller to approve new cable contract, pending verification of Comcast contract. Seconded by Shana Schifer. Motion carries

2. Hidden Creek Projects Procedure has been revised and will be implemented if a project exceeds \$2,500. Projects above \$5,000 require a scope of work. Motion made by Leanne Miller. Seconded by Shana Schifer. Motion carries.
3. Appraiser Proposal: Moving forward requesting Melyssa Davidson from Wrona DuBois, to create an outline and what documents are needed to have this move forward. Once documents are created, it will be voted upon by all homeowners.
4. Mountain Regional Water Valve Station: make sure there is access to the road for townhomes and parking. Construction can't be staged. The easement agreement has a few minor changes needed before board votes.
 - a) Synderville Planner will be contacted to see what exactly can be built on parcel F, which is now called RC21-J.
 - b) HOA will record the documents with the County.

VIII. Maintenance Updates

Status:

1. Scope of Work for Roofs approved. Mike is working to get more Bids.
2. Touch up painting and replacement of siding and flashing as needed:
 - Hardy board siding was done in 2002, Mike does not think it is still under warranty. *Have Mike William's check to verify what the actual remaining warranty is on the Hardy Board
 - Moving forward create a unified paint color for Georgetown and Townhomes
3. Community Hot Tub bid: Motion to approve Challenger hot tub bid by Leanne Miller. Seconded by Shana Schifer. All in favor. Motion carries.
4. Sauna: Motion to approve GTC Sauna Heating System and Ash & Dust interior sauna refurbish of cedar wood bid made by Leanne Miller, seconded by Patsy Blake. All in favor. Motion carries.
5. Landings scope of work approved by the board.
6. Steps & Stringers: Mike William's will come back to the board on a scope of work for wood vs metal treads and brackets. Leanne Miller brought up concerns about metal treads being "dog friendly". Lisa Graveline will provide pictures of metal treads used at the National Ability Center that dogs easily traverse multiple times a day. Patsy Blake is in favor of metal treads because they last longer and are more modern. Leanne suggested to obtain feedback from homeowners that have dogs on preference of treads. Brackets are a priority item, needing replacement.
7. Motion made to approve Altitude landscaping and tree spraying bid by Leanne Miller. Seconded by Shana Schifer. All in favor. Motion carries.
8. Mike Williams will be looking into contractor to repair vole damages, last year spent \$6,000 fixing the holes.
9. MGM Welding: Aspen Enclosure & Numbers/Letters in progress
10. Visitor Parking Permits and 4 Entry Signs arrived
11. GTC Community Lighting Proposal: Gregory attended the meeting.
 - Passed out light fixture options and provided documentation on the Summit County Development Code: General Regulations 10-40-21.
 - 3 types of fixtures: wall, street lighting, bollard lightings. Estimated \$450,000.
 - Going to County to get approval to have lighting project contracted in sections/phases.

- GTC will identify the critical spots that needs to be started on first and address them next board meeting.
- Gregory will, at some point, install a few sample lights in different areas for the Board to see.

12. Reference List:

Priority Capital Improvements

1. Roofs (1,4,6,7,10,13,14,20,22,26,27,29,32 & Ice Dam Roofs)
2. 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. Jim was asked to look into this.
4. Look into replacing retaining wall along Cedar Lane in conjunction with Mt. Reg. laying water pipes. *Board needs to determine what type of wall in order to get bids
5. Community Lighting

Operations & Maintenance

SPRING

Drip guard & sealing wood underneath (4) replaced landings
 Silt trap cleaning
 Siding-hardy board repairs/replacement
 Painting: siding and inset Townhome balconies
 Sprinkler Sensors
 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
 Building 3 Grading
 Building 33 French drain

To Be Discussed:

13. Special Assessment: roofs, community lighting, front doors, garage doors, decks (landing/treads/brackets), concrete, xeriscape. *Might be a possibility in the near future, no decision has been made.

IX. 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 on possible Hot Tub Grandfather Clause

X. Hidden Creek Meetings

1. ARC: March 27 at 6:30 pm
2. Vision Committee: March 26 at 7:00 pm
3. Monthly HOA Meeting: April 17, 2:00pm (MT)

Meeting Adjourned: 3:55PM