

Hidden Creek HOA Board Meeting Minutes

December 28, 2018 at 12:00 PM

Board Attendees: Lisa Graveline, Patsy Blake(phone), Shana Schifer (phone)

Owner guests: Jeff Wainwright, Ingrid Campbell (phone), Terry Bommer

Management attendees: Jim Simmons, Mike Howe and Jason Harris

I. Call to Order: Lisa called the meeting to order at 12:02pm

II. Establishment of Quorum: A quorum was established with 3 of the 5 board members attending in person or by phone.

III. Meeting Minutes Approval: Shana made a motion to approve the November meeting minutes as presented. Patsy seconded the motion. The minutes were ratified with unanimous approval.

IV. Financial Update

- Mike Howe presented a brief review of the November 2018 financial reporting for the HOA. All budget departments are favorable to budget in November.
- Public Hearing on Proposed Waste Water User Fee Increase. Rates increase January 2019 by 3% on base rate and volume.
- Capital Reserve Investing Option
- Comcast Update – Jim Simmons is working with Comcast to review the existing Comcast service agreement and research options for new service offerings.

V. Ratified Actions Approved

1. The board reviewed the proposal from Mike Howe to set an Investment Policy for the HOA that protects the HOA's funds in FDIC insured accounts that will accrue anticipated interest of 2-3% in a tiered investment package. Patsy made a motion to approve the policy as presented. Seconded by Shana. The policy was approved unanimously.
2. The board approved MGM Welding bid for the Cedar Lane and Ambush Dumpster Enclosures.

VI. Maintenance Work

Dan Vinke's employment with ASRL was terminated in November. Jason Harris has been assisting in filling in for maintenance needs after Dan's departure. Jim has been working to find a best candidate to replace Dan. Mike Williams is the new Maintenance Manager that starts on December 28th. ASRL will continue to work to hire a supervisor that will focus on Hidden Creeks maintenance needs and assist with routine property inspections. That person will report to Mike Williams.

Jim and Jason provided updates on the following project:

Status

1. Sidewalk Repair between Bldg. 3 &4 completed
2. French Drain & Drywell completed
3. Heat tape inspected and on throughout complex. GTC Electric changed out 38A heat tape in their gutter and in 26C heat tape was also fixed. Jason noted that ice dams are forming on building 25 and that building does not have gutters. Ice dams are forming on other town homes and some additional gutters, heat tape, attic insulation and attic ventilation may be needed. Further review and recommendations will be made, to include a map for areas of need.
4. Dumpster Enclosure installation in progress. MGM's proposal was not accurately presented to the board. Lisa explained that the actual costs were being amended for board review.
5. Parking and Recycling signs have been created, but not installed. Gina is working with the maintenance team to get them installed ASAP.
6. Decking - Jason Harris provided additional recommendation for design changes from ANAB to address:
 - Steps & Stringers
 - Upper landings
 - Sealing wood underneath (4) replaced TREX landings have no drip guard/sealant
 - Recommended by ANAB to have decks slope away from building. A solid surface deck $\frac{3}{4}$ inch tongue and groove. Torch down membrane. Steps galvanized steel w pet friendly holes no bigger than a dime.
 - Jason is working to secure two more bids for the project.
7. Building/Unit Number options. This work is still pending.

VII. Governance

1. Hot Tub Standards & Liability waiver
2. TCFC Agreements – Jim will follow up with Cynthia Callaway to review agreements
3. Appraiser Proposal – Jim is discussing with HOA attorney Melyssa Davidson the options to have an appraiser perform an appraisal for all units in the HOA to consider options to 'true up' square footage for the units and par values.
4. Mountain Regional has presented report of Mountain Regional Water Valve Station – a revised location of the valve station to the board. The board is reviewing the new proposal.
5. Towing Protocol - The HOA is directing ASRL to make a minimum of 2 parking inspections each day. The new maintenance supervisor will head up the inspections.
6. Community Vision Committee - there were no responses by homeowners to express interest in serving on the committee. A reminder link and extension of the deadline will be sent out to encourage owners to respond.
7. Lisa asked that Gina copy the board on important owner communication related to violations, ARC approvals and other requests that they may need to be in the loop on.

8. ASRL is working to produce a company-wide policy pertaining to creating scopes of work and gathering bids that will be shared with the HOA.

VIII. VIOLATION NOTICES:

1. VIOLATION: 3D privacy panels around hot tub – Ingrid Campbell noted that her privacy panels were installed prior to her purchase and believed that they were installed with HOA approval. She is researching to see if she can locate documents to show that approval. Deadline was extended to January 7, 2019 to submit supporting documents.
2. VIOLATION: 4D incorrect colored window
3. VIOLATION: 4D unit modification
4. VIOLATION: 12-B1 improper cable installation
5. VIOLATIONS: 26A & 27A hot tub and interior installation. The board had discussion on hiring a contractor to remove the hot tub and asked Jim to investigate options with the HOA attorney.

IX. Miscellaneous

1. Facebook page – the idea of adding a Facebook page for the HOA was presented. Jim advised against it as the platform tends to be a lightning rod for negative comments. Jim and Lisa suggested using a website like Next Door for owner that wish to connect to use.
2. Results of Homeowner Poll - According to the response of roughly 18 homeowners, the prioritization for capital projects look like this:
3. #1 Roofs, #2 Exterior Siding, #3 Landscape Improvements, #4 Repaint Doors, #5 Asphalt, #6 Exterior Lighting, #7 Entrance Decks/Landings, #8 Garage Doors, #9 Repaint Metal Fencing, #10 Kiddie Pool

X. Next HOA Meetings: January 16, February 20, March 20

XI. Meeting was adjourned at 1:38pm