

Hidden Creek HOA Board Meeting Minutes
Wednesday, April 17, 2019
2:00 pm

I. Call to Order 2:05pm

II. Establishment of Quorum:

Homeowner: Judy Sampaio (in office), Donald Sears, (GTM) Carrie Moentmann (GTM)
Board Members: Shana Schifer, Lisa Graveline, Leanne Miller, Patsy Blake (all via GoTo Meeting)

ASRL: Jim Simmons, Gina Covino, Mike Williams, Mike Howe, Carissa Nosack (all in office)

III. Meeting Minute Approval

Meeting Minutes were Reviewed and Discussed. Clarification made on Earthquake Insurance, MikeW has provided photos of ice dams related to additions. The applicable section of CCR's will be referenced when the bills are sent out (2nd Amendment).

*MikeW verified Hardy Board is no longer under warranty but will try to provide documentation.

Shana motioned to Approve the March 20 MM, 2nd by Patsy, Lisa Graveline (Y)

IV. Open Forum (for homeowner comments/concerns)

- Unit 36C Application for Modification from previous owner is transferred to new Owners. Confirmed by current Board. *Homeowner may proceed with the project.
- Several complaints have been issued regarding the Voles and critters in the community. The Board plans to address this with Maintenance.

V. Maintenance Report:

New Hire: ASRL hired Jose Garcia (Jesus' son). He will work part time at the community.

*Mike Williams is the point of contact at ASRL for any Maintenance Issues.

Completed:

1. Sauna: GTC and Ash and Dust have completed. Final "touch ups" are taking place
2. Aspen Enclosure - completed
3. All Heat tape OFF- throughout community
4. Summit County Code Enforcement Report: A NO PERMIT report was issued for one of the properties, the County Enforcer had no other issues on the property and said they were HOA issues.

In Progress:

5. Work on Hot Tub (waiting on date from Challenger) – End of May when weather warms up.
6. MGM Welding: Numbers/Letters: Samples were shown. *MikeW to send Lisa some better photos (the holes in the top and bottom are counter sunk for installation)
*They will be powder coated for installation.
7. GTC light repair by Hidden Creek rock sign: End of April when the ground dries out.

8. Retaining wall evaluation – Ballpark cost: \$40K block, \$50K boulder, \$60K Rock Wall will need to be Engineered and will be secured for stability which will reflect in cost.
*MikeW is beginning to get bids. *Recommendation is to complete retaining wall prior to asphalt work.
9. Re-route downspout by building 3 to French drain will be completed soon (\$300-400 cost)
10. Pond Dredge/silt trap: 2 Options were provided: Drain Pond and let dry OR bring in a pontoon (\$60K cost) and dredge while wet.
Development above property will continue and material will continue to flow in to the area. The runoff into the pond needs to be better controlled if possible. Pendry Project will be beginning in June. CVMA has not reported on any requests for information. No smells have been reported around the pond
*Board Members agree that ASRL primary focus needs to be on keeping the silt trap cleaned until construction is complete and postpone any dredging. *MikeW to get more information from Jesus on this process of cleaning silt trap. Altitude: (1) Altitude plans to sod damaged areas (Lisa mentioned caution needs to be used to prevent causing problems with the sprinklers), (2) Resolve Light Post Damage (posts have been “righted”, there does not appear to be any electrical damage, light bulbs will need to be checked *MikeW will further evaluate which posts are working, (3) Sidewalk: Damage appears to be from bad pour of concrete (photos were shown). *MikeW and Carissa will meet with ANAB to discuss the sidewalk and the need to have it re-done because of the poor quality. ASRL will report back to the Board.
11. Asphalt: (1) ASRL will obtain written confirmation of deposit, (2) Communicate notification of delay because of Mountain Regional Water Station, (3) Open discussion about staging work in phases. Clarification was made on why the project was delayed. *ASRL will dig up email communication and meeting minutes for MikeW and Carissa to become more familiar with the history and determine what costs have been expended for mobilization and who is paying for them. *MikeW and Carissa will meet with Top Job to re-open discussions on the project.

Bids to Present:

12. Kiddie Pool Bid – Bid presented. Proposal to Re-Purpose space to create a possible BBQ area or large shaded area
13. Pest Control Bids – 2 Bids reviewed (Back Country & Pest Elimination, Inc)
14. Roofing – 4 Basic sizes of roofs. Sizing on larger roof was questioned and re-measured (confirmed roof 26 is closer to 4500 sqft)
*MikeW will continue to obtain more bids for comparison.

VI. CVC/ARC Report - Recommendations

Standardize! Standardize! Standardize!

1. CHANGE Hidden Creek Remodel Agreement to Hidden Creek Remodel/Modification Application (Approval Process Flow Chart)
Leanne motion to change the name, 2nd Shana, Lisa (Y) motion passes.
2. HIDDEN CREEK REMODEL/MODIFICATION STANDARD

HOA Approval can only be given after the following have been submitted for review:

- Architectural Drawings
- Engineered Plans (professionally reviewed and stamped) are required when addressing any structural, sound proofing, insulation, ventilation, plumbing and electrical projects.
- Contractor Info: Licensing & Insured/Bonded

Once Approval is Granted:

- A copy of the County Permits must be provided to HOA

Once project is complete: Management needs to verify the details of the work were completed.

Upon Verification of Work by Management: HOA needs to record a form/document with Summit County against the unit to create a historical record of what has been modified in the unit.

*Additions suggested by Leanne are recorded in the information above.

3. ATTIC to LIVING SPACE: Needs to follow Renovation Process (this will be included in the STANDARDS list and a vote will be taken on the final documents) Shana, Lisa, Leanne (Y)
4. CABLE INSTALLATION:
 - Only one hole in exterior wall (must be caulked and sealed)
 - Must be secured tightly to building
 - Must be Painted to match exterior unit color(this will be included in the STANDARDS list and a vote will be taken on the final documents) Shana, Lisa, Leanne (Y)
5. SHARED FIREWALL: Follow current Summit County Code
 - Encourage homeowners to bring it current
 - Follow Hidden Creek Remodel/Modification Standard(this will be included in the STANDARDS list and a vote will be taken on the final documents) Shana, Lisa, Leanne (Y)
6. LANDING: Discussion took place and vote failed on STANDARD of LANDING to be TREX material. Another Vote was postponed till later in the meeting. *Leanne notated that for personal decks owners can still opt for wood decking. Discussion and vote were revisited: Motion by Lisa for Trex to be the Standard, 2nd Shana, Leanne (Apposed), Patsy (Y)
7. STAIR TREADS (2 options) *Corrections to below meeting minutes was made after the June Meeting Review was requested by Leanne. Metal is used in the meeting minutes, but the actual tread is made of fiberglass. Fiberglass stair tread was approved as the standard.

Time Stamp 2:09:11: Discussion begins with CVC/ARC Recommendations to the Board on Standards

Time Stamp 2:28:03: discussion began on the Stair Tread Standard (it was assumed Lisa, Shana, Leanne and Patsy were still on conference call)

Time Stamp 2:28:58: Leanne stated she is not in favor of going with fiberglass treads. Leanne voted against fiberglass stair treads.

Time Stamp 2:29:54: Leanne stated there was no quorum to proceed with a vote, which was inaccurate since Lisa, Shana and Leanne were on the line, as stated by Carissa. Leanne stated since she was against metal treads as a standard, there is no quorum. * This is not accurate. A quorum was present.

Time Stamp 2:30:19: Carissa mentions we come back to the stair tread vote because we wanted to include Patsy.

Time Stamp 2:52:30: Lisa brought up going back to vote on metal treads as a standard

Time Stamp 2:54:07: Leanne brought up that she asked at last meeting to survey Georgetown owners about whether they would want to switch to metal treads

Time Stamp 2:56:56: Noticed call with Board members was dropped

Time Stamp 3:04:50: Carissa asks if the Board would like to postpone decision or make a motion

Time Stamp 3:10:36: Lisa makes a motion to move forward making metal treads the standard

Time Stamp 3:10:55: Shana seconds the motion to make metal treads the new standard

Time Stamp 3:11:05 Lisa mentions she didn't know if Patsy or Leanne were still on the line

Time Stamp 3:11:07: Leanne is opposed

Time Stamp 3:11:13: Carissa mentions Patsy is still on the line, but muted

Time Stamp 3:11:21: Leanne comments we are fishing for a quorum, while we wait for Patsy to reply. *This is not correct.

Time Stamp 3:11:40: Leanne thinks motion failed believing there wasn't a quorum. *This is not correct.

Time Stamp 3:12:20: Carissa states a written vote (text message to Lisa from Patsy) is a vote because Patsy has been part of conversation.

Time Stamp 3:12:33: Leanne states she will probably file a complaint

Time Stamp 3:13:22: Patsy is off mute

Time Stamp 3:15:03: Call with Board members was dropped

Time Stamp 3:15:20: Carissa states that Patsy going in and out of meeting counts as being participant

Time Stamp 3:16:56: Carissa states Patsy's number has been on screen-just muted. Her vote is valid

Time Stamp: 3:17:36: *A revote was not needed as the previous motion passed at 3:10:55 as Shana seconded the motion. However, Lisa, Shana, and Patsy all voted in favor of metal treads as the new standard. Leanne opposed.

*Correction. Metal is used, but the approved tread is made of fiberglass.

Note: Leanne Objected to revisited discussion and vote and believes Georgetown owners will be unhappy with the change.

8. DOORS – 4 TYPES

- Front: 3 panel design with options for with and without window
- Utility/side: 3 panel design with no window
- Large garage: solid, faux wood grain, classic walnut finish
- Sliding/French/single to private decks, storm door (existing standard)
- Door/Lock Hardware (add matte black as an option – all hardware on a door must match) Can be keypad or deadbolt.

Lisa, Leanne, and Shana in favor of this STANDARD

9. EXTERIOR A/C

- Follow Sound Specs/Model Types
- HOA will provide Vendor Recommendations
- Split types are allowed
- Location: preferred locations (on personal decks) with least impact to neighbors

Discussion: Motion to Approve by Shana, 2nd Patsy, Lisa (Y), Leanne Opposed
Specifics will be included in the New STANDARDS Document.

*It was noted that interior, portable a/c units are still allowed, vented through window

10. EXTERIOR PAINT: Still under ARC Discussion – manufacturer, base of paint, color and sheen will be specified.

VII. Financial Update

1. Monthly Report: MikeH

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 \$9,624 for the period, the Association is reporting that it ended with a deficit of \$14,033 for the period. This is a \$4,409 unfavorable variance for the period, which is primarily related to increased costs in legal and utilities.

March 2019 Revenues:

The total revenue budgeted for this period is \$68,622, while actual revenue earned is \$69,825. This \$1,203 variance in revenue is primarily attributable to the following:

- Late Fee: This account is better than budget by \$850 due to late fees assessed during the period.
- HOA Violations/Fines Income: There were several violations assessed during the period causing the variance of \$1,000.

March 2019 Expenses:

Period actual expenses of \$83,858 which was more than the budgeted period expenses of \$78,246. This was a 7.17% greater than budget or an unfavorable variance of approximately \$5,612. Significant variances of specific line item expenses include:

- Legal & Professional Fees: the variance of \$3,374 was caused by the unanticipated legal work surrounding the lien process for violations, plat map and easement conversations, and indemnification process for the hot tubs
- Electric: this variance of \$961 which was caused primarily to the colder weather during the period compared to the prior year period. The increase in snow fall and colder

temperatures were not anticipated during the budget process causing the variance between actuals and budget amounts.

· 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.

VIII. Governance

1. Review final changes to "ASRL Bid Procedure" for Hidden Creek

Motion by Patsy to Approve as FINAL DOCUMENT, 2nd by Shana, Lisa (Y)

2. Mountain Regional Water Easements and Valve Station – Update by Lisa

Discussion took place. Exhibits were reviewed and email exchanges between the Board Members took place prior to the meeting. There are still some small outstanding questions that the Board will work to get answers to (ingress/egress, valve building). Leanne motioned to Approve the Water Line Easement, Lisa 2nd, Shana (Y), Patsy (Y), Dan (via email gave approval) Unanimous

Leanne motioned to discontinue Legal Counsel at this point in time and deal with MR directly. Discussion that it may be necessary in the future to obtain legal advice again was brought up. Lisa 2nd the motion, Shana (Y)

No litigation will be pursued regarding the valve station and it will be built as proposed.

*It is important to document (video and still photos) the current state of the association prior to any construction.

3. New Cable Contract:

Discussion to place and it was determined to postpone a vote until we could clarify a few concerns.

*Clarifications were made with Luke Baxter via email regarding the base cost per unit at \$47+tax. No premium Channel will be included because of the increase in Speed. HC previously had the Performance package and it is now increased to the Performance Pro tier package (significantly faster).

Motion to approve - unanimous

4. Discuss/Vote on ARC recommendations (Updates needed to Rules & Regulations for new ARC Standards) Noted Above

5. Discussion/Vote on Maintenance Bids/Financial Review

Kiddie Pool Bid/Discussion on Kiddie Pool Re-Purpose: *As re-quested by Leanne, Carissa will verify in Governing Documents if "kiddie pool" is specifically listed as an amenity. Leanne brought up the history that the kiddie pool has leak issues and that is why it was taken out of service. Patsy, Shana and Lisa are in favor IF we are able to re-purpose.

Pest Control Bids: Discussion on types of services, safety for pets and how serious the problem is. There are not sufficient funds budgeted to address this growing problem.

*MikeW to find out how neighboring communities are handling the problem. MikeW to obtain additional bids. (Beeline Pest Control was mentioned by Leanne as who Red Pine uses)

*MikeH to review through budget and give a proposal on where the funds can come from. They could decrease the amount of funds for Reserve to Budget for Pest Control. HC Budget meets the 10% requirement, and a higher amount is currently contributed.

*Carissa to make sure to send full pages of bids to the Board for review and vote via email.

Roofing: <14,15,17,26> are the recommended roofs for replacement. (Only 26 has been viewed – not sure if any can be postponed) *MikeW will further review priority of roofs as he obtains additional bids and feels he can get lower bids to allow for the replacement of 4. *MikeW will continue to try to get more historical information on the previous roof replacements

IX. Hidden Creek Meetings

1. ARC - TBD
2. Community Vision Committee (CVC) - TBD
3. Monthly HOA Meeting: May 15th, 2:00pm MT

X. Adjourn: 5:29pm

DISCUSSION ITEMS:

PAINTING STANDARDS - May

LIGHTING - May

Spring Newsletter - To go out once standards and project/dates are finalized

Drip guard & sealing wood underneath (4) replaced landings

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 through community (keep in mind community lighting)

Xeriscape Designs from High Mountain Garden-Lisa has a meeting set up for May 18 with

Xeriscape Design

Stone Facade Repair: 25 A & B, 31C

Mailboxes

Building 3 Grading

Building 33 French Drain

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. Community Lighting