

**Hidden Creek HOA Board Meeting Minutes**  
**Wednesday, June 19, 2019**  
**2:00 PM**

**I. Call to Order 2:03pm**

**II. Establishment of Quorum**

Homeowner: Rob Long (in office), Jim Meland (phone), Carrie Moentmann (phone), Patty Harwood (phone), Guy Rawson (phone)

Board Members: Shana Shifer, Lisa Graveline, Leanne Miller, Patsy Blake, Dan Mitrovich (all via GoTo Meeting or phone)

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

**III. Meeting Minute Approval**

- April 2019 – Leanne objects to voting to approve the minutes related to the order of activity on the voting on the stair treads. Discussion took place about the stair treads.  
\*Vote to approve the meeting minutes postponed till next meeting.  
\*ASRL will send an email to the Georgetown residents and allow them a chance to have a say in the new stair tread option prior moving forward with a vote on the project at the next Board Meeting.
- May 2019 – Shana motion to Approve, Dan 2<sup>nd</sup>, Lisa (Y), Leanne (Y), Patsy (Y)

**IV. Additions to Agenda**

- Jim gave an update from his conversation with Spencer at TCFC regarding the outstanding items for Hidden Creek. Jim confirmed drainage coming into the pond is not coming from their project. Participation in dredging the pond with CVMA will be a future issue to resolve. Jim will email a proposal to the Board to bring all matters to a close. A document will be recorded with the final agreement details. Board will discuss Jim's email proposal at the next meeting.
- Parking Enforcement Option: Barnacle Parking (suction cup device on windshield to enforce parking policies). Owner will be able to release and pay a fine and will be required to return it to specified location. There is a set-up fee and no charge for individual devices. There is a minimum use requirement per device with a fee. The HOA can set the fine amount and the cost to deploy would be covered by the fine and the excess funds will be revenue for the Association. Will signage need to be changed? What notice needs to be given to owners? What are the costs for cancellation or decreasing the number of devices? Can this be shared with other properties? This is a good option to explore as the community has a lot of rentals. Jim will share a link to the device. Board would like Jim to email answers to the above questions to the Board for further discussion.  
Jim will do further research to answer a few questions regarding costs and the ability to share with other communities and update the Board.
- RV Parking request 18B. \*Unanimous vote of the Board to adhere to current Rules & Regulations. No RV parking/storage is allowed in the community and will be communicated to the owner.
- Rob Long, unit 13B2 requested to speak on behalf of his ARC application. He thought it was unreasonable to request an engineered set of plans prior to preliminary approval and obtaining a permit. The construction will not penetrate the walls or envelope of the unit. All existing plumbing lines will be utilized.  
The HOA's primary concern is to make sure that the impact to other units will be considered and, if possible, insulate to keep the noise transfer low to other units.

\*His application will go back to ARC with his additional plumbing and electrical drawings for review, but should be expedited.

## **V. Maintenance Report:**

### **A.) Completed:**

1. New ASRL Maintenance Technician (Slade)
2. Pool - Open
3. Tennis Courts - Open
4. Pest/Vole Elimination. One application has been applied.
5. Community Railing Repairs – The T bar railings were failing and were replaced. New railing was installed by the Lakeview parking lot. The remainder of the railings will be repainted. Metal railing will be explored between units 3 & 4 (similar to what is in another part of Georgetown).

### **B.) In Progress:**

1. Spring Routine Maintenance
2. Letters and Number Installation
3. Siding Repair/Paint Bids
4. Building 3 Grading & Down Spout
5. Building 3 & 4 Sidewalk Repair

### **C.) Scope of Work/Bids to Present:**

1. Roofing Bids – In 60 days only 2 bids were obtained despite repeated attempts. Mike recommends using Alta Vista. \$70K is in the capital budget. Building 14 can be eliminated to stay within budget constraints.
2. Tree removal Bid – Community Plan Bid covers grinding the stump and debris removal. Funds are in the Capital Budget for this work under landscaping.
3. Bldg. 33 French Drain SOW vs Homeowner/ASRL Proposal for unit 33B  
The raised planter bed in the yard is partially causing the issue which the owner is responsible for. Neighboring C & D patios extend out to the requested size. Unit 32A has a cement retaining wall that supports request. Homeowner participated in the meeting and has submitted an application for remodel/modification. The owner is asking for the HOA to pay for a portion of the estimated work (approximately \$4000-\$4500).
4. V2 Landing & Treads SOW  
Presented to Board for discussion in Governance.
5. Asphalt SOW  
Documents were reviewed. Explanation was given on recommendation to mill and overlay versus patch work repairs. There is some “alligatoring” on Willow Creek Way by the drain and cement curbing that need replacement, but no significant base failures were noted by either company on the 2 cul-de-sacs.
6. Kiddie Pool SOW – Presented to Board for discussion in Governance. It is recommended to do the project in phases. Phase I is to fill in the kiddie pool area to increase the decking, color to match existing decking as best as possible.

## **VI. ARC/CVC**

1. Personal Deck Modification Standards – Documents were reviewed and discussed. Paint recommendation is Sherwin Williams, color Java.
2. Exterior Unit Sconces – A sample LED light was installed in the community and pictures were presented. The larger size is the best replacement and is very similar to current lights. Management should be notified when a light is broken for replacement.
3. 38D, Maryanne Clare: concrete patio replacement. Recommended to Board for approval. Vote will be taken in Governance.
4. Next ARC/CVC Meeting TBD via email

## VI. Financial Update

### 1. Monthly Report

Summary was reviewed with a focus on the operating budget by Mike Howe.

Year to date deficiency of \$44,000 was discussed and is primarily due to heavy snowfall. Thorough discussion took place regarding the proposed options. Previous questions regarding maintenance wages were answered. 225 hours per month, on average, is what is budgeted and deemed adequate for maintenance needs at Hidden Creek.

### 2. Lengthy discussion on budget shortfall and Capital Budget planning/projects.

The percent funded for the Reserve Account balance for next 10 years is insufficient.

Different scenarios including a list of potential capital projects were reviewed and discussed in comparison with the previously approved 2019 Capital Budget.

Discussion took place comparing raising dues for a 3-5year time period versus a 2 yr. Special Assessment. There are many projects that are in need of immediate work.

Discussion was brought up regarding measuring units to change the percentage allocation for billing so that HOA assessments are billed Fair & Equitably based off of as-built measurements.

Not changing the percentage ownership may take 100% approval and require mortgage approval if additional changes to Amendments are not included. A rough estimate on cost is \$75 per unit to measure.

The cost of re-platting the community is roughly estimated at \$30-\$50K and is a process that would take a minimum of 9 months and likely longer to complete.

Drafting an Amendment is roughly a few thousand dollars and takes a 67% approval vote of the ownership. Drafting a NEW set of CCR's is roughly \$15K-\$20K.

Shana, Lisa and Patsy are in favor of the Special Assessment to add to Reserve Funding. Dan has mixed feelings, but has said numerous times before that the Reserve is severely under-funded.

This is a hard decision to make and there are very few alternatives except to continue to delay maintenance.

## VII. Governance

### 1. Vote on Remodel-Modification Application

Engineered sets of plans will not be required by ARC prior to approval. If the city/county grants a building permit without requiring a P.E. set of plans, this is sufficient for the HOA. The numbering and edits discussed will be made to the form by ASRL. The flow chart may need to be updated – have ARC Committee Review.

Dan motioned to Approve previously discussed changes, Patsy 2<sup>nd</sup>, Lisa (Y), Shana (Y), Leanne (Y)

### ARC

38D MaryAnne Clare – concrete patio replacement

Motion to Approve by Leanne, Patsy 2<sup>nd</sup>, Lisa (Y), Shana (Y), Dan (Y)

### 2. Vote on Homeowner Modification Standards: Lisa combined all Board member edits into this document. Additions/clarifications are in red, links are added for doors. Motions are for Document Approval.

- Windows

Motion to Approve Dan, 2<sup>nd</sup> Lisa, Shana (Y), Patsy (Y), Leanne (no longer on phone)

- Doors

Motion to Approve Dan, Lisa 2<sup>nd</sup>, Patsy (Y), Shana (Y), Leanne (no longer on phone)

- Hot Tub – Management company to reach out to adjacent neighbors

Motion by Dan, 2<sup>nd</sup> Lisa, Patsy (Y), Shana (Y), Leanne (no longer on phone)

- Cable Installation – no changes, previously approved

- Exterior Cooling & Heating System - more detail included in document

Lisa motion to Approve, Shana 2<sup>nd</sup>, Patsy (Y), Dan (abstain), Leanne (no longer on phone)

Neighbors Adjacent to unit will be approached by management for approval. Installation conduit to be painted same as the building

- Personal Deck – painted color specified Sherwin Williams, exterior, satin, Java  
Dan motioned, Patsy 2<sup>nd</sup>, Lisa (Y), Shana (Y), Leanne (no longer on phone)
  - Exterior Light Sconces (LED, dimmable unit)  
Dan motion to approve, Lisa 2<sup>nd</sup>, Patsy (Y), Shana (Y), Leanne (no longer on phone)
3. Vote on HOA Modification Standards: \$47K allocated in Approved Capital Budget
- Stair Treads – Specs of fiberglass treads were reviewed. Available in silver or yellow.  
The approved material comes in linear lengths and the approximate cost per tread is \$258 per tread including installation.  
All of the existing brackets need replacement and many of the wood treads need replacement.  
Dan Mitrovich can check with a contact to compare pricing on material.  
Notice to Georgetown residents to be emailed regarding treads to obtain homeowner feedback prior to next HOA Meeting. ASRL to check on warranty and work on additional bids to present.
  - Paint (slats, stringers, rails, for landings)  
Proposed Sherwin Williams, exterior, satin, Java for the new standard: Lisa (Y), Shana (Y), Dan (Y), Patsy (Y), call dropped, not sure on Leanne's vote.
4. Vote on Maintenance SOW & Bids
- Retaining Wall, motion to have S.O.W. drafted for Board Approval (will include engineering if required for permit for height, details of foundation, made of block similar to what is in the community and the block specs for retention.  
Lisa motions to create SOW and is a project the community wants to pursue (Y), Shana (Y), Dan (Y), Leanne (Y), Patsy (Y) – all in favor. This work can be done before or after the MR Water Project.
  - Tree Removal – Community Planning. Motion to Approve Bid for 15 trees at \$6K  
Patsy (Y), Lisa 2<sup>nd</sup> (Y) with request to have maintenance manager to supervise and monitor how much they complete in one day, Shana (Y), Leanne (Y) conditioned that funds be in the budget (Mike Howe confirmed funds are in budget), Dan (Y). Some are dead, some are sick and dying, and some are a hazard to the buildings.
  - Roofing (\$70K Budgeted) bid exceeds budget  
Lisa motion to approve roofs 21, 26, 27 and remove 14, Patsy (Y), Shana (Y), Dan (Y), Leanne (Y)
  - Bldg. 33B French Drain SOW/Homeowner ASRL Proposal  
Lisa has concerns about the size of the requested patio, Leanne agrees and also would like drainage in the patio area. Homeowner is requesting approximately \$4500 HOA contribution. Homeowner Proposal Accepted with the condition that the scope of work needs to include a drain for the patio area, height of retaining wall decreased if possible perpendicular to the building, and homeowner needs to give HOA release of any future liability for flooding in the unit (related to the improvement) and the contribution of funds by the HOA is Full and Final.  
This will be revisited by the Board at the July HOA Meeting.
  - V2 Landing & Treads SOW  
An email will be sent to Georgetown homeowners making them aware of the Board Approved Standard for the tread and allow them a time frame to give their feedback.  
It will be on the Agenda for the July 17 HOA Meeting.
  - Asphalt SOW & review bids  
Neither contractor thought there were base failures in the cul-de-sacs.  
Temporary re-stripping all parking around Georgetown needs to be completed this summer. Add stripping to scope of work OR have ASRL complete if stripping machine is located in workshop.  
Motion by Patsy to Approve SOW and have ASRL get deposit funds back from Top Job, minus the agreed upon split of the 2018 mobilization costs (\$4166) reminding them they have held our funds for 9 months, Lisa 2<sup>nd</sup>, Shana (Y), Leanne (Y), Dan (Y).

ASRL will continue to get an additional bid for the scope of work. Work to be completed this summer/fall. Money will remain in the capital budget for the work on Cedar Lane after MR Water Project. ASRL hopes to coordinate with the MR contractor to see if all of the asphalt work can be addressed at one time including the parking lots.

NOTE: Top Job was reviewing their estimate to see if they could reduce the costs but it was not received in time for the meeting.

- Kiddie Pool SOW  
Motion to approve SOW Shana (Y), Lisa (Y), Patsy (Y), Dan (Y), Leanne (Y). Color will be matched as best as possible and be a brushed finished. ANAB bid of \$5800 Approved by Lisa (Y), Shana (Y), Patsy (Y), Leanne (Y)
- Pool Attendant will be hired at \$10hr. Attendant to work Friday thru Sunday 12-4pm weekly, the full week of 4<sup>th</sup> of July, the 24<sup>th</sup> of July Holiday, and the Monday for Labor Day on the same hours 12-4pm until pool closure. ASRL cleans the bathrooms during the week as needed. Scope of work for Pool Attendant to include a log what unit people are staying in and cleaning the bathrooms at least once on the weekend.

Lisa, Patsy, Shana, Leanne and Dan approve the above terms for pool attendant hours and responsibilities.

ASRL has received contact information for someone interested in the position and will follow up and hire for the hours approved. ASRL will give attendant a list of units and a copy of the Hidden Creek rules and regulations.

- PEAK Security Contract starts July 7<sup>th</sup> through September 7<sup>th</sup> of 2019, they visit 3 times per night/daily
- Financial
  - 1) Regarding the water portion on the HOA bill: Lisa motioned to keep the assessment amount the same and send a letter of explanation to the homeowners with the next statement that the funds will be used for the 2019 deficiency, Shana 2<sup>nd</sup>, Dan (Y), Patsy (Y), Leanne (offline)
  - 2) Special Assessment:  
Notice will be given to homeowners and they will have time to voice their opinion of the Proposed Assessment by the Board at the Annual Meeting.

*Timeline:*

- a) August: Obtain measurements of units and report and have Attorney draft Amendment for Board review.
- b) September: Send Letter & Documents out to Owners for preview
- c) October: Annual Meeting to discuss and Vote

Shana motion to Approve Capital Budget Scenario with 2 - \$650 Special Assessments, (the first beginning Jan 2020 and the second in 2 Concurrently with re-measuring of units for the New Amendment of CCR's to change percent allocation of assessment, 2<sup>nd</sup> Patsy, Lisa (Y), Dan (Y), Leanne (no longer on call). The Board is generally not in favor of a Special Assessment but sees no other option to take care of fiscal responsibilities.

## **IX. Hidden Creek Meeting**

1. Monthly HOA Meeting: July 17<sup>th</sup>, 2:00pm MST

## **X. Adjourn 7:44pm**

### ADDITIONAL DISCUSSION ITEMS:

- Drip guard & sealing wood underneath 4 replaced landings
- Concrete Sidewalk Repairs: 26A, 26C, 27A, 28A, 28C, 28D, 38C
- Stone Facade Repair: 25 A & B, 31C
- Roof Repairs
- Mulch/rocks around units and path between GT & TH
- Painting: siding and inset Townhome balconies

- Siding-hardy board repairs/replacement
- Community Lighting

### **2019 Capital Budget Plans**

1. Roof Replacements: 14,21,26,27  
Additional Roofs/Reserve Study: 1,4,6,7,10,13,20,22,29,32
2. Heat Tape
3. Landing & Treads
4. Asphalt Paving/Sealing
5. Siding Repair/Repaint
6. Metal Fencing Repaint
7. Kiddie Pool
8. Clubhouse Floor Replacement
9. Landscape Improvement:
  - Sprinkler Sensors
  - Tree Removal
  - Mulch/rocks around units and path between GT & TH
  - Xeriscape Design