

# Hidden Creek HOA Board Meeting Minutes

## Wednesday, May 15, 2019 2:00 PM

### I. Call to Order 2:17pm

### II. Establishment of Quorum

Board members in Attendance:

Leanne Miller, Lisa Graveline, Shana Schifer, Dan Mitrovich, Patsy Blake (all via phone or go to meeting).

Owners in Attendance:

Judy Sampaio (in office), James Meland (via phone), David Knecht (via phone), Carri Moentmann (via phone)

ASRL:

Carissa Nosack, Mike Williams, Mike Howe, Gina Covino, Jim Simmons

### III. Meeting Minute Approval

Leanne commented there was not enough time to review because of late packet delivery.

Lisa suggested to table and review April Meeting Minutes at next meeting.

### IV. Open Forum: Homeowner Comments & Concerns - NONE

### V. Additions to Agenda

- Mountain Regional Valve Station Update to questions asked at last Board meeting-Lisa to update/answer. \*The Grant of Easement and side letter with TCFC was signed and forwarded by Robert Rosing at no charge. Ingress and Egress because of existing utilities on Canyons drive are why they needed the easement. Jim Simmons reported that Larry White said everything was proceeding and that they had received the documents. The co-signed copy has not been received yet by the HOA.

- GTC cut-off light sample was placed a 26 Watt – 300K fixture on existing light pole in front of building 31 (Summit County Compliance for cut off lighting is required within 5-7 yrs)

Gregory reported he is still looking into options for the property. Sconces will work in certain locations but, not in others, but less than he thought might be possible. Some of the lighting circuits are running to individual homeowner units and therefore incurring a small cost monthly for that electricity. To reduce costs, with ALL pole lights operational and Cut-Off light fixtures installed throughout the community he believes it will be uniform and sufficient through the community in all locations. Some of the poles will need full replacement because of damage as well, they can reuse those that are still in good shape.

Dan Mitrovich asked if the Board can get a cut sheet on the light. He also wanted to know if there were any code violations with the poles installed to owner's panels. Gregory said he could provide a cut sheet and reported there is no way to know exactly how

they are installed unit he gets access to units. There are photo cells on the poles to control when they run.

\*Gregory wants to know if the Board wants to continue with the project before he starts calculating what needs to be replaced.

David Knecht (CVC Committee) and Judy Sampaio (CVC and Arc Committee) reported that they had both viewed the light and gave an opinion.

\*Gregory reported that they are standard pole height. He will get another fixture that has less Watts and install for comparison. It may be possible to dim the lights in certain locations depending on the location or look into different prismatic lenses.

Note: Most of the time you are not looking directly up at a fixture, but using the light produced. We are paying special attention to the light because it is new. Everyone has a different light sensitivity.

## **VI. Maintenance Report:**

### **A. Complete:**

- Hardy Board research: Documentation was provided to the Board. Most of what Mike is seeing is regular maintenance related. The HOA had filed 2 claims. It is unlikely that they will cover any future claim.

- Number and Letter Installation: They are all installed on units. However, maintenance will go back through to patch holes, prep, sand, paint. They will be uniform in installation.

\*Leanne asked if there would be a summary of total cost for this project. Hard costs are determined. Mike Howe reported that labor charges will hit on the balance sheet and not on the income statement. It will be charged to capital budget. A total figure will be calculated and reported.

- Pond water feature: It is a small fountain to circulate water. It is running 9am to 9pm

\*Nothing has been done to the silt trap as it will require equipment to excavate it. Leanne suggested that ASRL approach MR contractors early in the process when they do the pump station to see if they can excavate the area while they are onsite.

Leanne also reported that the pond was only dredged once in the past.

- Rodent treatment: First treatment is scheduled for the end of the week. The product is a pellet bait that is dropped into the holes and is pet safe/natural. Mike thought it was high dose of vitamin K. Dan Mitrovich is familiar with the product and the safety of use. Should be a notable difference in 24-48 hours.

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

- Railing work in community: New railing is being added in areas of need and repairs are being made to railings in poor condition.

- Asphalt bids: ASRL has been in contact with On Top. We are trying to determine the scope of work. An appointment has been set up to meet with a trusted vendor.

\*Communication with On Top is being documented via email. Teri (owner of On Top) confirmed the amount of mobilization (\$8K) and the agreement to split that in half when we proceed with the project. If we use another vendor, they will keep the full amount and refund the remainder.

\*ASRL to recommend a Scope of Work to the Board.

-Roofing Bids: \*MikeW is still waiting to receive bids from three vendors. He received historical information on which roofs have been completed. 3-4 roofs can be done this year

within the budget.

- Sidewalk Resolution: It will be removed and replaced by Mel when the weather permits within the next few weeks.

### C. Bids to Present:

- Retaining wall: ASRL recommends this to be a 2019 project before MR begins the water and road project. Two types of walls have been recommended (boulder rock or block similar to what has been installed recently in the community). Approximate length of the wall is 200 ft. long. Heavy equipment will be required to remove and install the wall. \*ASRL to propose a Scope of Work for the Board to Approve including warranty and engineering requirement for stabilization of the ground being retained.

- French Drain by Unit 33: One bid received by Black Dog. Second bid needs to be clarified (is a sump needed to discharge the water collected in the drain/how deep is the installation).

B&B is coming back to do repair work and downspout by Unit #3.

\*ASRL will review the survey document and work to obtain bids that follow the scope of work.

- Decking and tread bid: ASRL has a bid from Ash and Dust and is having difficulty obtaining additional bids. Trex type and color are already identified in the standard.

All landings that have not already been replaced with Trex are included in the scope.

\$57K is included in the Capital Budget for landings and treads – painting also needs to be included in the scope of work. (COLOR of paint needs to be determined for handrails, slats, posts, joists, stringers, beams, ledgers)

\*ASRL to obtain detailed information/spec sheets on the types of treads (i.e. size of treads, warranty, safety, color – galvanized vs fiberglass), find out if there is a store location to view tread samples, a location treads have been installed locally that can be viewed OR if samples can be ordered/cost.

Recommendation on type may be an item that the CVC/ARC Committee can assist with.

- Tree bid: 15 trees have been identified as dead/diseased and pose safety/liability concerns in the community with proximity to buildings/walkways. \$6K total bid.

\*ASRL to have the tree stump in front of building 3 added to the scope of work while they are onsite. It needs to be carefully evaluated for best option: grinding or excavation.

## VII. Financial Update:

- Monthly Report: Budget reviewed in detail during the meeting.

### 1. Budget-to-Actual Variance Reports

Due to the timing variances of certain projects and expenses, the Hidden Creek HOA budgeted an excess of revenue over expenses of \$116 for the period, the Association is reporting that it ended with a deficit of \$3,950 for the period. This is a \$4,066 unfavorable variance for the period, which is primarily related to water and snow removal costs.

SNOW RE- MOVAL HAS BEEN BASED ON HISTORICAL AVERAGES.

### April 2019 Revenues:

The total revenue budgeted for this period is \$68,652, while actual revenue earned is \$69,436. This \$784 variance in revenue is primarily attributable to the violation fee income.

Interest is coming in from the new Reserve accounts.

Period actual expenses of \$73,385 which was more than the budgeted period expenses of \$68,536. This was a 7.08% greater than budget or an unfavorable variance of approximately \$4,850. Significant variances of specific line item expenses include:

Maintenance Wages: was higher than anticipated for the period due to the increase time spent on getting bids on the capital projects and clean up around the property due to the seasonal changes.

Parking-Grounds-Roads Wages: this is related to several items during the period, the most significant is time spend monitoring parking areas and clean-up of grounds.

Snow Removal: no funds were budgeted during the period to address the snow removal fees.

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 April 30, 2019**

After review of this report, there are no 91 plus day balances listed as of April 30, 2019.

## **3. Capital Reserve Budget vs. Actuals for the Period Ended April 30, 2019**

Unanticipated capital expenses: There were \$2,976 spent during the period on unbudgeted capital expenses. The building letters project was completed during the period which \$2,260 of final payment was made to MGM. Also, GTC completed the rock monument lighting which cost \$716.

Planned capital expenses: Sauna refurbish is complete which was \$3,444 for the period.

Summary: Year-to-date planned and unplanned capital budget expenses total at \$23,496.

## **4. Balance Sheet was reviewed and explained.**

### **• Operating & Capital Reserve Recommendation:**

\*ASRL recommends that YTD Actuals be discussed so that the Board can consider an increase in assessments to cover the deficiency. While an increase is being considered, it is recommended that the board also consider an increase in the assessments for capital projects that are not in the future budget. A prioritized project list needs to be followed based off of the Capital Budget and funds that are available.

\*ASRL will evaluate ways to save within the Operating Budget.

Dan Mitrovich is supportive of figuring out rolling projections to determine how underfunded the Reserve may be and what is needed for necessary capital projects.

Areas of Savings need to be evaluated so they can be discussed in an Executive Session with all Board members.

### **VIII. Governance:**

#### **1. Additions to- Rules & Regulations: Modification Standards**

- The door selection and private decking STANDARDS need to be clarified (double check if there are differences between Georgetown and Townhome door sizes). Not enough time was given to review. Board Members will review and turn in their comments by Monday May 21<sup>st</sup> at 5pm MST. (Send to Carissa, Gina and Lisa on email)

#### **2. Additions to Remodel/Modification Application:**

- 1.) Scope of Work: "Engineered plans (professionally reviewed and stamped) if addressing structural, sound proofing, ventilation, plumbing and electrical work"
  - 2.) "& Modification Standards"
- \*Board Members will review and turn in their comments by Monday May 21<sup>st</sup> at 5pm MST. (Send to Carissa, Gina and Lisa on email)

#### **3. Review of CCR's regarding Kiddie Pool:**

- Carissa Nosack reported that she reviewed through the governing documents and could not locate any specific section/verbiage that would prohibit the Board from re-purposing this area, although this is not a legal opinion. Feedback from the owners via survey was that the Kiddie Pool was not important. Other communities are eliminating them because of sanitary/high maintenance requirements. The pool and spa are being maintained and will not be changed.
- Funds are allocated from the Capital Budget.
- \*ASRL will provide a SOW for Kiddie Pool Replacement (picnic tables, BBQ, sun shade, etc.). Leanne noted that BBQ's are not supposed to be on landings of Georgetown units and was a reason why there used to be a BBQ in the pool area. Enforcement can take place after a BBQ is purchased and provided.

#### **4. Bid Discussion/Vote: Still awaiting bids on priority projects.**

\*ASRL will follow Maintenance Project Guidelines and provide Scope of Work for asphalt, drainage unit 33, landings, to be reviewed at the next meeting. Possible to vote on these items when the next meeting packet is sent out in advance.

#### **5. Financial/Assessment Discussion: Executive Session set up for June 19<sup>th</sup> at 1:00pm, prior to the next Board Meeting at 2:00pm.**

### **IX. Hidden Creek Meetings:**

1. ARC – Wednesday, May 22, 6:30 pm
2. Monthly HOA Meeting Wednesday, June 19, 2:00 pm (MT)

### **X. Adjourn 4:43pm**

### **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