

**Hidden Creek HOA Board Meeting Minutes**  
**Wednesday, Aug 21, 2019**  
**2:00 PM - 4:30 PM MDT, ASRL Conference Room**

**I. Call to Order 2:09 pm**

**II. Establishment of Quorum**

Board members: Lisa Graveline (office), Shana Schiffer (P), Dan Mitrovich (P), Leanne Miller (office), Patsy Blake (P)

Homeowners: Snapper (Virgil and Glenna) Carr (P), Jim Mealin (P), David Knecht (P), Morgan & Matt Braslow (office), Judy Sampaio (office), Honey Parker (office), Debbie Darrah (office), Rich Gleason (office)

Mountain Regional: Marti Gee, Julie Cobleigh, Scott Morrison

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

**III. Meeting Minute Approval**

- **July 2019**

Lisa motion to approve, Shana 2<sup>nd</sup>, Dan (Y), Patsy (Y), Leanne (Y)

**IV. Additions to Agenda (10-15 minutes)**

**V. Mountain Regional Water (15-20 minutes)**

MR was brought in to handle several failing water systems by the County. MR officially annexed the community water system in late May of 2019. One of the improvements needed includes a valve station at Hidden Creek.

- Board Vote to Extend Easement (initial construction period)
  - HOA attorney does not recommend the HOA sign the extension at this point, unanimously approved by Board
  - HOA attorney to file a written response from the HOA so that they do not assume the construction plans are approved, unanimously approved by Board
- Easement Construction Plans
  - Robert is reaching out to Dave Thomas, the County Attorney about recent communications from Scott Morrison. Robert Rosing to MR to negotiate terms from letter from Scott Morrison.
  - Full costs to the HOA are unknown at this point but are estimated to be between \$10-15K
  - MR has requested the HOA to obtain community feedback on the location change.
- Questions & Answers
  - Individual metering for units is not financially feasible.
  - Size of the drain line from the facility will be a 6" line
  - MR billing: The base rate is \$61.80 to each homeowner, \$26.50 is for the infrastructure improvement loan (20 yr. loan at very low interest rate), and the remaining portion will be from water usage (which is higher in the summer) and is based on the percentage of ownership in the CC&R's.

Homeowner Appeal Will cost \$400 plus \$2 per notice (amount of notices is unknown)– Board voted unanimous to reimburse the \$400 and a made good faith support related to the unknown notice fees.

Discussion took place regarding the possible relocation of the valve station. MR did not provide any alternate location options in any of the previous communications with the Board until homeowners attended the County Meeting and expressed their outrage over the current station location on the Open Space Easement for Hidden Creek. It would involve obtaining an easement from TCFC for the valve station to be located on TCFC land. TCFC is open to discussing this location and feels that the contingency fund for the MR project could absorb the extras fees and costs related to this relocation.

## **VI. Financial Update (10 minutes)**

### Monthly Report

#### 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 \$1,005 for the period, the Association is happy to report that it ended with a surplus of \$8,316 for the period. This is a \$7,311 favorable variance for the period, which is primarily related to water and pool attendant savings.

#### July 2019 Revenues:

The total revenue budgeted for this period is \$68,472, while actual revenue earned is \$69,723. This \$1,250 variance in revenue is primarily attributable to the violation fee income.

#### July 2019 Expenses:

Period actual expenses of \$61,406 which was less than the budgeted period expenses of \$67,467. This was an 8.98% less than budget or a favorable variance of approximately \$6,061. Significant variances of specific line item expenses include:

Trash Removal: In the prior year, there was no trash removal expense recorded because a previous credit was applied to the account.

There was some discussion about potentially the trash removal being serviced by the CVMA. However, it turns out after receiving a bill in 2019 and further investigation that trash removal was double paid in 2017 which automatically placed a credit for 2018 trash removal services. This was not budgeted in 2019, therefore explaining the \$3,320 variance.

- It will come out of operating expenses – unanimously approved by the Board.
2. Discussion of Delinquent Association Owners as of July 31, 2019
    - After review of this report, there are two 91 plus day balances listed as of July 31, 2019 that total \$2,191. These accounts have been turned into Wrona Dubois for legal action.
  3. Capital Reserve Budget vs. Actuals for the Period Ended July 31, 2019
    - Unanticipated capital expenses: There was \$5,695 spent on building #4 electric meter, this went out for the building and was urgent to get replaced/repaired.
    - Planned capital expenses: The roofing and kiddie pool projects were paid during the period totaling \$43,158.

- Balance statement was presented by Mike Howe.
- Leanne requested Mike update the 2019 Capital Project list to reflect previous Board decisions so that an accurate Reserve Balance is reflected. Postponed projects will be added to the 2020 Capital Budget.
- Project Hours will be calculated and added to the Building Letter Project to provide an accurate figure for the complete project.

## VII. Governance (75 minutes)

1. Management Contract: Unanimously approved via email and ratified during the meeting.
  - Per door rate is increased to \$30 per door and maintenance rate increases to \$50 hr. per the contract.

Amendment to Contract: Disbursements can be made up to \$2500 by management and a S.O.W. will be used for projects above \$5000. This was Approved previous in the year.

ASRL going rates are between \$35-40 hr. and future negotiations will take place next year

2. Comcast Update: Comcast is working through accounts to make sure they are updated with correct bulk account information (speed and X1 box).
  - Is HD and DVR are included? ASRL to follow up with Luke Baxter at Comcast.
  - There is no phone or internet service to the Clubhouse
  - Bundled Service to Clubhouse is unanimously approved for a trial 30 days (with a money back guarantee) at \$76 monthly, with a 2-year contract.

3. TCFC Final Project List:

Jim reported it is in the HOA's best interest to move this forward with the changes that are happening at TCFC. TCFC's attorneys could draft paperwork to clean up the agreements and prepare the easement documents needed and consider a \$20K cash settlement, but feels that is the maximum that could happen. It was asked if they could assist in cleaning up some of the border parcels a bit further and hydroseed (natural grasses and wildflowers not requiring irrigation) to help them look better and they thought they could do that too.

TCFC wishes to get rid of the parcels they won't develop. There are several parcels that border Canyons Resort Drive that they wish to convey to CVMA and that CVMA will improve as part of a master landscape and lighting plan for the resort entry corridor.

- A Parcel Map was provided for the perpetual easement for Ski Access for Hidden Creek.
- Jim to obtain clarity and verify the land that will be landscaped/maintained and by whom.
- Patsy, Shana, Lisa and Dan are in favor of Jim's recommendations (with the above question that needs clarity), Leanne still has some reservations, but reluctantly agrees.

4. Wrona & DuBois Rate;

- Motion to retain Wrona and DuBois for MR negotiations up to \$5K, unanimously approved

5. Bids to Present: Approved 2019 Budget Projects

- Landing & Treads Bid: Board unanimously approved to move forward with the full project in Georgetown (\$84,590), including the replacement of all stair treads and the painting of all entrances, including those that already have new Trex landing surfaces.

A 50 % deposit is required. \*Paint will last 5-6 yrs., Trex has a warranty.

Multiple attempts were made to obtain additional bids. None of them were apples to apples bids. Painting was less, but they didn't have figures for stair treads. A third vendor was not interested in the job.

- Water Valve/Back Flow: This work is required for compliance with MR requirements. The company is certified and provides required annual inspections and worked with MR to develop the list of work that needed to be completed.

\$18,500 bid was unanimously approved (if stop and waste valves need replacement, they will be an additional cost of \$600 each). A 50% deposit is required.

## 6. ARC:

- Building Paint Color: Universal Khaki, Quiver Tan (Sherwin Williams)
- Downspouts will not be painted. Both colors look good with the windows and current colors of the downspouts.
- 2 colors were approved unanimously. Both colors will be painted on the work shed below the pool for visual review.
- A/C increase from 50 decibels to 52 decibels
- Lisa motion to Approve, Shana 2<sup>nd</sup>, Patsy (Y), Dan (abstain), Leanne (abstain)
- Application Approval Process Flow Chart – unanimous in favor of changes
- If an application follows the Standards (like storm doors/windows/garage doors), ASRL can review documents for completion, and once confirmed provide the owner with approval and report the approval to the Board. This will expedite the process for owners.
- The Board approved the following schedule for Remodel-Modification Applications: Applications are due to ASRL by the first of each month, ARC meetings will be the second Tuesday of every month if application(s) is received, ARC meetings will be “open” to the applicant when his/her application is being reviewed via teleconference call so questions may be answered between the ARC and applicant in real time.
- Application Review:
  - 29B, Bischoff – 10X10 pad needs to be adjacent to the exterior wall of the building and needs to be moved closer to the existing patio (located further away from the fireplace). The pad cannot be more than 10ft into the common area. \*Fireplace cover needs to be painted the same color as the building.  
\*Lisa motion, Leanne 2<sup>nd</sup>, Dan (Y), Shana (Y), Patsy (Y)
  - 20B, Snapper – New Drawing (Option 2) with catwalk was submitted after previous denial. There are other decks that overhand the walkways.  
Owner is open and flexible to pay for upgrades needed in the area to make it better, including lighting and landscaping.  
Stipulations: Owner needs to submit plans that document the decking will not impede on the walkway. If the pole light needs replacement, the owner will bear the expense and meet the standards. Owner will also work with the association to beautify the area with landscaping and be in constant communication with ASRL.  
\*Lisa motions to approve Option 2 with stipulations, Patsy 2<sup>nd</sup>, Shana (Y), Dan (Y), Leanne (Y) subject to receiving new plans.
  - 25D, Holland  
Recommended with stipulation that compressor be relocated to the east side of patio and building.  
New decibels to be updated in Standards (R&R’s), posted and 14-day notice given to owners.  
\*Lisa motion to approve with stipulation, Leanne 2<sup>nd</sup>, Patsy(Y), Shana(Y), Dan(N)
  - 8B, Braslow  
They would like to expand the Front Entrance in the future.

ARC recommended to approve without the skylights.

Stipulations: Homeowner is responsible for roof if there are any alterations.

Cage must be installed over dryer vent and it must be painted the same color as the building. Interior remodel plans must follow Standards and Procedures.

\*Leanne motion to approve w/ stipulations on ventilation, owner will resubmit for the landing, and remove the skylights at this point. Lisa 2<sup>nd</sup>, Dan (Y), Patsy (Y), Shana (Y), Leanne (Y)

#### 7. Annual Meeting Prep/Possible Additional Amendment Updates

- The Amendment to the Bylaws that describes the terms of Board Members is incorrect and does not reflect the actual intent as stated by Leanne Miller. We have a copy of the 2012 Annual Minutes when the Amendment was made and the 2016-2018 Annual Meeting Minutes. Meeting Minutes reflect 2 Board members elected one year, and three Board members elected the following year. General consensus is that 2 positions will be up for re-election.
- If there is contention on whom is up for election, the attorney recommended drawing straws and starting from scratch on the length of terms serviced. \* A work session may be necessary to resolve the terms being served by current Board members.
- A 67% will be required to make any changes to the Bylaws or CC&R's.
- A full re-write of the documents is recommended by the HOA Attorney and ASRL.

### VIII. Maintenance Report (15 minutes)

#### 1. Completed:

- Pool Deck
- Railing Painting & Installation
- Number & Letter Installation
- Cold Patch all potholes
- Roofing on 21, 26, 27
- Building #3 down spouts relocated to French Drain, rain gutter flashed, and landscaped to move water away from foundation.
- Removal of dead and diseased trees in community
- Replaced vandalized door in womens bathroom at pool and 1 clubhouse window
- Water Sprinkler Repairs – Building 3
- PEAK Security Report
- New Metal handrails on sidewalk between building 3-4
- Fountain Cable Replacement

#### 2. In Progress:

- Security System – There have been three break-ins at the clubhouse. ASRL to research and purchase a security system for the clubhouse at a cost of \$300-\$400. Signs are also recommended to be posted.
- Stump Grinding - \*MikeW will follow up with contractor.
- Touch up Painting of Buildings
- Restriping of parking areas – Will be done next week.
- Replacement of broken Clubhouse window
- Replacement of wind damaged screening around tennis courts
- Pond Maintenance
- 33B Concrete Patio/retaining wall – waiting on permit

- Voles are coming from CVMA property. They continue to be a problem.  
\*MikeW will plan to have Beeline treat the property one more time.
  - Unit 28C: Garage/structural damage \*This should be handled by a contractor with an engineer review and be billed to the homeowner. It was likely caused by the owner or guest. Mike W will explore options for repair.
  - Unit 25A: Garage door replacement \*homeowner may submit for replacement following the HOA Standard.
3. Projected:
- Hot Tub Resurface – after Labor Day
  - Fall Roofing Inspection – preventative maintenance

## **IX. Hidden Creek Meeting**

1. *Special “Town Hall” Meeting, August 21<sup>st</sup> from 6-7:00pm, HOA Clubhouse*
2. Monthly HOA Meeting: Sept. 18<sup>th</sup>, 2:00pm MST, HOA Clubhouse
3. *Special “Town Hall” Meeting, Sept. 18<sup>st</sup> from 7-8:00pm, HOA Clubhouse*
4. Monthly HOA Meeting: Oct. 18<sup>th</sup>, 4:30pm MST, HOA Clubhouse
5. **Annual HOA Meeting: Oct. 18<sup>th</sup>, 6:30pm MST, HOA Clubhouse, a light dinner will be served**
6. *ARC Meeting: Tentative, Monday, September 9 or Monday, September 16, 6:30 pm, ASRL*

## **X. Adjourn 4:56pm**

### ADDITIONAL DISCUSSION ITEMS:

- Concrete Sidewalk Repairs: 26A, 26C, 27A, 28A, 28C, 28D, 38C
- Stone Facade Repair: 25 A & B, 31C
- Roof Repairs

## **2019 Capital Budget Plans**

1. Roof Replacements:
2. Heat Tape
3. Landing & Treads
4. Asphalt Paving/Sealing
5. Siding Repair/Repaint
6. Metal Fencing Repaint
7. Clubhouse Floor Replacement
8. Landscape Improvement:
  - Sprinkler Sensors
  - Tree Removal
  - Mulch/rocks around units and path between GT & TH
  - Xeriscape Design