

Hidden Creek HOA Board Meeting Minutes
Wednesday, September 18, 2019
2:00 PM - 4:00 PM MT
Hidden Creek Clubhouse

I. Call to Order 2:02pm

II. Establishment of Quorum

Board Members:

Patsy Blake (ph), Dan Mitrovich (ph), Shana Schiffer, Lisa Graveline, 2:12pm Leanne Miller

Homeowners:

Carrie Moentmann (ph), Hal & Connie Cook 3:56pm, Debbie Darrah, David Knecht (ph), Lynn Peek

ASRL Staff:

Carissa Nosack (HOA Manager), Gina Covino (HOA Admin), Mike Howe (HOA Controller), Mike Williams (Maintenance Manager)

III. Meeting Minute Approval

• **August 2019**

Motion by Lisa to Approve, 2nd Patsy, Shana (Y), Dan (Y)

IV. Additions to Agenda

Paint Color Revisions & Add to Standards

Cynthia Callaway – memory tree from Hidden Creek in her honor

V. Financial Update

Monthly Report

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 \$1,054 for the period, the Association is happy to report that it ended with a surplus of \$11,053 for the period. This is a \$9,998 favorable variance for the period, which is primarily related to water and pool attendant savings.

August 2019 Revenues:

The total revenue budgeted for this period is \$68,472, while actual revenue earned is \$69,039. This \$567 variance in revenue is primarily attributable to the violation fee income.

August 2019 Expenses:

Period actual expenses of \$57,987 which was less than the budgeted period expenses of \$67,418. This was a 13.99% less than budget or a favorable variance of approximately

\$9,431. Significant variances of specific line item expenses include:

- Maintenance Wages: The \$1,295 variance is primarily related to the price rate increase from \$45 to \$50 an hour.
- Pool Attendant Wages: the \$2,760 positive variance is due to the reduced pool attendant labor.
- Water: the \$8,075 positive variance is due to the shift in water

2. Discussion of Delinquent Association Owners as of August 31, 2019

- After review of this report, there are two 91 plus day balances listed as of August 31, 2019 that total \$3,291. These accounts have been turned into Wrona Dubois for legal action.

3. Capital Reserve Budget vs. Actuals for the Period Ended August 31, 2019

- Unanticipated capital expenses: There was \$2,361 of capital expenditures on replacing the clubhouse window and striping the parking lot.
- Planned capital expenses: The roofing, metal railing, entrance landings, landscaping, and water valves during the period totaled \$97,063.
- Summary: Year-to-date planned and unplanned capital budget expenses total at \$185,714, however, with the refund of the asphalt company of \$51,927 brings the total \$133,787 for year-to-date expenses.

VI. Governance

1. Action Without a Meeting: 16-6A-813 Statute presented to the Board. Request: If there is a short time frame for response a phone call will be made to Board Members.

2. ARC:

- Exterior Paint Colors: Motion to Update Standards when color is finalized.
 - Universal Khaki is too light. Quiver Tan is recommended for main building color.
 - SW Griffin 7026 is recommended for accent door color (a sample will be painted for review). Downspouts are already Griffin in color. Shana, Lisa, Patsy in favor. Dan & Leanne will review and respond via email.
- Remodel Application Deadline:
 - COMPLETE applications must be submitted by the 1st of the month, 5pm MST, before an ARC Meeting will be scheduled. Any homeowner addendum or changes to applications will postpone review.
- Remodel Applications:
 - 26C Light Sconce, Utility Door and Front Door Applications were received. After review by ASRL, ASRL reports they met the Standards and were given Approval. Approval form can be added to packet for Board Member review. *Dan left call at 2:26pm.

3. Mountain Regional Update

- The survey was completed. All necessary information has been sent to MR. Survey costs \$2400-\$2800. CUP estimated cost: \$2600. Legal Fees at this point in time: less than \$1500
- Boundary markers have been added by the deck of building 2 and in the asphalt by the three parking stalls
- Remaining deliverables: Letter of Intent to Grant Easement from Hidden Creek and TCFC. Meeting with County for review of CUP documents.
- Next Deadline: October 4th to provide executed Easements to MR from Hidden Creek and TCFC.
- Majority of Homeowners are happy with new location via survey monkey results.
- Continuance granted to homeowners who filed Appeal with County to Oct 4th.

4. Board Terms & Election

- An Amendment or re-write of the CC&Rs are recommended to correct this error, but it will require a 67% Approval Vote of the Ownership.
- Lisa Motion to continue with 2-year terms as was intended by CC&R Amendment. Shana 2nd, Patsy (Y), Leanne (Y). Motion passed.

5. Town Hall Meeting:

- i) Special Assessment Packet reviewed by Board. It will be emailed to owners prior to the Town Hall Meeting and will be presented to ownership at meeting.
- ii) Definitions were taken from the Reserve Study.
- iii) All 2019 figures were updated with End of Year forecasts, and are fiscally accurate. Reserve Funding Percentages are still in the Poor category.
- iv) A brief discussion of projects was discussed by Leanne, including roofs. Evaluating Projects is part of the process, but the HOA has dangerously low funds for upcoming projects. The Reserve Funds are continuing to trend downwards.
- v) Regarding Operating Budget: Maintenance Hour rates are at industry standard \$50/man hour
- vi) Scenario 1: \$1M & Scenario 2: \$1.3M, includes exterior doors and garage doors (options). A Survey Monkey will be sent out to owners to determine which amount will be presented for vote at the annual meeting.
- vii) Ownership Dues are calculated from the CC&R's that were created at the inception of the HOA. Re-measuring of the units was approved by the Board but has not been completed yet. Re-measuring is the fairest and equitable way to assess the ownership dues.
- viii) 67% Approval vote of ALL ownership is required for the Special Assessment to pass.

6. Annual Meeting Agenda:

- i) 2018 Meeting Minutes need to be updated documenting Reconvened Meeting was held Saturday.
- ii) Revisions of Annual Agenda was discussed and will be updated. Election Committee needed (2 homeowners with an ASRL staff member). We need an ASRL staff member for the Check-In process.
- iii) Ownership records will be verified via ASRL records and percentage vote will be calculated. *Review voting process with Owners when Agenda and Proxy is sent.

- iv) Proxy and Ballot will be revised and reviewed by attorney prior to meeting. General Proxy for the Board Member Election and Directed Proxy for the Special Assessment. Write in candidates can be elected at the annual meeting.
Motion by Leanne for above proxies, 2nd Lisa, Shana (Y), Patsy (Y). Motion passed.
- v) ASRL will obtain bids for an Amendment vs. a Full Re-Write. Both are time consuming and expensive. Adding a Reinvestment clause to the CC&R's has been discussed by a previous Board and was written for the HOA by the law firm MorrisSperry. It should be discussed/considered further.
- vi) Cynthia Callaway: Services were private. A Celebration of Life will be held in the future. Leanne will speak to Christopher and find out what type of tree he would like planted in her memory.

VIII. Maintenance Report

Completed

1. Painted lines on all parking areas – NO parking in Willow Creek cul-de-sac- *Email BLAST
2. Handrail installed on sidewalk between buildings 3-4
3. Shed painted two tone to display new standards color
4. Maintenance list Lisa created is now completed
5. Wasatch Arborist finished stump grinding.
6. Century Link installed land line and internet to Clubhouse.
7. Clubhouse window replaced
8. Pool closed for the season.

In Progress

1. GTC to reinstall heat cable on buildings 26,27,21, and the down spout on 3.
2. Ash and Dust to begin Stairs and Landings project. #1 safety issues with stairs and brackets, then landings that already have Trex, then the 2nd floor landings that need Trex replacement.
3. Minor touch-up paint on all buildings before winter
4. Preventative Roof maintenance: inspect and seal/caulk, heat tape repair (especially around chimneys)
5. Hot tub resurfacing (plastering is weather dependent and has been postponed due to the rain).
6. Stop/Waste and Back Flow project to begin
7. Tennis court wind tarps to be replaced in Spring
8. Security Cameras being ordered. Placement will be evaluated to best capture all areas.
9. Fall routine maintenance: sprinkler blow-out, pest control, spraying trees and fertilization, Jesus regularly cleans out gutters. Heat tape will be turned on around Thanksgiving.
10. Building 33 work is under way. *We need homeowner to sign release waiver form.
11. Building 35: siding replacement to take place
 - Building 29: homeowner cannot be contacted for access. Registered letter to be sent stating that if no response is given, it will be deemed waived. *Entry can be obtained and billed to owner if all attempts fail.

- Future Tree replacement: If homeowners request to replant/replace a tree, they can submit an application to the Board, with a detailed map of the location, for approval.
- Homeowners are responsible to wash their own windows.

IX. Hidden Creek Meeting

1. *Special “Town Hall” Meeting, Sept. 18th from 7-8:00pm, HOA Clubhouse*
2. ARC Meeting: October 8th (if COMPLETE applications are received by October 1st)
3. Monthly HOA Meeting: Oct. 18th, 4:30pm MST, HOA Clubhouse
4. **Annual HOA Meeting: Oct. 18th, 6:30pm MST, HOA Clubhouse**, *a light dinner will be served*

X. Adjourn. 4:10pm

ADDITIONAL DISCUSSION ITEMS:

- ASRL to search all Amendments and post to website.
- 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