

**Hidden Creek HOA Board Meeting Minutes**  
**Friday, October 18, 2019 4:30 pm MT**  
**Hidden Creek Clubhouse**

**I. Call to Order 4:35pm**

**II. Establishment of Quorum**

Board Members: Lisa Graveline, Shana Schiffer, Dan Mirtovich, Leanne Miller, Patsy Blake (ph)  
Homeowner's: Judy Sampaio, Alon Dakik, Joe Kunzelman (ph)  
ASRL: Mike Williams Maintenance Manager, Gina Covino HOA Administrator, Carissa Nosack  
HOA Manager, Mike Howe HOA Controller (4:38pm)

**III. Meeting Minute Approval**

- September 2019.  
Leanne had a question why the proxy was different than discussed at meeting: general vs directed proxy. It was reviewed/prepared by the HOA attorney in accordance with HOA governing docs. The proxy had not been previously reviewed by the attorney prior to the September monthly HOA meeting.  
Lisa Graveline motion to Approve, 2<sup>nd</sup> by Shana, Patsy (Y), Leanne (N), Dan (Abstain).

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

None

**V. Financial Update (15 minutes)**

1. Monthly Report

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 \$16 for the period, the Association is happy to report that it ended with an excess of \$6,754 for the period. This is a \$6,770 favorable variance for the period, which is primarily related to water, pest control, and pool attendant savings.

September 2019 Revenues:

The total revenue budgeted for this period is \$68,472, while actual revenue earned is \$69,242. This \$1,231 variance in revenue is primarily attributable to the internet service.

September 2019 Expenses:

Period actual expenses of \$62,488, which was less than the budgeted period expenses of \$68,488. This was 8.76% less than budget or a favorable variance of approximately \$6,001.

Significant variances of specific line item expenses include:

- Legal & Professional: Easement legal fees were an unanticipated expense for the period causing the \$915 negative variance.
- Maintenance Wages: The \$1,049 variance is primarily related to the price rate increase from \$45 to \$50 an hour.
- Electrical Repair Contractor: the \$908 negative variance is due to the fountain pump not receiving power/malfunctioning.

Discussion of Delinquent Association Owners as of September 30, 2019

- After review of this report, there are two 91 plus day balances listed as of September 30, 2019 that total \$4,291. These accounts have been turned into Wrona Dubois for legal action.

Capital Reserve Budget vs. Actuals for the Period Ended September 30, 2019

- Unanticipated capital expenses: There was \$7,934 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 \$3,377.
- Summary: Year-to-date planned and unplanned capital budget expenses total at \$197,026, however, with the refund of the asphalt company of \$51,927 brings the total \$145,099 for year-to-date expenses.

Questions:

- Legal was approved up to \$5K in September for MRW issues, but was not updated on the budget. The Board approved these expenses for the month, so legal expenses were anticipated to be over budget.
- \$400-\$500 income has been made monthly from the investment portfolios.
- The financial numbers that will be reported at the Annual Meeting will be YTD through August.
- Mike Howe will follow up with attorney on delinquent accounts and report back to the Board.

**VI. Governance (45 minutes)**

1. Compliance Committee: ASRL will continue the patrolling of the community for violations of the Rules & Regs as included in the PMA contract. In addition, Board members will continue to report on Buildium and to ASRL while they are onsite.
  - It will be beneficial to clarify the frequency in the contract (weekly?) and find out the “shortlist” of items for ASRL to watch and send warnings regarding (i.e. charcoal BBQ’s, window coverings) \*ASRL to present more information on the Barnacle System.
  
2. ARC:
  - Remodel Application(s) Unit 8B exterior application  
Lisa Motioned to accept ARC summary recommendations as written, Shana 2<sup>nd</sup>, Patsy (Y), Dan (Y), Leanne (Y)
  - Remodel- Modification Updates
    - ASRL reports approval of 3B interior modification of interior landing.

Mike Williams reported on progress of outstanding remodel/modification projects:

  - 36C- still waiting on siding repair
  - 25D- hot tub - passed
  - 37C- hot tub – passed
  - 37B- hot tub passed
  - 38D- concrete patio finished pending confirmation of sprinkler repair
  - 17A2- window, AC, screen door - passed
  - 29B- hot tub pad – passed
  - 33B- in progress, Release was obtained from owners by ASRL
  - 25D- pending patio, AC lines still need painting
  - 13B2- interior work unable to verify, no response from owner

26C- not inspected

20B- decking in progress

3B- interior remodel, passed

This information will be emailed next month in the Board packet.

- HOA Manager Modification Approval Checklist

This will be what the maintenance manager fills out to make sure all items have been completed. This is an internal document to be used by management.

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

3. Mountain Regional Update

Carissa reported that all easements and deliverables have been given to MRW. The Amended CUP was filed with all supporting documents, including a letter from the HOA that the community was surveyed and owners are in support of the new location. The filing fee was paid by the Association at a cost of \$500. The bill is still outstanding to Alliance for \$2400-\$2800 for surveying. Unless, MRW insists on the letter of intent, the HOA will not have the attorney draft the letter. MRW gave the HOA a side letter that they will agree to use the HOA standards for roofing materials and paint colors.

4. TCFC

Regarding the email that Jim sent: TCFC counter offer was for \$15K to settle all outstanding items, which Jim Simmons advised to take considering the changes that are taking place. Items dumped near tennis courts will be removed, hydroseeding of natural grasses and wildflowers along either side of Frostwood Boulevard adjacent to Hidden Creek parcels. TCFC to draft all required wrap up agreements needs, releases, easements or other documents required to summarize and conclude all historical agreements between the parties.

Lisa motion to approve the \$15K presented by TCFC, Patsy 2<sup>nd</sup>, Shana (Y), Leanne (Y), Dan (Y), motion carries. ASRL to communicate with TCFC.

## VII. Maintenance Report (25 minutes)

### Completed

1. Fix sprinkler leaks throughout property
2. Hot tub refinished
3. WiFi and landline installed at clubhouse & maintenance building (password protected)
4. Installed security cameras at clubhouse
5. Broken windows at clubhouse replaced
6. Closed pool
7. Sprinklers blown out
8. Painted wooden parking signs
9. Stop and Waste valve stations installed within budget
10. Replaced faucet in men's bathroom at clubhouse
11. Removed pond fountain for season and treated the algae (safe and organic for fish and ducks)

### In Progress

1. Landing and Stairs project in Georgetown: 2nd floor landings are priority, all safety issues (tread replacement) will be handled this year. Complete painting may be delayed to spring of 2020. ASRL has not received any change orders to date, but anticipates there may be a small

- amount. \*Any progress payments will be carefully evaluated, pending the completion of a percentage of the project.
2. Painting touch up on all buildings
  3. Inspect and seal areas on roofs
  4. Clean out rain gutters and down spouts
  5. Fall clean up

#### **Future Plans**

1. Plant tree in remembrance of Cynthia Callaway and Clark Stringham
2. Turn on heat cables if needed in Oct. (weather dependent)
3. Vole treatment prior to heavy snowfall. \*Area on east by CVMA golf course needs treatment.
4. Work on improving common area lighting. A detailed map is being documented. A temporary lighting proposal for solar or battery lights will be ready for the next HOA meeting.
5. Snow removal equipment is onsite and ready to pull snow off of eaves so that heat cables can function properly.

#### **VIII. Hidden Creek Meeting**

1. Annual HOA Meeting: October 18, 6:30 pm MST, HOA Clubhouse, *a light dinner will be served*
2. Monthly HOA Meeting: November 13, 2:00 pm MT, ASRL

#### **IX. Adjourn. 5:37 pm. Dan Mitrovich**

#### **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**

- Roof Replacements
- Heat Tape
- Landing & Treads
- Asphalt Paving/Sealing
- Clubhouse Floor Replacement
- Siding Repair/Repaint
- Metal Fencing Repaint
- Landscape Improvements (sprinkler sensors, tree removal, mulch/rocks, xeriscape)