

Hidden Creek HOA Board Meeting Minutes

Wednesday, July 17, 2019

I. Call to Order 1:03 pm

II. Establishment of Quorum

Homeowners: Judy Sampaio (i.o.), Ariel Osmond (i.o), Geoff & Cheryl Leay (i.o.), Michael & Brook Bradley (i.o), Wayne Millington (i.o), Michelle Nielson (phone), Patty Harwood (phone), David Kneckt (phone)

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

ASRL: Gina Covino, Mike Williams, Mike Howe, Carissa Nosack (all in office)

III. Meeting Minute Approval

- **April 2019** (time stamped minutes for portion in question) Heading needed to be Updated. Leanne motioned to Approve, Lisa 2nd, Dan (Y), Patsy (Y), Shana (Y)
- **June 2019** Lisa motioned to Approve, Shana 2nd, Patsy (Y), Dan (Y), Leanne did not have time to review.

IV. Additions to Agenda – multiple homeowners were in attendance with questions

***Meeting Minutes are posted to the Website for owners to review as soon as they are approved by the Board** (usually by the month end). *There will be a one-month delay.*

- Georgetown homeowner voiced dislike of new tread standard.
- Homeowner would like maintenance of grounds to be addressed by the Board.
- Homeowner asked about Landings to buildings and when they will be maintained.
- Homeowner asked about the Open Space Agreement with TCFC and specifically the building that will be built. The association did not want to enter litigation and did not want to stop 500 users from obtaining water. The Easement has been signed by the HOA with Mountain Regional Water. The HOA has not received a copy of the executed documents. **Are the documents recorded?*

The HOA may consider a request to have Wrona and DuBois provide a written summary of all of the Real Estate documents.

A homeowner volunteered to have the final documents reviewed by an independent attorney.

- Building 14 RE: upper decking – ASRL to send warning that decking repairs need to be completed following HOA Standards. An application needs to be submitted for the work.

V. Financial Update

1. Monthly Report

The purpose of this memo is to summarize the financial results of Hidden Creek Home Owners Association as of June 30, 2019. Please find a copy of the following reports in the summary of financial results for the period ended June 30, 2019:

1. Budget-to-Actual variance report for the period ended June 30, 2019

2. Budget vs. Actuals - Statement of Revenues and Expenses for the period ended June 30, 2019 with year-to-date balances
3. Discussion of Delinquent Association Owners (AR) as of June 30, 2019
4. Accounts Payable as of June 30, 2019
5. Balance Sheet as of June 30, 2019

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 \$5,990 for the period, the Association is happy to report that it ended with a surplus of \$15,294 for the period. This is a \$9,304 favorable variance for the period, which is primarily related to water and pool attendant savings.

June 2019 Revenues:

The total revenue budgeted for this period is \$68,472, while actual revenue earned is \$69,349. This \$876 variance in revenue is primarily attributable to the violation fee income.

June 2019 Expenses:

Period actual expenses of \$54,054 which was less than the budgeted period expenses of \$62,482. This was a 13.49% less than budget or a favorable variance of approximately \$8,428. Significant variances of specific line item expenses include:

- Pool & Spa Contractor: the variance of \$700 is due to the need to clear the pool lines in order for the filtration system to work. This item was unanticipated and therefore not reflecting in the budget.

2. Discussion of Delinquent Association Owners as of June 30, 2019

- After review of this report, there are two 91 plus day balances listed as of June 30, 2019 that total \$665. These accounts have been contacted and are expected to be paid.

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

- Unanticipated capital expenses: There was \$1,766 spent on the concrete by building #4.
- Planned capital expenses: Labor spent on Roofing and Landscaping projects during the period total \$4,690.
- Summary: Year-to-date planned and unplanned capital budget expenses total at \$36,287.
- Water bills were also discussed. It is confirmed they are being billed off of percentage ownership.
- Balance Sheet was reviewed.
- Balance in Reserve Account is approximately \$340,000.

Capital Reserve Schedule was reviewed. Leanne asked about the cost of labor to install the numbers and letters. Mike addressed the installation questions. These figures will be reported in the July Financials.

VI. Governance

1. TCFC - Recommendations from Jim via email was sent to Board in June.
Leanne reported that this is regarding the back and forth discussion/projects between the Association and TCFC. Nora Pinkus (attorney for TCFC) came up with a spreadsheet of projects but Cynthia Callaway feels that they were not fulfilled. Agreements were not properly memorialized and the Board is working to remedy and finalize outstanding items.
*Work Session is scheduled for Tuesday July 30th, at 1:00pm MST.

2. Proposal for Measuring for Amendment (67% owner approval vote to pass)
Over the years, owners have expressed frustration at how the assessments are billed because neighboring owners have added onto units expanding their size. Homeowners have made changes/additions that are not documented and the HOA wants to document this via the measuring and report. The Board does not know what the results of this measurement will be, other than the fact that it will provide the information necessary to address the issue of Assessments being charged in the most "Fair & Equitable" manner by the HOA.
Following receipt of* the report, the proposed changes will not change voting rights, but will be for the purpose of fairly and equitably assessing HOA dues.
Cost \$11,050. A week will be scheduled to complete the work, making a second attempt on Saturday and then charging an additional fee for a third visit to measure.
Clarification requested in Proposal: Lofts must meet 2 requirements to be measurable sqft
 - 1) Must be accessed by stairs
 - 2) Have a height greater than 5ft when standingClarification: Decks and patios will be measured for the purposes of creating a record for the HOA of what is built on common area (it will not be included in sqft measurement of units). Board would like to add a few items to the Excel Spreadsheet: washer/dryer in unit, hot tubs, a check box if loft included in sqft or not
ASRL to find out if she is licensed and insured. An ASRL employee will accompany and be present for all measurements.
Notice to Owners for Access: to include information on when access is needed, why, who will be present, what HOA remedy will be if owner is not compliant (including expenses that are incurred including additional fees for a third attempt to measure will be billed to the owner) and state qualifications of Jerica.
*COMPLETE Registration forms from owners will be necessary to complete this project.
The Board has concerns regarding the costs but feels it is a project that needs to take place. It cannot be billed to owners. Previous discussion on ballpark figures was \$65-\$75. Actual cost per unit is \$85. Savings are in the budget from the kiddie pool abandonment that can be allocated to this project.
Shana motioned to Approve \$11,050, Lisa 2nd, Leanne (Y), Dan (Y), Patsy (Y)
ASRL will inform Board of findings via email prior to proceeding.

3. 2 YEAR Fiscal Plan – There is NOT enough money to maintain the community and do necessary projects (i.e. roof repairs)
 - a) A Special Assessment was Approved by the Board in the June Meeting.
2 yr. Assessment of \$650K each year.
It will need to go to a vote of the Ownership at the Annual Meeting. A super majority (51%) vote of undivided ownership interest is required to pass it. Owners want to

know what projects the Board is discussing and what projects will be completed with the Special Assessment.

b) Capital Dues Increase

This option was discussed by the Board. It will have a negative effect on the community and is the least desirable option. However, it will be the only option available to the Board without support of the ownership. The only other alternative is to keep making "Band-Aid" repairs through the community and delay much needed Capital Repair Projects in the 42yr. old community.

*Work Session is scheduled for Tuesday July 30th, at 1:00pm MST.

A comprehensive list of projects will be created by the Board and will be sent out to Homeowners at the work session.

The board will schedule a couple of workshops for owners to attend prior to the Annual Meeting so that owners can be educated regarding the Capital Projects that need to be addressed and questions can be answered in advance of a vote.

4. Scope of Work/Bids to Present:

Georgetown email tread results: Almost 18% response was received and reviewed. 10 owners responded favorably to the new tread, 4 were opposed, and three had neutral responses and wanted to know when the work would begin, as they were in desperate need of repair. An email went out July 9th with a response time of July 15th and was sent to Georgetown owners. \$47K is allocated in the 2019 capital budget, which is insufficient for the whole project.

Suggestion by Leanne to break the project down and take care of 2nd floor/upper decks first and then move onto the other items as funds become available.

Lisa stated that for fiscal reasons, not aesthetic reasons, the Board should consider rescinding the New Stair Tread Standard in favor of making the repairs to the current treads that are in need of replacement for safety reasons.

Lisa makes a motion to rescind fiberglass stair tread, Dan 2nd, Patsy (Y), Shana (Y), Leanne (Y)

Landing & Treads SOW to include: 2nd Floor Landings that have not been replaced, be completed in Trex, other landings with 3 or so treads in community to be painted and maintained (the decking replacement with Trex will be postponed until funds are available), ALL brackets on stairs need to be replaced, treads replaced as needed, all framing will be painted. ASRL to research stain for treads to match paint.

Leanne motioned to above SOW, Lisa 2nd, Dan (Y), Shana (Y), Patsy (Y)

Asphalt Bids: Top Job, Eckles, Miller, M&M bids Reviewed and Discussed.

The revised bid from Top Job (\$91,641) does not indicate that they have the \$60K deposit. (Patsy left meeting after 1 hr. 45min.) With the current financial situation ~~is~~ **it** does not make sense to move forward with the Asphalt project at this time.

Some work on the roads needs to be accomplished this year: Re-stripping in the community to mark parking stalls needs to be done along with cold patches for potholes on roads.

Leanne motions to have ASRL get deposit back from Top Job (requesting full details of the mobilization and avoiding full mobilization costs if possible) and do stripping and cold patch on potholes until MR completes work, Lisa 2nd, Dan (Y), Shana (Y). Cold patch is temporary. ASRL can approve work if estimates are under \$2500 so that work can be completed.

Repair Paint bid – \$2300. This bid is only for areas where the paint is peeling.
All in favor. Lisa, Leanne, Dan, Shana

2. ARC:

a) Window Standard Update

Simonton 6200 Series in Tan (from Home Depot) or equivalent. *Tan color matches current Almond color. All in favor of updating Standards. Leanne, Lisa, Shana, Dan.

b) Recommendations:

- 13B2: Recommended Approval with the following stipulations
 - that drain line to existing drain pipe be insulated for sound
 - drain pipe on outside wall to be insulated to prevent freezing
 - ASRL confirmed dryer is ventlessLeanne motions to Approve with stipulations, Lisa 2nd, Dan (Y), Shana (Y)

- 17A2: Exterior Window Approval Recommended
Lisa motion to Approve, Shana 2nd, Leanne (Y), Dan (Y)

- A/C Recommended for Approval upon ASRL obtaining approval from neighbors. ASRL has response from one neighbor and awaiting response from 3 more. Concerns were related to the A/C being unsightly and noisy. The landscaping in this area was replaced with rocks. Aesthetically it does not look well, even if the AC unit is not placed there. HOA should consider new landscape in this area. HOA cannot request landscape to be installed by owner to obtain installation approval. The sound/decibel output are less than a refrigerator. New Standards need to be posted and emailed to all Owners for 14 days before Vote Postponed pending neighbor response, Board vote will be taken via email. ASRL to forward a copy of email sent to neighbors to be sent to Dan Mitrovich.

- 20B: sidewalk/deck. Not Recommended to Board
 - No place to push snow, electrical likely running under sidewalk, new sidewalk would impede parking area, decking would be too close to current light pole. Unfortunately, the community design does not allow for this unit to make the addition.Historically, a previous request for this same remodel was denied. Board discussion was thorough regarding this request and the same conclusion was reached. Request denied. All in favor. Leanne, Dan, Lisa, Shana

- 25D: Partial recommendation
 - Can expand only to left of current patio (3x7) only if they repour the whole patio for aesthetics (because the current patio is colored)
 - Negative recommendation to expand (12x7) to the right of current patio
 - Owner will be responsible for any damage to area, including sprinkler system.Thorough discussion took place. Photos of area were reviewed with the application and sketch. Updated request: Owner plans to surface coat all surface area for consistency in color.

Shana motion to Approve ARC's recommendations, Dan 2nd, Lisa (Y), Leanne (Y)

- 33A: Concrete Patio/retaining/drainage - reviewed at June Board meeting, didn't vote pending conditions to owner. Project was reviewed and discussion took place.

Leanne motion to Approve project and HOA contribution of \$4500 with stipulation that new retaining wall and all improvements will be owner maintained and HOA will be released from future claims, Lisa 2nd, Dan (Y), Shana (Y)

*Cement Patio Standard was discussed in ARC and by Board. It will be added to Standards. **This was not formally voted upon, but all were in favor during discussion.**

- Natural cement color (no color)
- Brushed finished for traction is allowed
- No stamping
- No skim coating
- Size will be approved by Board on a case by case basis
- Large cracks, sinking of slab and peeling of cement will be maintained and repaired at homeowner's expense. If not, homeowner is subject to violation and fines

VII. Maintenance Report:

1. Completed:

Sidewalk replaced between 3-4

Water line break (no cost to HOA)

Pool Pump

Pool Bench painted/New Trex decking installed over equipment

Trail behind hole 12, connecting Townhomes to Georgetown

Trail around pond-was determined this is a CVMA responsibility

Community Lights Off

2. In Progress:

Kiddie Pool Decking

Roofing

Number & Letter Installation

Railing Painting & Installation

Pond Maintenance

Tree Removal - August

Voiles

IX. Hidden Creek Meetings

1. Monthly HOA Meeting: Aug 21th, 2:00pm MST
2. Monthly HOA Meeting: September 18th, 2:00p, MST

3. **Work Session/Annual Meeting Prep (tentative 5:00pm) Oct. 18th**
4. **Annual Meeting: Friday, October 18th, 6:30 pm (MST), Club House**
5. **Workshops/Townhall Meetings need to be planned prior to upcoming Annual Meeting- TBD**

X. Adjourn 4:40pm

ADDITIONAL DISCUSSION ITEMS:

- Building 3 Grading & Down Spout
- 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
- Barnacle Parking Update

2019 Capital Budget Plans

1. Roof Replacements:21, 26, 27
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 Townhomes to Townhomes
 - Xeriscape Design