

Hidden Creek HOA Board Meeting Minutes
Thursday, January 16, 2020 3:00 MT
ASRL Conference Room

I. Call to Order 3:11pm by Leanne Miller.

*Technical difficulties did not allow for owners to call into the meeting and participate. ASRM and Board apologies are expressed to those who attempted to participate.

II. Establishment of Quorum

Board Members

Leanne Miller
Michael Bradley
Dan Mitrovich

Homeowners

Thomas Eastwick
Lisa Graveline

ASRM

Carissa Nosack, HOA Manager
Mike Williams, Maintenance Manager
Mike Howe, HOA Controller
Garrick Malin, HOA Controller

III. Owner Comments

Homeowner complaint (via email) about dog feces in common area from 33A in Aspen Drive. *Owner has a history of problems and complaints and should be fined.

IV. December 2019 Meeting Minutes (5 minutes)

Dan motioned to approve the minutes with requested edits, Michael 2nd, Leanne (Y). All in favor, motion carries.

V. Financials (20 minutes)

1. December Monthly Financials

December 2019 Revenues:

The total revenue budgeted for this period is \$68,472, while actual revenue earned is \$72,999. This \$4,527 variance in revenue is primarily attributable to the trash removal.

December 2019 Expenses:

Period actual expenses of \$83,481 which was more than the budgeted period expenses of \$66,274. This was 25.96% more than budget or an unfavorable variance of approximately \$17,207. Significant variances of specific line item expenses include

- Snow Removal Contractor: The \$20,282 variance is primarily related to unanticipated snowfall requiring a contractor during the period.
- Legal and Professional Fees: The \$4,900 variance is primarily related to Wrona Dubois communications and easement disputes etc. for the period.
- Snow Removal Wages: The \$1,675 variance is due to the unanticipated need for snow removal labor.
- Unanticipated capital expenses: There was one unplanned capital expenditures during the period costing \$2,975 to replace the 50-gal water heater for the laundry room and restrooms.
- Planned capital expenses: There were no planned capital expenses during the period.
- Summary: Year-to-date planned and unplanned capital budget expenses total at \$255,545, however, with the refund of the asphalt company of \$51,927 brings the total \$203,618 for year-to-date expenses.

2. Capital Budget

Adjustments to categories were discussed to add a line item for heat tape and increase the Misc. TBD category. Total budgeted expenditures are \$280,000, which is under the \$331,000, leaving \$51,000 for reserve balance. Projects: paint and repair buildings, roofs, landscaping, asphalt, pool/spa resurface, retention pond dredge, tennis court screens, concrete, heat tape, misc. TBD.

Mike Williams will prepare an annual schedule (spring, summer, fall) for the projects listed.

Motion to approve revised 2020 Capital Budget by Michael, 2nd Leanne, Dan (Y).

All in favor, motion carries.

VI. Maintenance Report (20 minutes)

1. Review HOA Maintenance Contracting Procedure

New Initiatives added and defined. Document requested to be posted for easy access.

2. Remodel/Modification Report

3B – in progress

8B – in progress and going well

13B2 – in progress (personal decks should be shoveled and stained)

16B1 – pending paint

17A2 – pending electrical work

20B – pending paint

24A – pending paint

25D – pending weather/spring

26B – waiting for contractor

3. Completed/In Progress

Completed

- Snow removal on roof edges and ice dam removal as needed on 11, 25A, 35C, and 24A.
- 26A had water in the garage again. Most likely ground water.

- Minor vandalism repaired at Clubhouse
- Remodel Inspections

In Progress

- Preparing for new SOW documents for this year's projects.
- Continued snow and ice removal from roofs and problem areas.
- Compiling list of units that need heat cable repair/replacement/new installation
- Parking patrol
- Minor changes to Chemical room

4. Parking Report

- White BMW was towed
- Red car on Ambush has been notified of parking rules during vacation
- Flatbed truck (with placard/HOA does not have record) using 26A driveway for parking, was notified and has moved
- Green tags are placed on ANY cars without placards (cars are moved)
- When uber or ride share vehicles are loitering, management has asked them to leave.

Best judgement should be used by Management with Board support.

Fines/Booting/Towing efforts will be increased for vehicles left more than 2 days.

Management efforts should be increased to collect current parking placard information.

Notes for Newsletter:

- Private deck shoveling
- Private deck maintenance and painting to new standards
- Parking – owner's need to communicate with ASRM when leaving for more than 2 days
- Request owners notify ASRM of parking tag numbers

VII. Governance (30 minutes)

1. ARC – pending legal response

2. Insurance Renewal 2/9/2020 – D&O Policy Increase to \$2MM reviewed

Dan motioned to approve the increase, Michael 2nd, Leanne (Y).

All in favor, motion carries.

3. Mountain Regional Water: Cedar Lane Easement

An onsite meeting took place earlier in the day with ASRM – Mike Williams and Carissa Nosack, MRW- Scott Morrison, Julie Cobleigh, and engineer Darin Hawks, and Board Members – Leanne Miller, Dan Mitrovich, Michael Bradley.

The Board will send their final edits to attorney Robert Rosing for review.

4. TCFC

Board would like to know if Jim has suggestions on what the Board can do to help facilitate.

5. Association Measuring Project Update

- Right of Entry (CC&R's Article XXIII)
- ASRM Proposal

Jerica is still available to do the project. It is best to do when there is little snow on the ground and she would prefer March or April. She will need advance notice and still plans to complete the project within 1 week, including Saturday.

ASRM's proposal to facilitate the project is \$75 per unit = \$9,750 and recommends that access to ALL units be confirmed prior to scheduling.

Leanne will talk to Miller Harrison to find out what rights the HOA has for access and what legal notice needs to be given to owners for access.

6. Board of Directors

- Shana Schiffer Resignation

The Board is actively soliciting potential replacement members prior to the next meeting and is seeking a townhome owner.

VII. Hidden Creek Meetings

1. February 27th, 2020 3:00pm, MST
2. Regular Meeting Schedule: Third Thursday of month at 3:00pm, MST

IX. Adjourn 4:47pm Dan moved, Leanne 2nd. All in favor.