

Hidden Creek HOA Board Meeting Minutes
Thursday, December 19, 2019 3:00 MT
ASRL Conference Room

I. Call to Order 3:03pm by Leanne Miller

II. Establishment of Quorum

Board Members:

Leanne Miller

Michael Bradley

Dan Mitrovich (phone)

Homeowners:

Lisa Graveline (phone)

Gretchen Lescher (phone)

III. Approve to Agenda

Replacement of the Clubhouse/Laundry water heater was ratified by the Board and will be added under Governance.

IV. Owner Comments

None

V. Meeting Minutes (5 minutes)

Edits made by Leanne were incorporated.

Motion to Approve by Michael B., 2nd Dan M., Leanne (Y), all in favor. Motion passes

VI. Financials (20 minutes)

1. October & November Monthly Financials

The presentation will be condensed to important highlights as requested by the BOD.

Year to date the overages are from snow removal and higher than anticipated legal fees.

November 2019 Revenues:

The total revenue budgeted for this period is \$68,472, while actual revenue earned is \$67,977. This \$495 variance in revenue is primarily attributable to the internet service.

November 2019 Expenses:

Period actual expenses of \$57,282 which was less than the budgeted period expenses of \$65,635. This was 12.73% less than budget or an favorable variance of approximately \$8,352. Significant variances of specific line item expenses include:

- Water: The \$7,523 variance is primarily related to a lower water bill than budget for the period.
- Electric: The \$3,355 variance is primarily related to a lower electric than budget for the period.
- Maintenance Wages: The \$1,764 variance is due to the unanticipated need for snow removal labor.

2. 2020 Budget

Minor changes were requested by the Board to reduce legal expenses by \$4,000 and the maintenance budget by \$6,000. Changes were also made to increase snow expense categories by \$10,000. Careful oversight of salt and ice melt expenses will take place by the management team. This operating budget includes no dues increase.

*Motion to approve the 2020 Operating Budget, with a zero dues increase, and Capital Budget with allocated Reserve Funds, while the Management Committee continues to conduct due diligence on how to best meet the capital expenditure needs/projects made by Michael B., 2nd by Dan M., Leanne (Y), all in favor. Motion passes. The 2020 Capital Budget project detail will be forthcoming from the Board.

VII. Maintenance Report (20 minutes)

1. Review HOA Maintenance Contracting Procedure

The document was reviewed by the Board members. Projects exceeding \$2,500 need Board Approval. Any project over \$5,000 requires a Scope of Work which functions as an RFP to contractors.

2. Remodel/Modification Report

8B - in progress	13B2 – in progress
17A2 – pending final electrical	20B – pending paint
24A – in progress	25D – spring completion
26C – passed	33B – passed
36C – passed	38D – passed

3. Completed/In Progress

Completed

- Snow removal on roof eaves to prevent ice dam formation. Removing snow on storms with 3” or more. Approx. 30-45 min. per roof with clean up on ground, depending on amount of snow and density. Removal is done from the ground.
- Working with Altitude to manage costs and quality of work. Options are to be presented for alternate ice melt on walkways and steps by ASRM.
- Installed new 100W equivalent, daylight, LED bulbs on all ext. lamps
- Compiled information for Capital Improvement spreadsheet as requested by BOD
- Repair equipment in-house (mule and snow plow)
- Parking patrol
- Preventive maintenance requests by homeowners, and daily routine maintenance
- Touch up snow removal on driveways in Townhouse area
- Obtained preliminary estimates for roofing replacement and painting siding.
- New hot tub cover installed. *A higher quality cover may be a better option for next replacement.

In Progress

- Snow removal as needed on roof eaves and driveways. Ladders will need to be obtained from owners for snow removal from decks otherwise it will not be able to be completed in a safe manner.

- Install new 100W equivalent, daylight, LED bulbs on only fixtures that need replacement until lighting plan is implemented
- It was discussed as a solution for alternate lighting, to request all owners turn on front door lights from 5 pm to morning
- Compile information and scheduling for Cap. Imp. Projects
- Preventive maintenance and routine maintenance
- Replace water heater in Clubhouse
- Decide on Ice Melt for sidewalks and stairs in-house
- Parking patrol (request to monitor “Fraudulent” passes or green stickers)

Future Projects

- Roof replacements
- Painting schedule for exterior of buildings
- Ext. Lighting project research
- MRW project in conjunction with retaining wall replacement
 - *Conduit should be placed if possible, under the road while MRW is doing the water line.

VIII. Governance (30 minutes)

Dan Mitrovich via email: I hereby make a motion to replace our water heater as follows: Three bids were received, and between the equal lower two, PC Mechanical could complete the project quickest. Given the urgency, I further propose considering this motion by email with both it added to our December meeting Minutes and opened for discussion at the meeting. The work is to be performed within 7-days of Board approval and for \$2,975, but not to exceed \$3,100 in the event of minor unknowns. All in favor. Motion passed.

1. ARC

16B1: Bathroom & Dryer Vents

ARC approves this application with the following stipulations:

- a) Both vents need to be installed so a cage can be retrofitted around the opening of the outside hole (which prevents critters to enter/nest).
- b) And, once installed, both vents/cages need to be painted the color of the building.

Motion to approve with above stipulations by Michael B., 2nd by Dan M., Leanne (Y), all in favor. Motion passes

2. TCFC Report – Jim

Via email, Spencer reports that surveying is taking place on the parcels and the legal department is working to draft documents. No time frame was given for delivery of documents. Carissa and Jim will continue to follow up with Spencer/TCFC.

3. Mountain Regional Water: Meter Report – Carissa

This matter will be addressed as part of the final settlement between the association and TCFC as part of the open issues that should be resolved. The association is still waiting for written documentation.

4. CV Connect

Currently the service is being subsidized by the County budget. Usage by Hidden Creek is being tracked. Wait times have been reported to be less than 4 minutes. It will benefit Hidden Creek

HOA for homeowners to utilize this service. The more it is used and the more successful the service is, the more likely the County will be to continue to subsidize the service.

*An email will be sent to the owners to advertise the service. Flyers will be posted on unit doors.

5. Association Measuring Project

Board requests ASRM to confirm Jerica is still able to complete the project.

If she is still able, what lead time does she need and when would she prefer to complete the project.

The Board requested All Seasons to submit a proposal on cost to facilitate the project and what is included.

6. Capital Budget/ Reserve

A subcommittee of the Board (Dan, Guy, Leanne, Michael) will convene the first week of January to discuss future capital projects and strategy. This meeting will also be preparation for providing information for the Reserve Study Analysis and future year projections. The 2020 Capital Budget project detail will be forthcoming from the Board.

7. Owner Communication

There has been some feedback/complaint from homeowners that communication sent/emailed has not always been clear and concise.

Homeowner Communication Approval Process: Draft Communications will be sent to the Board President. Board President will send onto the full Board for review but the HOA Secretary/HOA President are responsible to edit and respond. Upon final approval from HOA president, communication can be sent to the homeowners. Timelines should be included.

Management is to use best judgement in emergency situations for communications that only necessitate one sentence.

If necessary HOA communication requires an urgent response from the Board, a phone call or text to the Board is to be sent for authorization.

IX. Hidden Creek Meetings

1. January 16th, 2020 3:00pm, MST
2. February 27th
3. Regular Meeting Schedule: Third Thursday of month at 3:00pm, MST

X. Adjourn 5:03pm