

Hidden Creek HOA Board Meeting Minutes
Thursday, February 27, 2020 3:00 MT
ASRL Conference Room

I. Call to Order Leanne Miller 3:07pm

II. Establishment of Quorum

Board Members

Leanne Miller
Michael Bradley
Dan Mitrovich
Guy Rawson – 3:40pm

Homeowners

Lisa Graveline
Ariel Osmond
Jen Kennedy
Brent Piercy
Shannon LeDuff
Jim Meland
Carri Moentmann
Mike Masterson (visitor 1B)

ASRM

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

III. Owner Comments

Homeowner suggested a committee be formed to provide labor for landscaping to defer costs.

IV. January 2020 Meeting Minutes (5 minutes)

Dan motioned to approve the minutes with Leanne's edits, Michael 2nd.
All in favor, motion carries.

V. Financials (20 minutes)

1. January Monthly Financials

January 2020 Revenues:

The total revenue budgeted for this period is \$68,369, while actual revenue earned is \$68,364. This \$4 variance in revenue is primarily attributable to parking passes.

January 2020 Expenses:

Period actual expenses of \$76,480 which was more than the budgeted period expenses of \$72,398. This was 5.64% more than budget or an unfavorable variance of approximately \$4,082. Significant variances of specific line item expenses include:

- Snow Removal Excess: The \$8,434 variance is primarily related to unanticipated snowfall requiring a contractor during the period.

- Maintenance Labor: The \$3,232 variance is primarily related to various urgent maintenance projects.

VI. Maintenance Report (20 minutes)

1. Remodel/Modification Report

3B – pending final inspection

8B – in progress

13B2 – in progress

16B1 – pending exterior paint

17A2 – pending electrical work

20B – pending paint on decking

24A – pending exterior paint on gas line

25D – pending paint on conduit

26B – waiting for contractor

*16B1 needs to be contacted to submit an amended application with drain details

2. Completed

- o Cleared walkway from Georgetown to Frostwood Dr. several times
 - o Installed new latch to Men's restroom stall door
 - o Installed new lock and latch on chemical storage room and fixed the lock to the mechanical room to the pool and hot tub.
 - o Installed signs on Clubhouse entrance door and sauna door warning 24-hour surveillance.
 - o Moved Clubhouse gate camera closer to gate for better view
 - o Created new sign for hot tub closed
 - o Drain and fill hot tub several times due to high traffic
 - o Helped pull a guest's van out of a snow pile
 - o Patrolling parking lots and passing out warnings
 - o BOD approved heat cable replacement for 24A. Completed front and side areas.
 - o Inspected 34B remodel for furnace flue penetration through roof
 - o Ice dam removal on 17B2, 11, 24A, 21C, 30A. All have had some water come inside the unit so far.
 - o Remove snow from fire hydrants, and some parking areas
 - o Gathering parking pass information on cars in parking lots for more accurate reference
 - o Inspected suspected, nonstandard light fixture on 13B2
 - o Removed unneeded equipment in chemical storage room
 - o Reset security cameras and installed new batteries
 - o Snow piles moved around property by Altitude
 - o Worked on and with plumber/excavator to remove and replace damaged shut off valve pipes to 24 B/C
 - o Completed 2 Emergency Valve replacements outside of unit 24C
- ASRM requested to draft a preventative plan for future valve replacement.
 - Board requested additional direction and supervision for Ice Dam Removal to prevent damage to shingles.

In Progress

1. Working with MRW to coordinate asphalt work/bids
2. Scope of Work for roofs and insulation
3. Spring cleanup soon

4. Parking Patrol and other Routine Maintenance
 5. Inspections as needed
3. Parking Report
An inexpensive boot option was discussed to trial and a large colored sheet was suggested to use to notify owners the vehicles need to be moved for plowing.
4. Salt Melt Proposal
Contract was reviewed
Better communication on usage expectations will be relayed to the vendor.
5. B2020 Capital Project Schedule
Projected schedule reviewed
ASRM has been in contact with the contractor for the MRW project. Project is slated to begin the end of May, 1st of June. Contractor is willing to work with the community to complete the inlet pond dredging, coordinate the railroad-tie retaining wall replacement (prior to asphalt) and bid the increased asphalt replacement/repair within the community.
- Reminder to have conduit installed under Cedar Lane at 4-6 locations for future electrical upgrades for lighting.

VII. Governance (30 minutes)

1. Ratify Email Decisions
 - 32A Application for Remodel was approved via email vote
 - General Representation Agreement with Miller Harrison was approved via email
Michael motioned to ratify email votes, 2nd by Dan, Guy (Y). All in favor, motion carries.
2. Approve name change filing
Discussion took place on re-filing dba vs. executing permanent name change option.
Motion to amend the Articles of Incorporation to change the Association name to Hidden Creek at the Canyons by Dan, 2nd by Michael, Guy (Y). All in favor
3. Board of Directors
Brief interviews took place prior to the meeting between the candidates. The community has great volunteers with a broad depth of knowledge and experience. The Board is appreciative of the willingness of the candidates to serve.
Michael motioned to appoint Carri Moentmann to the Board, 2nd Guy, Dan (Y). All in favor, motion carries.
4. ARC
 - 26C – Hot Tub.
Pending ASRM obtaining adjacent owner feedback.
Board will vote via email and communicate results to owner by March 9th or sooner.
 - 34B – Interior remodel w/ back door slider.
Motion to approve interior remodel by Dan, 2nd Michael, Guy (Y). All in favor, motion

carries.

34B – Minisplit HVAC.

Pending ASRM obtaining adjacent owner feedback.

Board will vote via email and communicate results to owner by March 9th or sooner.

38A – Window, front door, fireplace, and bathroom remodels.

Motion to approve interior remodel by Dan, 2nd Michael, Guy (Y). All in favor, motion carries.

38A – Hot Tub.

Pending ASRM obtaining adjacent owner feedback.

Board will vote via email and communicate results to owner by March 9th or sooner.

5. Mountain Regional Water: Cedar Lane Easement

Discussion to place on edits. Motion to Approve edit to strike “not to exceed one year from completion” and accept the Easement made by Michael, 2nd Dan, Guy (Y). All in favor, motion carries.

Manager to relay the information to MRW and facilitate final execution of the Easement between Hidden Creek and Mountain Regional Water.

6. Scope of Work: Roofing

Discussion took place on adding insulation option to bid request.

Motion to approve SOW with insulation option by Michael, 2nd Dan, Guy (Y). All in favor, motion carries.

7. Discuss Proposed Amendments (re-investment fee, Board Term Clarifications, etc.)

Discussion took place on Amending the Association documents to add a re-investment fee and clarify Board member terms (2-year terms, alternating 2 position elections one year and 3 the next). Unanimous board approval to proceed with drafting of the discussed amendments. Target date to hold an Association meeting to educate owners and begin the voting process will be for June meeting.

ASRM to write up proposal on possible language for Special Assessment language amendment for Board review.

VII. Hidden Creek Meetings

1. March 19th, 2020 3:00pm, MST, in ASRM Conference Room.

Discussion took place on holding the meeting at Hidden Creek in the Clubhouse.

GoTo Meeting is only available at ASRM and Call-In quality is reported to be better at ASRM.

2. Regular Meeting Schedule: Third Thursday of month at 3:00pm, MST

IX. Adjourn 5:07pm