

**Hidden Creek HOA Board Meeting Minutes**  
**Thursday, March 19, 2020 3:00 MT**  
**Conference Call**

**I. Call to Order** 3:02pm by Leanne Miller

**II. Establishment of Quorum**

Board Members:

Leanne Miller  
Dan Mitrovich  
Carri Moentmann  
Michael Bradley  
Guy Rawson (not in attendance)

ASRM:

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

Homeowners:

Judy Sampaio  
Lisa Graveline  
Jim Meland  
David Knecht  
Tim Knecht  
Scott Boberek

**III. Owner Comments**

The property was visually inspected by ASRM and no damage was seen from the recent earthquake.

Recycling dumpsters do not have the correct recycling information posted on them. ASRM will check into this and correct the signage.

**IV. February 2020 Meeting Minutes** (5 minutes)

Motion to approve by Michael, 2<sup>nd</sup> by Dan. All in favor, motion carries.

**V. Financials** (20 minutes)

1. February Monthly Financials – Garrick Malin

*February 2020 Revenues:*

The total revenue budgeted for this period is \$68,419, while actual revenue earned is \$68,300. This \$119 variance in revenue is primarily attributable to parking passes.

*February 2020 Expenses:*

Period actual expenses totaled \$75,518 which was more than the budgeted period expenses of \$78,627. This was 3.95% less than budget or a favorable variance of approximately \$3,109. Significant variances of specific line item expenses include:

- Roof Repair Contractor: The \$3,750 variance is primarily related to the roof repairs being postponed.
- Roof Repair Labor: The \$2250 variance is primarily related to the roof repairs being

- postponed.
- Maintenance Labor: The \$3,598 variance is primarily related to various urgent maintenance projects.
  - Landscape Contractor: The \$1,450 variance is primarily related to the tree that fell and needed to be removed.

## **VI. Maintenance Report (20 minutes)**

### 1. Remodel/Modification Report

3B – pending final inspection

13B2 – in progress

17A2 – pending electrical work

24A – pending exterior paint on gas line

26B – waiting for contractor

32A – Interior Remodel, In progress

38A – Pending start date

8B – in progress

16B1 – pending exterior paint

20B – pending paint on decking

25D – pending paint on conduit

26C – Hot Tub, complete

34B – Interior Remodel, In Progress

### 2. Completed

- Drain and fill hot tub 2 times
- Sanitize bathrooms in Clubhouse
- Close Clubhouse to amenities with the exception of the Laundry room
- Sanitize laundry room
- Parking patrol
- Snow removal on some roofing areas
- Removed fallen tree from pond
- Replaced failing step at 8B (the rest will be on the owner to coordinate with Ash-n-Dust)
- Pressured washed landing on 17 (homeowner reported a substance)
- Met with JRock Const. and Morgan Asphalt to discuss asphalt replacement plan/bid

### In Progress

- Developing Asphalt plan with Board
  - Capital Project priority planning
  - List of areas in need of heat cable installation or replacement
  - Remodel Modification Inspections as needed
  - Property clean up (Spring Maintenance)
  - Routine Maintenance
- Request by Board to make sure gutter and downspout cleaning is added to Spring Maintenance throughout all of the property.

1. Parking Report: Violations have decreased the last 2 weeks
2. 2020 Capital Projects – MRW project coordination, will be addressed in governance.

## VII. Governance (30 minutes)

### 1. Ratify Email Decisions

26C Hot Tub, motion to approve by Michael, 2<sup>nd</sup> Carri. All in favor, motion carries.

38A Hot Tub, motion to approve by Michael, 2<sup>nd</sup> Carri. All in favor, motion carries.

### 2. Board Secretary – Carri Moentmann accepts the position.

### 3. Dog Registration – currently only 10 are registered.

Registrations records prior to ASRM were lost.

Initial registration Fees will be reduced from \$100 to \$25 for a 90-day period to encourage registration. The temporary reduction (amnesty program) will not penalize those who previously registered. (The renewal fee for previously registered dogs is \$25).

All registrations will be valid through June 1<sup>st</sup>, 2021.

Annual renewal and billing will be done by management on June 1<sup>st</sup>.

Motion to approve the above amnesty reduced registration proposal by Dan, 2<sup>nd</sup> by Michael. All in favor, motion carries.

### 4. ARC

#### 34B – mini split system:

Approved with the following conditions/stipulations:

- Weed barrier and rock will be installed behind the wall to eliminate maintenance.
- Wall height and size to be the minimum necessary to hide the units, including the snow covering, as diagramed in the application (applicant to work with maintenance manager during wall design after units are installed to ensure minimal size).
- Wall to be constructed of similar materials as the building and painted to match.
- All future maintenance of the wall and area will be the homeowner's responsibility.

Motion to approve by Carri, 2<sup>nd</sup> by Michael. All in favor, motion carries.

35B – Interior Remodel w/ additional windows and relocation of sliding door (see application for sizes and locations).

All proposed windows to follow HOA standards. Current slider will be re-used.

Insulation will be added up to current code in all areas that can be accessed.

Motion to approve interior remodel as submitted (excluding furnace installation as owner reports radiant floor heating will be installed) by Carri, 2<sup>nd</sup> by Michael. All in favor, motion carries.

35B – Proposed concrete Patio extension (6x9'8") to align with relocation of the sliding door in order to provide an exit landing.

Proposed 2' extension of the existing pad which is approximately 6'x16' and matches the neighboring unit patio in size.

Pending Board review after snow melts. Homeowner will present options to reduce

patio size and submit additional exterior photos.

Procedural expectations: Acceptance forms will be sent as soon as the meeting minutes have been drafted and reviewed. This will take place as quickly as possible by management and the Board secretary and is necessary to ensure the accuracy and implementation of Board decisions. Owners should be aware of the small delay from Board Meeting to receipt of approval letter. The delay could be between 1-2 weeks.

## 5. Roofing Bids

The Board approved the SOW last month pending a revision to consider insulation options to address the widespread ice dam and water damage in the community. One bid was presented which included the option of 4.5” hard foam adhered to Oriented Strand Board (OSB) sheathing. It was reported that the OSB option has been used successfully in the community, but is likely to be the most expensive option. The Board requested two more roofing bids and a minimum of one other bid to include the OSB option. Other possible insulation solutions were discussed including blown cellulose and foam. While blown insulation could possibly be less expensive (labor costs could be higher), there are areas you could not blow insulation and individual sheathing would need to be pulled for foam insulation to be sprayed. It was noted that some roofs are vaulted and some have a combination of vault and attic space. The Board requested an insulation company be consulted about options and techniques to insulate from the exterior after sheathing and the old insulation is removed. It was discussed that it may be necessary to look at it on a building by building basis.

Issue Tabled: The Board would like more information and options for dealing with the insulation issue within the roofs before deciding to move forward with replacing the asphalt shingles.

## 6. Asphalt

The MRW project has accelerated the timing for this project. A complete scope of work has not been decided upon yet. ASRM created a comparison sheet for the different bids and different types of work that have been solicited since 2018.

ASRM to confirm the dollar figure from MRW for the patch on Cedar Lane that can be applied to mill and repave the section of Cedar Lane. (\$13,726)

ASRM presented a modified version of the 2020 Capital Budget to compare to the bids received previously in comparison with the approved budget as some items were “place holders” until more information and bids could be received.

- A conference call will be set up next week for Leanne and the Board to ask Morgan Pavement questions about the bid and how to address sections of the road needing base repair. The last variable is determining how many sqft of base repair need to be done. (The page with the terms and conditions for payment was not included in the packet and needs to be emailed to the Board).

- The call will also include the project manager from JRock. \*JRock has agreed to help execute the inlet pond dredging as well as place conduit under the roads during the MRW project. ASRM needs to confirm the property boundary and find out if the dredged material can be placed onsite as opposed to hauling it offsite.

Based off of Leanne's discussion with Morgan Pavement and JRock, she will make a recommendation to the Board (within a week if possible) so that the Board can make a decision and take advantage of the opportunity to work with Morgan Pavement and JRock. \*\*The Board was in agreement that a vote can take place via email once the questions are answered and clarifications on terms are received. A separate email vote will take place for each contract (asphalt and retaining wall).

#### 7. Retaining Wall:

ASRM to obtain updated bid from contractor that includes payment terms for the segmented block retaining wall and find out if the engineering has been completed.

\*The retaining work has been recommended to be completed prior to the asphalt.

#### 8. Discussion on Amendment provisions:

- Board agrees 2-year terms, alternating 2 board positions elected one year and 3 the next are what were intended by the 2012 amendment.
  - It is difficult to require representation from the 2 different areas of the community as it requires volunteers.
  - It was noted that the 2019 election had many candidates for the 2 open positions.
  - Limitations on how many consecutive terms a homeowner can serve was discussed and may be considered.
- Re-Investment Fee: General discussion was favorable to add this provision, up to the limits set by law (currently .05%), for a vote by the homeowners.
- Special Assessment: It is another tool that the Board should have available; however, the current provision is outdated and functionally obsolete.
  - Detailed guidelines need to be added to limit under what circumstances the Board can use this provision (i.e. capital projects, emergency capital repairs, etc.).
  - ASRM to provide some options for review prior to the Board reaching out to an attorney to finalize into the Amendment.

9. Update: Spencer at TCFC reports that the legal team is scheduled to finish paperwork at the end of the month.

### **VII. Hidden Creek Meetings**

1. CHANGE: April 9<sup>th</sup>, 2020 3:00pm, MST
2. Regular Meeting Schedule: Third Thursday of month at 3:00pm, MST

### **IX. Adjourn 6:13pm**