

Hidden Creek HOA Board Meeting Minutes
Thursday, May 27, 2021 3:00pm MT, Via Zoom

I. Call to Order at 3:05 pm MT by Carissa

II. Establishment of Quorum

Board Members

Carri Moentmann
Lisa Graveline
Devon Patterson (absent)
Michael Bradley
Guy Rawson (absent)

ASHM

Carissa Nosack
Mike Williams
Amy Short

Homeowners

Rick Carpinelli 7A
Rob & Cynthia Allred 17D2
Scott J Bobereck 8A1
Jim Meland 30A
Jen & Terry Boomer 27B
David Knecht 35C
Paul Oberkircher 17B2
Timothy Knecht 35B
Brad Graveline 38A
Eric & Mackenzie Jellum 8B
Bob Peek 24C
Lany Bill Cisco
Gretchen Lescher 31A
Maryann Shaw 6D

III. Additions to Agenda

1. Approval of Letter of Intent to Hire ClearCut Utah

IV. Meeting Minutes

Motion to approve the meeting minutes by Michael, second by Carri, motion passes with correction of typo of homeowner's unit number.

V. Management/Maintenance Report

1. Completed/In Progress/Parking Report
2. Willow Creek Sewer Repair Savings
 - a. Approved repair of a lateral sewer line resulted in the discovery of issues with the main sewer line and manhole. Snyderville Basin Water Reclamation District (SBWRD) covered most of the cost of the lateral repair resulting in a significant savings for the Association.
 - b. Original estimate for repair of lateral sewer line was \$5500, Association was ultimately billed only \$1200.
3. Lakeview/Cedar Retaining Wall Savings
 - a. Blackdog Landscaping final invoice was \$1000 under Board approved estimate.
 - b. An additional tier of block was added to the retaining wall by the vendor at no additional cost due to extra materials being delivered on site.
4. Asphalt Project Report (Georgetown & Townhome)
 - a. Miller Paving was able to complete the re-asphalting project in 10 days.
 - b. 22 additional parking stalls were added to the Georgetown area.
 - c. Townhome area will be seal coated by mid-June, as well as new asphalt and striping along the south end of the tennis courts. Willow Creek Way cul de sac will also be striped creating

additional parking.

- d. Thank you to all the homeowners who complied and parked off property. Because of you, the project was completed quickly and smoothly.
5. Owner Registration Forms
 - a. 21 Homeowner registration forms still need to be submitted.
 - b. New Parking Placards will be distributed in the next couple of weeks.
 - c. Please remove any old stickers from your car windows.
 - d. Please return your old parking placards. We plan to recycle them.
 6. Updated Parking Rules and Regulations
 - a. This next year will be a trial year as the Board and ASHM implement new parking rules and regulations. The Board will be putting together a Resolution in the next few weeks.
 - b. Thank you to the Landscape Committee for their time and effort in helping to create additional parking.

VI. Finance Report

1. March/April Financial Report
 - a. Carissa provided the detailed financial report for March and April.
 - b. As of May 25th, there are only three homeowners who have not paid their Special Assessment.

VII. Governance

1. Ratify Email Actions
 - a. Inspections of Personal Decks (4/25): Motion unanimously approved requiring all homeowners with personal decks to have their decks inspected by J2, as the HOA's quality assurance firm, for a fixed fee, to make sure decks are structurally sound and in compliance with the new enclosure requirements regarding connections to the existing building structure.
 - b. Waive Late Fees (5/6): Motion unanimously approved waiving late fees of homeowners who have paid in full their final Special Assessment payment when due. Additionally, Board agreed to credit the accounts of any homeowner assessed late fees over the past three months if their Special Assessment was paid in full by the May deadline.
 - c. Miller Asphalt Change Order (5/11): Motion unanimously approved a change order with Miller Asphalt to add scope to the contracted asphaltting in the Georgetown area. The added scope was expected to provide approximately 16 additional parking spaces (ended up with 22 extra). The added parking will also provide an opportunity for solutions to better manage homeowners' oversized vehicles, vacation parking and to look at revenue options for those interested in unique parking accommodations while reducing ASHM's daily overhead. The additional asphalt will also prevent further erosion by creek, eliminate mud, and improve upon the unsightly aesthetics of the area designated by TCFC for Hidden Creek's overflow snow removal. The change order also included Asphalt QC testing for assurance that the material meets the needed specification to maximize the longevity of the investment.
 - d. Collection Policy Resolution (5/11): Motion unanimously approved a resolution provided by Miller Harrison in connection with the collection efforts for the Association. The policy set forth in the resolution is the standard operating procedure for their HOA collections. By approving this resolution, the proper internal policy will be in place for ASHM to follow.
 - e. Gas Line Remodel/Alteration Deposit Schedule and New Standard (5/12): Motions unanimously approved as follows:
 - (i) To add "Gas Line" to the ARC Remodel/Alteration Application, the Deposit Schedule,

- specifically listed under “Exteriors”, a fee of \$50 and Deposit of \$250.
- (ii) To amend the Hidden Creek Homeowner’s Association Rules & Regulations, Remodel/Alteration Procedures & Standards, listing Exterior Gas Line (homeowner’s expense) as the XIV (14) Standard. The Exterior Gas Line Standard will read: Exterior Gas Line to be installed by licensed professional. The line will run from outdoor meter to new appliance with least amount of visual/building impact. Damage to building and/or landscape will be homeowner’s responsibility. Exterior line will be painted Standard building color.
 - f. Cedar Lane Sewer Repair (5/15): Motion unanimously approved to hire Daley Excavators to remove an inoperable water meter; and replace and relocate a broken water valve from the current street location prior to re-asphalting Cedar Lane.
 - g. Approval of Letter of Intent to hire ClearCut (5/26): Motion unanimously approved a letter of intent to hire ClearCut Utah as the contractor for buildings 17 and 38 in the summer of 2021 as the beta project for the community with the intent to proceed forward with an additional two-year plan to complete community wide maintenance on all 38 buildings. The intent of the motion is to formalize the scope of work and terms in an AIA contract prepared by J2 and finalized by respective legal teams.

Motion to approve email actions of the Board outlined above (a-g) by Carri, second by Michael, motion passes.

h. May ARC Applications (5/19)

i. Rawson Unit 4D approved, Guy abstained

Project Description: Replace Tub, Shower, Sink Toilet and Master Bath Flooring

Conditions to be satisfied:

- License needed from plumber who will (potentially) be installing tub
- Mike W inspects and takes pictures of current bath area and master flooring before work begins
- All Standards to be followed-no storage of building/construction materials outside of the unit
- Permit as required by Summit County

ii. Carpinelli Unit 7A approved

Project Description: Air Conditioning Installation

Conditions to be satisfied:

- Option 2 condenser placement (west side of unit location)
- No pony wall needed in front of condenser
- One wall penetration allowed
- If landscape is disturbed (stones, grass, black plastic edging) it will need to be put back to its original condition
- Mike W will inspect and take photos of current landscape area before work begins
- All Standards to be followed
- Permit as required by Summit County

iii. Carpinelli Unit 7A approved

Project Description: Flat Roof Membrane, Deck Repair, New Handrail

Conditions to be satisfied:

- Need contractor’s license.
- COI needs Rick Carpinelli named as insured (bottom left of COI, under “Certificate Holder”)
- Homeowner to be provided with recommended product and application guidelines presented to the HOA the night of the ARC meeting by J2. Given this timeline, ARC would like homeowner to discuss with their contractor the pedestrian membrane product J2 is recommending as the standard for use on personal decks with pedestrian membranes. Board should know if comparable

product is being used even though the standard proposed by J2 has not been formally adopted, ARC recommends

-Repair of current solid privacy wall (east side of deck between 7B) ok

-Repair of west side solid rail/wall ok. However, if scope of work goes beyond repair and it's found that this rail/wall will need to be demolished and rebuilt, the current Standard will need to be followed - (hand rail: 3" x 8" redwood lumber; railing slats: 2" x 2" at 6" o.c. in redwood lumber)

- ASHM to be provided with a signed liability waiver between owner and crane operator before any work begins.

- Owner is responsible for any damage caused by the crane needed to move the spa during the project

- All Deck Standards to be followed, including stain for deck and rails: Sherwin Williams SuperDeck Solid Stain in Java

-Permit as required by Summit County

- A copy of engineering plans MUST be provided to ASHM.

iv. Oberkircher Unit 17B2 not approved

Project Description: Install Deck and New Patio Slider

4 out of 5 Board members did not approve this application, the 5th member was not able to respond but ratified email action. Concerns for the below neighbor's light and view shed as well as impacts to property value were the determining factor.

v. Broadbent Unit 20A approved

Project Description: Deck expansion

Conditions to be satisfied:

-Expand existing deck (10' x 11'8") eight feet to (10' x 19'8"). Expansion should end before the vent located to the left of the existing deck.

-No "Y" support braces. The ARC would like to see the expanded deck supports match the existing deck supports and mirror the neighbor's deck supports as close as possible. Meaning, the new header and foot supports are spaced and braced as symmetrically as possible to 20B's deck. The recommendation to approve the homeowner's expansion request beyond the dimensions of the Deck Standard was based on the improved design aesthetic of Building 20.

-Owner is responsible to repair all impacted irrigation and grass below deck

-All additional Deck Standards to be followed

-Permit as required by Summit County

- A copy of engineering plans MUST be provided to ASHM. Owner has HOA permission to use J2 for engineering.

vi. Piercey Unit 26C approved

Project Description : Renovating Jack/Jill Second Story Bathroom to Two Independent Bathrooms (adding a new sink, toilet and shower/drain), Adding Closet, Converting Wood Burning Fireplace to Gas Insert,

Exterior Gas Line

Conditions to be satisfied:

-Gas line needs to be added to current application

-A deposit for the new gas line will not be collected since there is currently no gas line item in the deposit schedule

-New sink, toilet and shower/drain must tap into existing sewer stack in unit

-Both second story bathrooms need to be vented outside of building, with cage around vents and painted building color, or properly vented through roof

- Gas line to run from meter to new fireplace insert with least amount of visual/building impact, as drawn and submitted on exterior photo of application
- All Standards to be followed
- Permit as required by Summit County

vii. Wilson Unit 27C approved

Project Description: Amendment to Existing Remodel Application Board Approved (on File with extension)-Move Washer/Dryer back to Original Location Utilizing Existing Plumbing and Venting; New Application - New Windows, Patio Sliding Door

Conditions to be satisfied:

- All Standards to be followed
- Permit as required by Summit County

viii. Graveline Unit 38A approved, Lisa abstained

Project Descriptions: Add *Window in Attic, Add Three *Skylights in Attic

Conditions to be satisfied:

- Window Standard to be followed
- Permit as required by Summit County

Window will measure 3'1/2" x 3'1/2" double hung egress safety glass window, which will open from top to bottom. Nail Finn is 1 1/2" wide, and nail holes every 3". Engineer will provide LVL 7" header.

1-45" and 2-38" Velux deck-mounted skylights. Models VSE (electric), VSS (solar) or VS (manual) are the choices to pick from. Homeowner has not chosen which model to date. Electric exists in the attic space.

*Homeowner will coordinate window and skylight installation with roofing and cladding project simultaneously.

Motion to approve all the May ARC Applications email motions by Carri, second by Michael, motion passes.

2. Miller Harrison Legal Invoice

- a. Invoice Breakdown for 2020 and 2021 legal fees. Reinvestment Fee, Government Document Rewrite (flat rate), Special Assessment Guidance, Heat Tape Agreements, Sewer & Utility Line Guidance, ARC Process and Guidelines/Application Form, County Planning and Zoning Monitoring, Homeowner Litigation, Maintenance Guidance.

Motion to approve payment of the invoice by Carri, second by Lisa, motion passes.

3. Clubhouse/Sauna Opening

- a. Pool is set to open May 28th. Pre-pandemic cleaning schedule will be implemented. Please follow all pool rules and regulations.

4. Rewrite Committee Report

- a. Received a first draft. Committee and the Board are reviewing.
- b. Committee will meet June 1st to review all comments.

5. ARC Committee Report

- a. May's new application deadline has come and gone.
- b. Scheduling conflict for June 1st with the Rewrite committee. Meeting will be moved to June 2nd at 6:30pm.

6. Finance Committee Report

- a. They have reached out to 3 different banks to look into a loan options for the building envelope project.
- b. Carissa will work with the Finance Committee, looking at the annual operating budgets to

determine where funds can be reallocated.

- c. The goal of the Board is to involve the Finance Committee when determining next year's (as well as future years) budget.
- d. Still seeking volunteers with accounting/finance background to be on the Finance Committee.

7. Landscape Committee Report

- a. Looking at how we can add more parking spaces on property, maximizing our footprint.
- b. Add signage throughout property for emergency services, easier package delivery and beautification
- c. Working with the US Postal Service to register Hidden Creek street names, making it easier for people, ride share companies and delivery services to find community streets on Google Maps.
- d. Looking at fiscal constraints, and construction in the future-what comes first.
- e. Looking into beautifying the community while being fiscally responsible.

8. J2 Design and Bid Update

- a. Received the Personal Deck report from J2. Owners who have personal decks will be assessed \$250 on their portal for the cost of the inspection.
- b. Homeowners in buildings 17 and 38 will receive letters of the project description and information as it becomes available.

9. Summit County Council Report

- a. Homeowner Brad Graveline reported that the Council did not vote on the NMU-1 amendment, and thinks it might be a done deal. He stated that it doesn't mean something horrible is going to be built next to us. They want density around us meaning mixed use buildings He stated that at this point all we can do is remain vigilant to future developments.

VIII. Owner's Comments

1. *Property looks great with the new pavement. Why are the trees dying?* Arborist has stated some pine and aspen trees on property are diseased. Aspens do not have longevity, and became fragile after our 2-year water ban a few years ago. A few pine trees have been diseased by bug infestation.
2. *The new tandem spots, how do they work?* The Board is working through a few scenarios and will present to homeowners in the very new future.
3. *How many spots are we short in Georgetown even with the new 22 stalls?* We are still short about another 20 stalls. We have tried to maximize stalls with the laying of additional asphalt and creative striping.
4. *Is gutter cleaning part of general maintenance?* Yes. The asphalt project pushed us behind for the spring clean-up. It is on our schedule to complete.
5. *Why do we not have assigned parking for one stall and then the second would be first come first serve?* We have very vast needs, and we do not have enough stalls for what the community needs. It would cost the HOA additional monies, from signage to administrative costs.
6. *What do we do if we are traveling?* The 72-parking rule is not realistic. The Board is working to refine this policy, making this next year our trial year implementing new parking rules and regulations. Until the resolution is out we are putting a hold on the 72-hour rule.
7. *Is there a plan for the 2 exposed dumpsters on Cedar Lane?* Yes, we are currently in the process of getting bids. The trash and recycling dumpsters will be enclosed similarly to the double enclosure on Ambush.

IX. Hidden Creek Meetings

1. June 17, 2021 3:00pm, MST
2. Regular Meeting Schedule: Third Thursday of month at 3:00pm, MST

X. Adjourn Motion to adjourn by Lisa, second by Michael, motion passes at 4:31 pm MT.