

**Hidden Creek HOA Board Meeting Minutes**  
**Thursday, January 20, 2022 3:00pm MT, via Zoom**

**I. Establishment of Quorum**

**Board Members**

Michael Berlin  
Robert Clymer  
Jeffrey Holland  
Steven McBride  
Guy Rawson

**ASHM**

Carissa Nosack  
Austin Guymon  
Mike Howe  
Mike Williams

**Homeowners**

Alan Agle  
Cathy Andrews  
Amy Blue  
Michael Bradley  
Ian Charles  
Alon Dakik  
Tom Gourde  
Bradley Graveline

**Homeowners (cont.)**

Lisa Graveline  
Lili Holland  
Megan Hulse  
MacKenzie Jellum  
Dan Johnson  
Dan Johnson  
David Knecht  
Tim Knecht  
Jeanne Leslie Griffith  
Lenny Leslie  
James Meland  
Dan Mitrovich  
Carri Moentmann  
Travis Muguerza  
Lidia Pasioka  
Hubert Pasioka  
Greg Paul  
Greg Paul  
Troy Pyles  
Ron Wilkinson

**II. Additions to Agenda** – Governance, motion to record meeting for the purpose of taking/reviewing minutes. Once minutes are approved, the recording will be deleted.

**III. Owner's Comments (15 minutes)**

- a. Amy Blue
  - i. Request Report Status of 2021 on Agenda
  - ii. Is it possible to receive brief status updates pertinent to the Association?
    1. Proposed re-order: Existing project status update covered before new business/projects are covered
- b. Michael Bradley
  - i. I would like to go on record that I strongly believe it would be prudent for current board to consider using Miller Harrison Real Estate Attorney for ongoing TCFC loan issues.
- c. Alan Dakik
  - i. Is the \$5M assessment in addition to current \$1M assessment?
  - ii. How much more money is needed to fix the roofs?
    1. Robert Clymer: Subject will be addressed later in the current meeting

**IV. Meeting Minutes (Nov/Dec. postponed)**

- a. Steve, Michael, and Jeffrey affirm November meeting minute approval. **Motion passed**

## V. Management/Maintenance Report

### a. Completed/In-Progress/Parking Report

- i. Altitude Snow Removal—moved snow to an unideal location
  1. Touchup snow removal executed to mitigate
- ii. Heat tapes check out/are operational—please notify Mike Williams if found otherwise
- iii. Main water valve leak (by bldg. 22/23)—emergency replacement of valve and hydrant
- iv. Routine and preventative maintenance carried out
- v. Reminder: Please move vehicles to accommodate snow removal
- vi. Maintenance requests must be submitted through the portal—**only emergencies are to be reported via phone**
- vii. Please do not park by trailhead/golf course—especially during/around inclement weather
- viii. Contact ASHM with questions regarding long-term parking spaces
- ix. **Reminder: owners, please be responsible/accountable for parking placards (\$50 replacement per placard)**
  1. Important information regarding replacement placards
    - a. Needed: Homeowner's permission
    - b. Number of placard lost, or number of placard that is still owned
    - c. 24-48 hrs to process
  2. Hubert Pasiaka's question: How can owners hold renters more accountable for the placards?
    - a. Michael Williams answered: Owner's responsibility to determine such practices
    - b. Carissa proposed ideas: Owners can create a place to return placard(s), create a sign-out list, Send a follow-up text pre-checkout, etc.
- x. Non-resident parking issues
  1. Mike Williams will distribute: stickers/warnings/excusal from premises
- xi. Park City Tow has been contacted
  1. A signage requirement exists; further discussion is needed before any decisions are made
    - a. Hubert Pasiaka commented: More signage is needed, such as "Private Parking," etc.
    - b. Guy Rawson asked a question/proposed an idea for homeowner notice: Suggest that cars are moved during the hours of 12 pm and 4 pm for additional snow removal after large storms

### b. Remodel/Tracking

- i. 1B:
  1. Deck and windows
    - a. **Hold for Moratorium**
  2. Interior remodel
    - a. **Awaiting HO request for inspection**
- ii. 9A1 & 34B:
  1. Interior work in progress
    - a. **Awaiting HO request for inspection**
- iii. 27C:
  1. Interior work in progress
    - a. **Awaiting final county inspection**
- iv. 35B:
  1. Concrete expansion in progress
    - a. **Awaiting HO request for inspection**

- v. 26C:
  - 1. Two bathroom remodels, wood burning/gas fireplace
    - a. Awaiting HO request for inspection
- vi. 20A:
  - 1. Deck extension
    - a. Hold for Moratorium
- vii. 7A:
  - 1. Deck installation and A/C
    - a. Hold for Moratorium
- viii. 38A:
  - 1. Attic skylight
    - a. Hold for Moratorium
- ix. 4D:
  - 1. Bathroom cosmetic remodel
    - a. Awaiting HO request for inspection
- x. 18B:
  - 1. Kitchen and bathroom remodel (cosmetic)
    - a. Awaiting HO request for inspection
- xi. 27C & 17D2:
  - 1. Window moratorium
    - a. Hold for Moratorium
- xii. 12A2:
  - 1. Kitchen remodel—Mike Williams must take before/after photos - Complete
- xiii. 33D:
  - 1. Interior/bathroom remodel (cosmetic)
    - a. Application incomplete
- c. Insurance Renewal
  - i. HC's insurance broker shopped around and found better renewal rates
    - 1. Action: Schedule a meeting with the broker to review the new rates before solidifying any new plans
    - 2. Jeffrey Holland will work closely on this project, given his role in the previous year
    - 3. Prompt email action is required. Renewal date is currently set to February 9 via email vote
    - 4. New rates/plans will be ratified during the next meeting (February 17, 2022)
- d. New administrator introduction
  - i. Austin Guymon

## **VI. Finance Report (Nov. by Mike Howe)**

- a. Period end in Nov 30 2021 financials
  - i. YTD income statement
    - 1. Excess of revenues (net income) missed budget by \$2,240. YTD Assoc. pacing ~\$1,534 better than budget
    - 2. Rev: \$72,807 –missed budget by \$4,909
      - a. Fines and late fees

3. Expenses total \$73,181 better than budget by \$2,669 or 3.5%
  - a. G&A: better than budget by ~\$2.2K
  - b. R&M: Worse than budget by ~\$1.5k
    - i. Additional leaf cleanup requested
  - c. Supplies: worse than budget by ~\$1.1K
  - d. Utilities: better than budget by ~\$3.0K
- b. Balance Sheet
  - i. Cash Breakdown Nov 2021
    1. Cash- \$1,105,140
      - a. Cap. Res. - \$990,000
      - b. Oper. - ~\$115,140 (Acc payable, dues, sec. deposits, cap. reserves)
        - i. ~\$8k Receivables
  - c. Capital Reserves
    - i. Beginning Reserve Balance: \$409,012
      1. Current Year Reserve Contrib. \$244,646
        - a. Contribution from monthly dues
      2. Reserve Expenses: \$642,778
        - a. Asphalt – major rehab
        - b. Retaining Wall
        - c. Landscaping – stone signs
        - d. J2 consulting
        - e. Roof
      3. Special assessment \$1M
      4. Estimated: \$1,012,533

## VII. Governance

1. Ratify Email Actions
  - a. Robert Clymer: Board Officer selection and Committee Liaisons
    - i. Board unanimously agreed Michael Berlin, VP
    - ii. Jeff continues as Finance/Treasurer--Finance
    - iii. Steve as Secretary—Landscape and Roof
    - iv. Guy as At-Large Member
    - v. Robert Clymer: Pres--Rewrite
    - vi. Committee Reps:
    - vii. Michael -- Architectural
2. **MOTION #1:** The BOD & our management company, utilize “Zoom recording” for remote HC OPEN MEETINGS to assist with accurate minute taking.
  - a. Robert made the motion
  - b. Seconded by Michael
  - c. Jeff abstains
  - d. **Motion passed**
3. **MOTION #2:** Authorize the board to retain new primary legal counsel for the HOA. This decision is contingent upon securing preferable primary representation.
  - a. Steve: Intend to cover legal requirements of the HOA with current and additional counsel, there will be no gaps in legal counsel, legal representation, or anything of the sort
  - b. Seconded by Robert
  - c. Jeff, Nay
  - d. Guy, Yea
  - e. **Motion passed**

4. **MOTION #3:** Authorize the board to assess the community up to \$5,000,000 to complete the signed AIA roofing project. The project is contingent on the contractor being able schedule the work and us securing funding.
  - a. Motion by Jeff
  - b. J2 confirms roofing is a systemic issue, not simply a shingle issue
  - c. \$4.7M
  - d. HOA funding will be secured
  - e. Hubert Pasioka asked: \$5M is the total cost for all roofs?
    - i. Jeffrey answered: Up to \$5M
  - f. Hubert Pasioka asked: Split assessment will be spread over 2 years?
    - i. Carissa answered: In order to get loan, approval of special assessment is required
      1. Loan will provide payment options for owners
      2. How this will be levied to owners is the remaining question
  - g. Robert Clymer: Purpose of Motion #5 is to have an open discussion about such topics
  - h. Clymer: Unable to be more specific at this time (regarding the roofing/cost details)
  - i. Seconded by Robert Clymer
  - j. Michael, Yea
  - k. Guy, Yea
  - l. Steve, Yea
  - m. **Motion passed**
5. **MOTION #4:** Discontinue the HC Legal Committee.
  - a. Thanked Brad Graveline and Michael Bradley for support and hard work
  - b. **All in agreeance, motion passed**
6. **MOTION #5:** Schedule an HC informational open meeting between the board and the HC community do discuss the roofing project and publicly know land rights issues.
  - a. Gather enough information to ensure it is a productive meeting
  - b. Discuss certain land rights issues
  - c. Only discuss publicly known issues
  - d. **All in agreeance, motion passed**
7. Committee Reports – scheduled for next meeting
  - a. Roofing Committee—New members include: Ariel Osmond, Rick Carpinelli, Chris Stoll, Hall Cook, and Lenard Leslie
  - b. All other committees have nothing to report at this time
8. Community Communication from ASHM
  - a. Any communications to the community as a whole must be approved by the Board
    - i. Code change, amenity change, etc.—Such matters do not need approval
    - ii. Non-standard communication—Board must give ASHM approval
9. Fines and Violations
  - a. For the time being, any new fines ASHM levies on homeowner (collection actions by Miller Harrison), Board will be given notice/the ability to approve
    - i. Purpose: Better understanding of the kinds of fines that are occurring, what can be done to reduce need to fine, and ensure compliance with rules

#### **IX. Hidden Creek Meetings**

1. Regular Meeting Schedule: Third Thursday of each month at 3:00pm, MT
  - February 17, 2022 3:30pm, MT

#### **X. Adjourn**

**\*\*\*Please add the following emails to your safe email list to make sure you are receiving communications from ASHM\*\*\***

Carissa Nosack, Property Manager .....	<a href="mailto:cnosack@allseasonshoa.com">cnosack@allseasonshoa.com</a>
Mike Williams, Maintenance Manager.....	<a href="mailto:mwilliams@allseasonshoa.com">mwilliams@allseasonshoa.com</a>
Kathy Shappart, Account Specialist .....	<a href="mailto:kshappart@allseasonshoa.com">kshappart@allseasonshoa.com</a>
Austin Guymon, HOA Administrator.....	<a href="mailto:admin@allseasonshoa.com">admin@allseasonshoa.com</a> <a href="mailto:donotreply@managebuilding.com">donotreply@managebuilding.com</a>

**To submit a maintenance task please follow this link:**

[Resident \(managebuilding.com\)](http://Resident.managebuilding.com)

Select "Create Request"