

# Hidden Creek HOA Board Meeting Minutes

Thursday, April 21, 2022; 3:30 PM MDT

## ASHM

Austin Guymon  
Mike Howe  
Carissa Nosack  
Mike Williams

Amy Blue  
Jennifer Bommer  
Michael Bradley  
Zach Bretz  
Katie Broadbent  
Kris Cahill

Br. Kunzelman  
Gretchen Lescher  
Jim Meland  
Jan Mitrovich  
Carri Moentmann  
Paul Oberkircher

## BOD

Robert Clymer  
Michael Berlin (absent)  
Jeff Holland  
Steve McBride  
Vania Wilkinson

Bob Callaghan  
Maryanne Clare  
Lisa Graveline  
Bradley Graveline  
Patty Harwood  
Megan Hulse  
Eric Jellum

Devon Patterson  
Greg Paul  
Billie Paul  
Linda's phone  
Brent Piercey  
Bruce Snyder  
Bruce Snyder

## Homeowners

Alan Agle  
Dave Arnold  
Monica Barnes  
Eduardo Panteleon Blas

Mackenzie Jellum  
Dan Johnson  
Lisa Kassel  
Todd Klarich  
Tim Knecht

Paul Stettler  
Linda Vista Capital  
Doris Weitze  
Kristi Wilson  
Xin Yee Loo

### **I. Establishment of Quorum: 15:35**

### **II. Additions to Agenda: None**

### **III. Opening Owner's Comments (15 Minutes)**

**Note: These minutes paraphrase or quote homeowner statements. These statements may contain assertions that may be factually disputed.**

- a. Question; Mackenzie Jellum: When will the dumpster enclosure on Cedar Lane begin? Answer: This item has not been on the agenda; there is an existing scope of work (SOW) that will be readdressed.
- b. Br. Kunzelman: Expressed disappointment in the path the board has followed (regarding "losing" J2)
- c. Brad Graveline: The neighborhood is at stake. Taking the "cheap way out" was not the proper approach.
- d. Kristi Wilson: Raised questions regarding moving forward, engineering status, etc. Answer: The expressed concerns will be addressed during the meeting.
- e. Kristi Wilson: Will there be a town hall? Answer: Steve McBride is in favor of a town hall.
- f. Patty: Everything reflects on all homeowners as well as the board; she expressed concern about the project timeline; is the current board actually serving their fiduciary responsibility?
- g. Amy Blue: If J2 is so exceptional, why were the first four buildings not completed? Who believes J2 is the only engineering firm that can handle this particular roofing project?
- h. Michael Bradley: Expressed concern about not having J2 at the helm. Why hire a roofing company on a \$5M project when they only work on ~\$50,000 projects? Why is the HOA board directing this project instead of a professional?
- i. Carri Moentmann: Without J2 leading the project, more companies/subcontractors must be hired to fill J2's complete role in the project, which will cost the HOA more money (J2 was a "one stop shop" company that provided many of the services needed for the roofing project).

- j. Mackenzie Jellum: My unit is newly renovated, and I am (Mackenzie) not interested in having work done by an unqualified company. Can some investigation be conducted on my (Mackenzie's) building? I am concerned the board is not hiring the right company to properly address this project.

#### **IV. Meeting Minutes (Mar.) --Approved**

#### **V. Management/Maintenance Report**

- a. Completed
  - i. Routine and preventative maintenance consisted of:
    1. Pond debris removal
    2. Spring cleanup efforts
    3. Snow removal
    4. Parking patrol—less traffic recently
    5. Prepared Scopes of Work (SOW) for BOD review
    6. Violation walks
    7. Personal deck communication to owners with life safety issues
- b. In Progress
  - i. Review and prioritize reserve components in common areas
  - ii. ARC Application Tracking (19A furnace/admin approval, 21D A/C application) with others expected
- c. Clubhouse SOW
  - i. Apply seal coat using two (2) coats of P+ Sealer (approximately 75,000 square feet; up to 3,200 lineal feet of 4-inch stall lines)
  - ii. Restripe the parking lot in similar fashion to its current layout
  - iii. Seal cracks on an as-needed basis
- d. Main Water Valve SOW
  - i. Four (4) vaults and valves to be replaced
    1. 2 located in the 2100 Canyons Resort Drive area (see map for locations)
      - a. Meter 3 (services buildings 10, 12-17)
      - b. Meter 4 (services buildings 9, 11, 24, and clubhouse) has fire hydrant at location
    2. 2 in Townhome area
      - a. 1 located at 1924 Frostwood Drive entrance
      - b. 1 located at 1920 Canyons Resort Drive entrance
  - ii. Excavate around meter vault
  - iii. Remove meter and connect both ends of the pipe
  - iv. Backfill and compact area
  - v. Contingencies: If fire hydrant needs to be replaced, please add appropriate price; if gate
  - vi. Note: it is exponentially more to not plan for these repairs
- e. Sealcoat & Restriping SOW
  - i. Remove all blown-in insulation and other debris in entire attic area of clubhouse
  - ii. Apply antimicrobial agent to area
  - iii. Deodorize area (ozone treatment)
  - iv. Replace insulation with blown-in insulation (12-inch depth; no less than R-30)

#### **VI. Financial Report (Mar.)**

- a. Income Statement
  - i. Actual loss: \$5,191, compared to a budgeted loss for the period of \$9,288, which is roughly \$4,100 better than budget.

- ii. YTD actual net income is \$11,263 compared to a budgeted loss of \$21,069 meaning the bottom line is \$32,000 better than budget.
- iii. Revenue was better than the budget by roughly \$4,650.
  - 1. Reinvestment fees: There is a positive variance of roughly \$3,800.
- iv. Expenses were flat to budget for March; YTD was \$21,000 better than budget.
- b. Cash Breakdown
  - i. Cash and cash equivalent: \$1,204,895
    - 1. Capital reserve: Roughly \$1,052,170
    - 2. Operating: Roughly \$152,725
- c. Capital reserve
  - i. Beginning reserve balance 2022: \$1,002,533
  - ii. Annual reserve contribution: \$264,552
    - 1. Contribution from monthly dues: \$22,046
  - iii. Reserve expenses: \$2,421,850
    - 1. Roof: \$2,365,000
    - 2. Water valves: \$15,965
    - 3. Dumpster enclosure: \$10,500
    - 4. Landscaping and irrigation system \$28,325
  - iv. Special assessment \$2.5M
  - v. Estimated 2022 ending reserve balance: \$1,345,235

## VII. Governance

- a. Ratify email decisions made pertaining to ARC Committee
  - i. A/C Standards
  - ii. Deck Standards from J2
  - iii. Personal Deck Maintenance Resolution
  - iv. Robert made motion to approve; seconded by Jeff Holland; Steve McBride and Vania Wilkinson, yea
- b. Capital Maintenance SOW for 2022 projects
  - i. Asphalt Sealcoat/stripping
  - ii. Main Water Valve replacement
  - iii. Clubhouse Attic Insulation Replacement
  - iv. Robert made motion to approve; seconded by Jeff Holland; Steve McBride and Vania Wilkinson, yea
- c. Committee Reports:
  - i. ARC/Design
    - 1. Review and motion to approve Final Document for Approval on Deck Standards (Clymer)
      - a. Notes:
        - i. J2 will consider assisting with HC decks.
        - ii. Homeowners must fill out remodel/alteration applications even if they have informed ASHM of their situation.
        - iii. After homeowners have made repairs, Ryan Paddock (J2) may come back to reinspect.
        - iv. Robert made motion to approve; seconded by Jeff Holland; Steve McBride and Vania Wilkinson, yea
    - 2. Review and motion to approve Final Document for Personal Deck Maintenance Resolution (Clymer)

- a. Robert made motion to approve; seconded by Jeff Holland; Steve McBride and Vania Wilkinson, yea
3. Discuss next steps on Personal Deck Repairs (Carissa)
  - a. Deck standards are part of the Rules & Regulations document.
  - b. In an effort to protect property values, the ARC committee recommended that the board should have a deadline by which to comply with the newly implemented standards (e.g., 2030 deadline).
- ii. Landscape
  1. Motion to approve adopt parking rules and regulations proposed last year
    - a. Robert made motion to approve; seconded by Jeff Holland; Vania Wilkinson, yea; Steve McBride, abstain
  2. Motion to approve CVMA request to replace the existing Canyons sign on HC property with a new one along with sign base landscaping. We will offer a two-year lease with 6 month auto-renewal periods and a 30-day termination notice at the end of each period. (Clymer)
    - a. The board desires to cooperate while maintaining an opportunity to negotiate.
    - b. Robert made motion to approve; seconded by Jeff Holland; Steve McBride and Vania Wilkinson, yea
  3. The board is reviewing vendors and finding potential cost-cutting options.
  4. The board intends to publicize their findings (public to the HOA).
- iii. Finance
  1. Update on homeowner financing (Jeff)
    - a. The HOA needs a primary consultant to obtain a loan.
    - b. The HOA is trying to secure the loan, 4.86%--this figure is subject to change based on market conditions at the time of close.
- iv. Rewrite—no items of business
- v. Roofing Project
  1. Update on Engineering Firm Search/Selection
    - a. Following J2 Building Consultants' termination agreement, CMC was asked to source options to replace J2's building envelope expertise. CMC is vetting 5 companies that could provide appropriate quality expertise to help with the roofing project.
    - b. Some of these companies being vetted by CMC have been recommended by HOA members, and CMC has either prior knowledge or actual project experience with these firms, as well as with other firms.
    - c. Cary Dunn with CMC will provide recommendations by early next week.
    - d. Summary: The CMC and the board are searching for a company to fill J2's roll of quality control and architectural design.
    - e. Steve McBride's thoughts:
      - i. CMC should not be understood as replacing J2 as the engineering consultants. They are helping to find another company to fill J2's role.
      - ii. J2 was unable to meet the pace of the project if two roofing companies were to simultaneously operate. Therefore, CMC began looking for another quality control provider.
      - iii. [Steve McBride] supports the idea of holding a town hall to civilly discuss the details of this subject.

- iv. An unofficial proposal was made to hold town hall meetings on a quarterly basis.
  2. Discussion of homeowner remodeling and roof expansion history—how this will impact owner-specific assessments consistent with HC governing documents (Carissa)
    - a. If homeowners have made interior modifications that affect the cost and effort to replace the existing roof, those specific homeowners will be assessed an additional sum to cover the extra work necessitated by the interior modification.
    - b. According to the Hidden Creek Governing Documents, the HOA is not responsible for paying for portions of the roof that were added to a homeowner's building. Where applicable, homeowners will be assessed an additional sum to cover the extra work/materials necessitated by the building modification. Original plat images will be compared to satellite images for this purpose.
3. Project Planning & Ops
  - a. Review and clarify contractor cost estimates – ClearCut and Ashco. (S.McBride)
    - i. Steve's proposed \$5.8M estimate is based on the numbers Clearcut provided, plus rough estimates of the cost of adding the clubhouse work, heat tape, and gutter covers added to Clearcut's existing bid.
    - ii. Clearcut's provided numbers come directly from the AIA agreement.
    - iii. Jeff Holland: I (Jeff) would prefer to have a professional calculate the numbers.
    - iv. The board has not received any updated numbers from Clearcut since December 2021.
    - v. How can the board obtain an accurate number to estimate the cost of building 17 and the townhomes?
  - b. Motion to approve applying for Summit County permits for Building #17, Clubhouse, two additional GT (Georgetown) roofs, and Townhouses. (S.McBride)
    - i. Permit expired due to not acting in 2021.
    - ii. New permit would last 90 days.
    - iii. Robert: The board does not have the necessary information to decide.
    - iv. Steve McBride made motion to approve; Robert Clymer seconded; Vania Wilkinson, yea; Jeff Holland, nay—CMC is not a roofing expert; CMC is not comfortable taking on the roofing project, the HOA needs a quarterback, this project needs process to get on the right timeline.
  - c. Motion to approve pre-purchasing materials for roof #17, clubhouse and two additional Georgetown roofs funded with \$700,000 balance special assessment. PO not to exceed \$150,000. (S. McBride)
    - i. CMC and the future engineering firm will guide all forward motion.
    - ii. CMC suggested reserving materials the HOA will need in 2022 to save money and prepare to begin working; Tyler LaMarr approved the recommendation via email.
    - iii. Steve McBride made motion to approve; no second, motion failed
  - d. Motion to approve and contract Ashco to schedule the HOA and secure the contractor for the project (S. McBride)

- i. Proposed amendment language: *The quality of this work is to be supervised and assessed by our selected roofing engineer professional,*
- ii. Approve CMC to draft AIA agreement.
- iii. Ashco obtained a B100 license and increased their insurance coverage level.
- iv. Robert: Establishing engineering oversight is required before any work can be done.
- v. Nothing is being signed based on this motion
- vi. Steve McBride made motion to approve, Vania Wilkinson seconded; Robert Clymer, yea (dependent on amendment—review); Jeff Holland, nay (reasoning: reverse order; the board must 1. Find a “quarterback,” and they (the quarterback) should be the one directing Ashco; 2. Obtain the loan, and Michael Laskey should be involved to avoid complicating future financing abilities, etc.)

## VIII. Closing Owners Comments

**Note: These minutes paraphrase or quote homeowner statements. These statements may contain assertions that may be factually disputed.**

- a. Robert Clymer: CMC was brought in to guide the roofing committee. Originally, CMC and J2 were supposed to work together and divide responsibilities between each other. J2 was the project manager until they terminated their contract, which led to CMC filling the role as project manager.
- b. Lisa Question 1: Gov. Cox issued a state of emergency today (4/21) for drought conditions across the state. Has the board discussed where we (the HOA) can conserve water?
- c. Lisa Question 2: Has the board discussed a similar wood burning moratorium as Summit County for summer 2022?
- d. Brad Graveline: The comment section of the Zoom meeting is meaningless if they are not addressed. The board is not answering basic questions; they are not providing a plan to complete the roofing project. Steve McBride is the primary reason why J2 quit.
- e. Dave Arnold: Katie Broadbent sent out revised allocation proposal to correct for discrepancies based on inaccurate measurements and add-ons to the buildings; the action was shelved; the allocations must be revised before the assessment is conducted; Certain homeowners are overburdened because of the alterations other homeowners have made to their units—this will remain until the governing documents are revised.
- f. Zach (vocalizing a comment in the comment section): The selection of Ascho for this project is concerning because structural issues are present in the Georgetown area—this is not Ashco’s specialization.
- g. Amy Blue: “Disaster is collecting \$1M of assessment and not executing properly;” asking Jeff Holland: What is your history in HOAs, what is Jeff Holland’s history in financing? The focus should be on “reducing costs to a value;” J2 owes the HOA all documents they prepared. (In response to final comment) Robert: All information will be retained, but not all engineering for the Georgetown area was completed—J2 will share what they completed.
- h. Jeff Holland’s background shared by Jeff Holland: Commercial banking, equity derivatives training, professional investment advisor; the goal is to be efficient with the way the HOA raises capital and spends money and creates value; Jeff is working with a lender who has access to ten different banks, he (Jeff Holland) is not the lender.
- i. Gretchen Lescher question: Are assessment payments expected by May 1? Answer: Payments are considered late after May 20, but are still expected regardless of if the HOA has obtained the loan. Homeowners must either select the 2-year payment plan or the monthly payment plan (made

available by the HOA loan). The HOA will not force homeowners to use the monthly payment plan option made possible by the HOA loan. They may pay in-full.

- j. Kristi Wilson question: How confident are we that we can obtain the loan? Answer: The loan is currently in underwriting, the board reached out to the individual processing it; having an engineer is required before further information can be provided; whether the loan is secured or not, the board will move forward with the \$5M assessment—however, the sum will not be expensed this year.
- k. Jeff Holland: If the HOA cannot obtain a loan, Clearcut will not do the project.
- l. Carri Moentmann: No engineer, no loan, no contractor to do what has already been engineered; condotel...if the HOA does not secure the loan and homeowners are put in the position based on the 2022 events, they have to come up with the funds for the assessment. Robert Clymer: Tyler LaMarr is preparing a letter to be sent out to the HOA. Jeff Holland: Other lenders are less concerned about condotels.
- m. Carissa Nosack: The primary issue holding HC back from working around the “Condotel” label is that more than 50% of HC properties are rental properties.
- n. Amy Blue: The assessment is being made prematurely without a clear understanding of what is going on. Robert Clymer: The assessment is one of the first necessary steps.

## IX. Hidden Creek Meetings

- a. Regular Meeting Schedule: May 19, 2022 @ 3:30 PM MDT

## X. Adjourn: 17:56

- a. Robert Clymer made motion, Jeff Holland seconded

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

Select “Create Request”

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

**ASHM\*\*\***

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