

DRAFT

Hidden Creek HOA Board Meeting Agenda

Thursday, October 20, 2022; 3:30 PM MDT

Join Zoom Meeting

<https://us06web.zoom.us/j/81948363218?pwd=SXYxeUluMnYwMnMvWWZ6amlaZFZSZz09>

Meeting ID: 819 4836 3218

Passcode: 865352

+1 346 248 7799 US (Houston)

ASHM

Austin Guymon
Mike Howe
Zack Larson
Carissa Nosack
Kathy Shappart
Mike Williams

Board

Michael Berlin
Robert Clymer
Jeffrey Holland
Steve McBride
Vania Wilkinson

Homeowners

Cathy Andrews
Monica Barnes
Amy Blue
Rich Brady
Zachary Bretz
Rick Carpinelli
Lisa Graveline
Patty Harwood
Megan Hulse
Eric Jellum
Dan Johnson
Todd Klarich

David Knecht
Tim Knecht
Joe Kunzelman
Xinyee Loo
Deb Lovci
Jim Meland
Carri Moentmann
Eduardo Pantaleon Blas
Hubert Pasieka
Guy Rawson
Bruce Snyder
Chris Stoll
Fiona Wright

- I. **Establishment of Quorum: 15:33 MDT**
- II. **Additions to Agenda: ADDITION IN THE Landscape & Maintenance Committee section**
- III. **Opening Owner Comments (15 Minutes)**
Note: These minutes paraphrase or quote homeowner statements. These statements may contain assertions that may be factually disputed or may be false or may be true.
 - a. Carri Moentmann
 - i. She does not believe "Option D.," (VII.c.v.1.d) is a good use of the Rewrite Committee's time. This option was not discussed during the meeting.
 - b. David Knecht
 - i. He supports Carri Moentmann's comment.
- IV. **Meeting Minutes (August & September):**
 - a. August
 - i. Robert motioned, Vania seconded, all in favor
 - b. September
 - i. Robert motioned, Vania seconded, all in favor
- V. **Management/Maintenance Report**
 - a. Steve McBride reminded homeowners that all homeowners are welcome to provide feedback on discussion items. Feedback is not limited to committee members.
 - b. Outstanding Discussion Items
 - i. Parking
 - 1. Parking violation monitoring—ASHM has previously investigated Parking Boss; Austin Cullen, acullen@communityboss.com is the primary contact.
 - 2. ASHM reminded homeowners that parking placards must hang from the rearview mirror, not be set on the dashboard, especially as winter approaches.

3. ASHM suggested handing this topic off to the Landscape & Maintenance (L&M) Committee for further due diligence and recommendation to the Board.
 - ii. HOA Maintenance Contracting Procedures (between Association and ASHM)
 - iii. Pool plastering/winterizing—ASHM has gathered three bids, a vote will be needed via email once the third bid is received.
- c. Completed
- i. Rain gutter and downspout cleaning in townhomes, 17-24
 1. Documentation of “problem” areas has been taken
 2. Zack has been recording which drains are/are not properly functioning
 - ii. Minor touch up painting on buildings
 - iii. Summit County requirements for the pool and resurfacing
 - iv. Roof repairs by Clearcut
 - v. Contacted Utah West Landscaping (UWL) for fall blowout and additional approved invoices
 - vi. Additional heat cable installed
 - vii. Dumpster pad concrete layout
 1. Zack is ensuring the dumpsters do not overflow in the interim.
 - viii. Daily pond cleanout (sometimes twice per day)
 - ix. Building 9 main sewer line blockage removal
 1. Temporary cover secured
 - x. Parking patrol
 1. ASHM is performing morning patrols
 - xi. Violation Sweep
 1. Warnings have been distributed
 2. ASHM will obtain Board approval prior to issuing fines
- d. In Progress
- i. Rain gutter and down spout cleaning: Buildings 1-16
 - ii. ASHM will staff their team accordingly to perform necessary work in the next 1-2 weeks for the second round once leaves have fallen.
 - iii. Approved/scheduled roofing repairs by Clearcut
 - iv. UWL documenting irrigation system and winterization
 - v. Resolution of asphalt cut repairs at the entrance of 2100 Canyons Resort Drive (formerly Cedar Lane entrance)
 - vi. Dumpster enclosure
 - vii. CVMA landscaping on Canyons Resort Dr.
 1. CVMA aims to finish the work around the cut asphalt at the beginning of next week.
 2. Mike Williams understood that the asphalt that was poured is only temporary until CVMA can pour concrete, per their agreement
 - viii. Building 9 permanent cleanout cap was installed
 - ix. 35C water line / insurance claim
 1. This is being replumbed.
 - x. ASHM is obtaining bids for 5A’s deck removal
- e. Pending
- i. Exterior lighting solutions for Townhome areas

- ii. ASHM requested the L&M Committee's recommendation to the Board on parking
- iii. Brainstorm potential community bike rack location(s) – L&M Committee
 - 1. Robert Clymer would like the community to assist in researching such requests.
- f. Personal Deck Life Safety Update
 - i. 2B: Resolved
 - ii. 6A: Resolved
 - iii. 18B: Resolved
 - iv. 6D: Resolved
 - v. 4D: Warning issued/inspection completed
 - vi. 5A: In the violation process/mediation suggested
 - vii. 10A: In communication with McNeil for designs; the owner has been in communication with ASHM about application.
 - viii. 10B2: Owner claims to have completed all necessary repairs, per the J2 Deck Report.
 - 1. ASHM has requested supporting documentation
 - 2. ASHM has informed the owner of required McNeil Engineering inspection

VI. Finance Report (October)

- a. Robert Clymer asked Mike Howe to break out the Capital Reserve number in the future between reserves and special assessment funds
- b. Cash & Cash Equivalent: \$3,016,580
 - i. Capital Reserve: \$2,912,065
- c. 2022 Beginning Reserve Balance: \$1,002,533
 - i. Annual Reserve Contribution: \$264,552
 - 1. Contribution from Monthly Dues: \$22,046
 - ii. Reserve Expenses: \$2,421,850
 - 1. Roof: \$2,365,000
 - 2. Water Valves: \$15,965
 - 3. Dumpster Enclosure: \$10,500
 - 4. Landscaping & Irrigation System: \$28,325
 - iii. Special Assessment: \$2,500,000*

*This total is for the first year; the same amount will be assessed during 2023.
 - iv. Estimated 2022 Ending Reserve Balance: ~\$1,345,235

VII. Governance

Note: These minutes paraphrase or quote Board Member statements. These statements may contain assertions that may be factually disputed or may be false or may be true.

- a. Ratify email votes
 - i. Capital Reserve Investment Organization
 - 1. The Board has decided to move their money to an account that will have a greater rate of return
 - 2. 2.75 – 3% interest rate instead of earning almost 0% interest in the existing account.
 - ii. Contract Utah West Landscape, LLC to replace Kramer Sprinkler Repair
 - 1. UWL Estimates 1345 & 1346 + parts/materials
 - a. Robert Clymer motioned, Jeff Holland seconded, all in favor
- b. Miscellaneous Items Requiring Board Approval and discussion
 - i. (from Sept. 22 meeting) Second legal opinion bill (Aug 2021)

1. Invoice # 37293 for \$2,370.50 from Jenkins-Bagley-Sperry
 2. Jenkins-Bagley-Sperry explained that their firm's oversight led to a one-year delay in an invoice being assessed to the Association
 3. The Board will confirm that Jenkins-Bagley-Sperry will not be producing an owner-friendly version of their opinion related to last year's request before payment on the invoice
 4. BOD will follow up with Jenkins-Bagley-Sperry regarding sharing the Second Legal Option with all owners.
- ii. Discussion: Select and digitize building maintenance content currently stored boxes
1. Jeff Holland and Steve McBride support the idea of digitizing all documents currently stored in HOA storage boxes
 2. This subject is to be discussed at a later time
 3. The Google Drive was intended to centralize documents for the HOA. ASHM (Austin) created a gmail account to access the GDrive. This email can be used by all ASHM team members.
 4. ASHM has their own network for storing HOA documents
 5. The Board has the ability to see financial reports and documents within Buildium but are not able to upload or save files.
- iii. Discussion: Draft pet rules, existing rules, and survey response (see accompanying document)
1. The intent of this document was to clarify whether a dog is registered with the HOA or not.
 2. This originated from the belief that short-term renters are less-responsible with their pets than other Hidden Creek residents while on-property.
 3. Tyler LaMarr added verbiage to clarify how this applies to service animals.
 4. The existing governing documents appear more stringent than the proposed rules.
 5. Such instances are generally enforced based on homeowner reports because management is not on-property at all times.
 6. The majority of the community feedback was negative.
- c. Committee Reports
- i. ARC/Design Committee
1. 20A Deck Application extension
 - a. Robert Clymer motioned, Vania Wilkinson seconded, all in favor
 2. 3D Hot Tub replacement (including stipulations agree to by Homeowner/Board)
 - a. Robert Clymer motioned, Steve McBride seconded, all in favor
 3. Window standards
 - a. Fiberglass windows have been recommended by J2 Building Consultants and McNeil Engineering
 - b. "Fibrex," a wood composite, is also offered by Anderson Windows, which requires less maintenance than wood.
 - i. Vania will gather more information and send it to ASHM and ARC
 4. **Motion (Robert Clymer):** Approve new application form and fee schedule (revised) provided by ASHM (see accompanying document)

Commented [1]: Added based on zoom recording and agreed next step

Commented [2]: added per zoom recording.

Commented [3]: added per zoom recording.

- i. A portion of the non-refundable deposit—depending on the project application—covers ASHM’s administration and inspection costs.
 - b. Robert Clymer motioned, Vania Wilkinson seconded, all in favor
 - ii. Landscape & Maintenance Committee
 - 1. Dumpster container project status
 - a. Everything is on-track for completion
 - b. Concrete pad is complete
 - c. The next step is to have the enclosure installed
 - 2. Pond maintenance proposals and recommendation – update
 - a. The L&M Committee is working to obtain a third bid
 - 3. Deferred maintenance info gathering and planning – update
 - a. The Board is aggregating what work is needed with ASHM’s and the community’s help.
 - 4. (Addition) **Motion (Steve McBride):** Approve ASHM Maintenance Manager support for L&M Committee and chairperson meetings & planning for up to 6 hours per month.
 - a. Steve McBride motioned, Robert Clymer seconded, all in favor
 - iii. Finance Committee
 - 1. **Motion (Jeff Holland):** Financial audit – Spend up to \$10,000 to perform financial audit for Hidden Creek – anticipate doing this every few years – it is best practice; make sure that all of our income/expenses are properly handled.
 - a. A vendor is not yet selected, a date has not yet been secured.
 - b. The first bid was for \$7,600.
 - c. Jeff Holland motioned, Steve McBride seconded, all in favor
 - iv. Project Management Recommendation Committee
 - 1. Report: Selection criteria nearing completion. Next steps: Reference survey and RFP drafting
 - 2. The committee has met approximately six times.
 - v. Re-Write Committee
 - 1. Options quotes from Miller-Harrison:
 - a. Restate governing documents, with minimal changes needed to correct flaws and ambiguities, along with a crosswalk of those changes to inform voting homeowners. 2/3rd Homeowner approval will be needed to adopt. - \$10,500
 - b. Transcribe the existing governing documents, into a modern file format, verbatim and review the result for complete accuracy. This will provide one, searchable file containing governing documents. We can also maintain a second file to track ongoing comments and legal opinions to memorialize interpretations. No homeowner vote is needed to adopt. - \$2,700. Miller-Harrison \$1,500 transcription at \$150/hr and \$1,200 for attorney review.
 - c. Same services as ‘b’ above – Hire freelance transcriptionist with certified legal transcription experience at ~\$30/hr (\$300+/-) and have Miller-

Harrison attorney to review \$1,200. Total \$1,500. See example [transcriptionist here](#).

- d. Same services as 'b' above – Hire freelance transcriptionist with certified legal transcription experience at ~\$30/hr (\$300+/-) and have re-write committee review \$0. Total \$300+/- . See example [transcriptionist here](#).
- e. **TBD Motion:** Proceed with option b, c OR d above after discussion.
 - i. The newly-transcribed document will supersede the old governing documents.
 - ii. Robert Clymer and Jeff Holland prefer offloading the risk to Miller-Harrison to minimize the moving parts within the project.
 - iii. Robert Clymer motioned to proceed with option “b.,” Michael Berlin seconded; Vania Wilkinson, yea; Jeff Holland, yea;

vi. Roofing Committee

1. Discussion: Miller-Harrison response to draft “HCRP Owner Responsibility Clarifications (1)-CA edits.” Next Steps
 - a. Robert Clymer recommended further clarifying this with Miller-Harrison, following their recent feedback.
2. Hidden Creek Microbial Growth Statement
 - a. *Hidden Creek Homeowners, Consistent with the previous interior testing of several units in 2020, the interior air quality testing in several units in 2022 has also verified low levels of mold spores within the tested units in comparison with outside levels. As it relates to the roofing project, a protocol has been put in place if microbial growth is observed, and an expert has given direction on how it is to be remediated as part of the roofing project. The HOA and its experts have done their due diligence on this topic; however, if visual growth is observed in the interior of a unit, please notify ASHM. Homeowners are welcome to obtain a second opinion as it relates to the interior of their unit at the homeowner's cost. Please contact Claude Dahlk, CHMM, of Hill West Environmental--the Association's choice vendor for this subject. (801) 450-8060*
3. Weekly open roof status meeting with CMC, ClearCut, and McNeil Fridays at 10:00 AM MDT
<https://us06web.zoom.us/j/83481989733?pwd=Qm1tQ2phMHg1dEYrbVY5MXVYTzFiQT09>
Meeting minutes in “Meetings” folder
<https://drive.google.com/drive/folders/149hmxpMlwCeBubTA8jmu0lMjpWvCH6e1>

VIII. Closing Owner Comments (Ending no later than 5:00 PM)

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- a. Todd #6
 - i. Will existing applications be grandfathered in, following the implementation of the new Remodel/Alteration Application?
 1. Yes

2. ASHM will notify homeowners that the new Remodel/Alteration Application will be in-effect in 10 days.

- b. Lisa Graveline
 - i. Why is the roofing project not discussed during the monthly meetings?
 - ii. Lisa suggested emailing the Friday Meeting Minutes to homeowners.
 - iii. ASHM suggested including the past meeting notes of the month with the monthly meeting agenda distribution.
- c. Hubert Pasieka
 - i. (Referring to the pet rules) Some problems will always bleed over from other properties.
- d. Carri Moentmann
 - i. Recommended uploading Roofing Meeting documents to the Homeowner Portal.
- e. Lisa Kassel's written comment sent via email:
 - i. Her current renovation project has been put on hold since Labor Day because mold was discovered in her unit, and her roof level has dropped several inches from structural issues
 - ii. She believes that her unit is not the only unit that suffers from moisture-related issues
 - iii. She believes that all necessary work (roofs and walls) must be addressed now so the Association can avoid losing any more time or money.

IX. Hidden Creek Meetings:

a. October 21 @ 6:00 PM MDT

All Seasons HOA Management is inviting you to a scheduled Zoom meeting.

Topic: Hidden Creek HOA Annual Meeting

Time: Oct 21, 2022 06:00 PM Mountain Time (US and Canada)

<https://us06web.zoom.us/j/89286825404?pwd=eDZVZ0w0di8vRWJaYUNNQzQ3L1BKZz09>

Meeting ID: 892 8682 5404

Passcode: 326105

+13462487799,,89286825404#,,,,*326105# US (Houston)

+16694449171,,89286825404#,,,,*326105# US

Meeting ID: 892 8682 5404

Passcode: 326105

Find your local number: <https://us06web.zoom.us/j/kiVaSkffi>

b. November 17 @ 3:30 PM MDT

X. Adjourn 17:24 MDT

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

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

Select "Create Request"

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

Carissa Nosack, Property Manager
 Mike Williams, Maintenance Manager
 Austin Guymon, HOA Administrator
 Kathy Shappart, Accounting Manager

cnosack@allseasonshoa.com
mwilliams@allseasonshoa.com
admin@allseasonshoa.com
kshappart@allseasonshoa.com