



## 2022 HIDDEN CREEK HOA ANNUAL MEETING MINUTES October 21, 2022 6:00 PM (MT)

### ASHM

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

### Board

Michael Berlin, 3B  
Robert Clymer, 28B  
Jeffrey Holland (absent), 25D  
Steve McBride  
Vania Wilkinson

### Homeowners

Cathy Andrews, 9B1  
Monica Barnes, 17D1

Michael Bradley, 14C2  
Snapper Carr, 20B  
Thomas Gourde, 1A  
Bradley Graveline, 38A  
Lisa Graveline, 38A  
Patty Harwood, 33B  
Megan Hulse, 21D  
Dan Johnson, 36A  
Tim Knecht, 35B  
Pam Knecht, 35C  
Tim Knecht, 35B  
Lenny Leslie, 37C  
Xinyee Loo, 3C  
Jim & Katie Meland, 30A  
Deb Lovci, 38B  
Avi Mermelstein, 18A & 18B

Wayne Millington, 11B  
Dan Mitrovich, 10A  
Carri Moentmann, 30B  
Kevin Moentmann, 30B  
Ariel Osmond, 11A  
Hubert Pasioka, 12A1  
Devon Patterson, 1B  
Melissa Patterson, 1B  
Billie Paul, 29D  
Guy Rawson, 4D  
Paige Rawson, 4D  
Micah Rosenfield, 16A1 & 24B  
Chris Stoll, 32A  
Ron Wilkinson, 4B  
Kristi Wilson, 27C

I. **CALL MEETING TO ORDER:** 18:05 MT

II. **ADDITIONS TO AGENDA:** None

III. **OLD BUSINESS**

A. **Approval of 2021 Annual Meeting Minutes**

a. Ariel Osmond motioned; Snapper Carr seconded

B. **Maintenance Report**

### Routine Maintenance

#### Daily

Reporting of activities  
Inspect grounds for trash  
Pool and Spa water MUST DOCUMENT  
Clean pool deck/Shovel snow  
Patrol Parking Lots 2x/day  
Clean skimmer baskets  
Check Laundry Room (clean, function, heat, etc.)  
Clean garbage enclosures (furniture, etc.)  
Check water meters (check, read, and record)  
Clean pond grate and check for any noticeable debris  
Clean all gutters, curbs, driveways, roads, and parking lots  
Check and clean tennis courts

### Preventative Maintenance

Buildium Requests  
Homeowner Observed  
ASHM Observed  
BOD Observed

## Weekly

- Monitor and maintain sidewalks and signage
- Clean Clubhouse
- Vacuum Pool and backwash
- Clean Pool and Spa Filter
- Empty pet waste stations and refill disposal bags
- Violation Sweep
- Add algicide to pond

## Monthly

- Remodel Inspections

## Spring

(Mar-May)

- Turn off Heat Cable (April 1st)
- Check lawn for dry patches or sprinkler issues
- Turn on Sprinklers—Landscape Vendor
- Aeration
- De-Thatch lawns
- Fertilizing
- Cleaning property
- Clean pond grate daily
- Return pond aerator and set timer
- Pest Control
- Open Pool (Memorial Day)
- Install tennis court screens

## Summer

(June-Aug)

- Fertilize again—Landscape Vendor
- Lawn Maintenance as needed other than vendor
- Spray weeds
- Pest Control
- Maintenance Projects
- Manage pool area
- Maintain and repair gravel edging and gravel areas
- Maintain trails and walkways (weed control and gravel)

## Fall

(Sept-Nov)

- Close Pool (Labor Day)
- Turn on Heat Cable (Nov 9th)
- Blow out sprinklers—Landscape Vendor
- Remove pond aerator and store
- Pest Control
- Remove broken tree limbs and dead bushes

## Management

- Homeowner Remodel Process
- Contractor Coordination
- Maintenance Projects Process coordination

Clean out gutter and down spouts

Fertilize again

Remove tennis court windscreens

## Winter

(Dec-Feb)

Remove snow on sidewalks, steps, parking lots—Altitude Maintenance

Salt sidewalks and stairs

Remove snow from roof eaves with snow rake as needed

Remove snow between cars in parking lots

Note heat tape and ice dam occurrences and report

Clear snow around fire hydrants—Altitude Maintenance

Apply ice melt as needed with stock

### a. Additional Items

- i. Hose bib covers are also installed annually, although this item was not on the projected list.
- ii. New asphalt was successfully seal-coated.
- iii. Leaking main water valves were all replaced.
- iv. ASHM postpones turning on the community's heat tape until the weather stays consistent, due to the significant increase in electrical usage.

## C. 2022 YTD Financial Report

### a. January 1 thru September 30, 2022

- i. Net income is ~\$59K compared to a budgeted net income of ~\$13K, which means the bottom line is ~\$46K better than the budget.
- ii. Revenue better than budget by ~\$30K
  1. Reinvestment Fees – \$38K YTD
- iii. Expenses ~\$747K compared to budget of ~\$763K which is ~\$16K better than budget
  1. G&A ~\$6K worse than budget
    - a. Legal expense
  2. Housekeeping – flat to budget
  3. Repairs & Maintenance – \$24K better than budget
    - a. Labor Savings – \$24K\*
      - i. \*This is not necessarily a good thing.
  4. Supplies ~\$2.5K better than budget
  5. Utilities ~\$5K worse than budget
    - a. Result of staffing complexities

### b. As of September 30, 2022

- i. 2022 Beginning Reserve Balance: \$1,002,533
  1. Annual Reserve Contribution: \$264,552
    - a. Contribution from Monthly Dues of \$22,046
  2. Reserve Expenses: \$49,878
    - a. Meter vault/water valves \$17,850
    - b. Asphalt & striping \$14,762
    - c. Concrete slab \$5,350
    - d. Miscellaneous \$3,916
    - e. Dumpster Enclosure \$18,000 (conservative estimate)
  3. Estimated 2022 Ending Reserve Balance: \$1,207,207

- ii. 2022 Building Project
  - 1. Building project
    - a. Special Assessment: \$2.5MM
    - b. Building Project Expense: \$400,910
      - i. \$300K last year; \$100K this year
  - 2. Estimated Ending Building Project Balance: \$2,099,090
- iii. Cash & Cash Equivalent \$3,016,580
  - 1. Capital Reserve \$1,225,207
  - 2. Building Project: \$1,791,373
  - 3. Operating \$104,515
- c. HOA Investments (mixture of CDs and Money Market Accounts)
  - i. Benefit of ~\$5-6K/month until the roofing project begins
  - ii. This money is covered under the FDIC limits

#### IV. OPEN DISCUSSION (2-3 minutes per person)

**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. Micah Rosenfield, 24B
  - a. Do transfer fees go into the regular budget?
    - i. If any excess exists at the end of the year, it is transferred into the Capital Reserves because it is tax-exempt.
- B. Jim & Katie Meland, 30A
  - a. Jim asked if the balance was included in the presentation.
    - i. The balance of the 2021 Special Assessment was included in the presentation. Only half of the \$5MM assessment was paid by the Association during 2022.
  - b. Amy Blue, 21A (632-41)
    - i. She is asking for volunteers to discuss various discussion items for the community, such as how to improve the accuracy of percentage ownership, nuances of skylight and ceiling light options, insurances and assurances related to the roofing project, how many roofs can be open at the same time, bike storage, parking in the community, the possibility of dividing the HOA based on building style or region.
  - c. Hubert Pasiaka, 12A1
    - i. He believes the remodeling approval process takes too long.
    - ii. He asked if the review process could be re-evaluated.
    - iii. Robert Clymer, 28B
      - 1. The more homeowner participation the community receives, the quicker the process will be completed.
  - d. Brad Graveline, 38A
    - i. Is a process in place to separate the Georgetown homes from the townhomes?
    - ii. Responding to Patty Harwood and Lisa Kassel's recently-circulated email and asking the Board for comment:
      - 1. Is there a process in place to determine whether the windows and siding need to be replaced?
      - 2. Robert Clymer, 28B
        - a. The Board is taking experts' recommendations to make decisions about such items.
      - 3. Brad is concerned that expenses will increase if siding is not replaced at the same time the roofs are replaced.

- e. Carissa Nosack
  - i. 2/3 homeowners would need to approve separating the townhomes from the Georgetown homes. The process is not yet clear.
  - ii. The Weekly Construction Meetings are now held every other week.
- f. Patty Harwood, 33B
  - i. She understood that the Friday Construction Meetings did not permit homeowners to speak.
  - ii. Robert Clymer, 28B
    - 1. One meeting was held that allowed homeowners to speak, but it was not successful.
    - 2. He explained that he is considering holding another meeting to allow more homeowner input.

**V. NEW BUSINESS**

**A. Candidates/Nominees**

- a. Robert Clymer, 28B
  - i. He encouraged homeowners to reach out to him personally with any questions.
  - ii. He explained that should he be re-elected, homeowners can expect similar things to what they have already seen during his time as a Board Member.
- b. Vania Wilkinson, 4B
  - i. She has a background in remodels and rentals.
  - ii. She supports the desire to improve the Hidden Creek Community.
- c. Chris Stoll, 32A
  - i. His background includes being an engineer, he has built houses, and is familiar with construction.
  - ii. He is knowledgeable in what questions to ask.
  - iii. He has written, and is familiar with contracts.
  - iv. He believes that everybody has different opinions and all opinions should be heard.
- d. Anybody that is willing to run for a Management Committee position may nominate themselves.
- e. Once fifty-percent (50%) of the homeowners have responded, the vote is tallied, and the new Board Members are elected.

**B. ELECTION BY BALLOT\***

\*All Voting will be by ballot following the Annual Meeting Due by Friday, November 4 at 12:00 PM MDT

- a. The HOA reached a quorum with 59.86% owner response.
  - i. Robert Clymer and Vania Wilkinson will remain on the Board of Directors with Chris Stoll joining them.
  - ii. We would also like to acknowledge Brad Graveline, Patty Harwood, and Lisa Kassel as write-in candidates.

**VI. ADJOURNMENT: 19:03**

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

[Resident \(managebuilding.com\)](http://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.....	<a href="mailto:cnosack@allseasonshoa.com">cnosack@allseasonshoa.com</a>
Mike Williams, Maintenance Manager .....	<a href="mailto:mwilliams@allseasonshoa.com">mwilliams@allseasonshoa.com</a>
Austin Guymon, HOA Administrator .....	<a href="mailto:admin@allseasonshoa.com">admin@allseasonshoa.com</a>
Kathy Shappart, Accounting Manager.....	<a href="mailto:kshappart@allseasonshoa.com">kshappart@allseasonshoa.com</a>