

# Minutes

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**Mammoth Creek Homeowners' Association  
Board of Directors Meeting  
September 12, 2015  
A.M Session—9:00 AM - 11:00 AM  
P.M Session—30 minutes after Annual Meeting adjourns  
MCC Unit #26  
Approved January 26, 2016**

**In attendance:** Board members Gary, Sara Gomberg, Ed Klotz, Harvey Place, & Mary Beth Richardson; Managers Cheryl Caton-Frazier and Gary Small

**1. *Call meeting to order***

President Gary Drlik called the meeting to order at 9:05 a.m.

**2. *Approve minutes of July 23, 2015 board meeting***

- a. Motion to approve minutes made by Sara and seconded by Harvey; approved 4-0 with one abstention (Mary Beth not present at 7/23 meeting).
- b. Agenda & meeting minute communication—missing various minutes on Website. MBR will post and make sure Butner has accounted for all approved minutes.

**3. *Owners forum***

Any homeowner may address the Association. There will be a five-minute time limit per homeowner comment, per item.

- No owners present

**4. *Walk the complex and discuss maintenance issues***

- a. New concrete patio south of storage garage. Next steps: remove charcoal grill and replace with propane grill.
- b. Unit 3: inspected Restore finish applied last year on rear decking. Although owner followed manufacturer's application instructions, color has faded considerably and is flaking/peeling off on many boards. Board agrees this option is not recommended for the complex.
- c. Unit 5: inspected paint on underside of 2<sup>nd</sup> story deck and bottom 2 siding boards. Both sections need repainting with considerable prep and repair.
- d. Unit 31: inspected newly repaired/refinished deck—installed new joists & hangers, redwood planking, and tinted wood sealant. Paid for by owner, work done by HSM. Took about 2 – 3 days and cost approximately \$1,000.00. Board agrees this option is best fix for aging decks.
- e. Unit 59: inspected turf removal at rear deck. To mitigate mud and dirt in a shaded section of the lawn, struggling turf was removed, a landscape border was installed, and the area was filled in with landscaping pebbles relocated from another planter in the complex. Will better withstand runoff and limited sun exposure.
- f. Siding: inspected sections slated for the last major bids of our replacement project—to be completed in the next 3 years.
  - i. Building 45 – 52: remaining scheduled sections to be completed 2016

- ii. Building 53 – 60: remaining scheduled sections to be completed 2017
- iii. Building 13 – 24: kitchen fronts and chimney chases on 14, 16, Manager’s unit to be completed 2018

#### **5. *Discuss next years siding and painting plans***

- a. Projection is 3 years of siding work left in the replacement project: approximate cost per year is \$50 – 60k.
- b. Paint estimate from Jenkins: \$36k to paint an 8-unit building
- c. Siding costs funded from replacement fund. Painting costs funded from operating fund.
- d. Recommendation for 2015-16 (work to be completed in spring of 2016):
  - i. Building 45-52: complete replacement of identified siding: \$58,4k plus \$3k clean up and removal of old material.
  - ii. Paint entire building
- e. Need to reconfigure future painting schedule to simplify the cycle—do an entire building at a time rather than the parts & pieces we’ve been doing as siding has been replaced. Will start with building 45-52.

#### **6. *Rear deck facelift projects by owners***

- a. Trial with Restore product on unit 3 deck failed (see item 4b). Material did not perform as advertised.
- b. If an owner wants to repair a rear deck at his/her expense, can go ahead with Architectural Review process and approval.
- c. FYI: decking not projected for replacement in reserve study for 18-19 years.

#### **7. *Managers report***

- a. Two biggest areas of concern:
  - i. Rails & decks. Need to up the pace of refinishing. Will continue work through the fall and next summer. Add budget line item for rails to help track costs.
  - ii. Spa chemical maintenance. Need to go to 3 day a week service (only complex in town on a one-day schedule). Will increase costs of service (from 200 to 500 a month), but will save \$ on chemicals & maintenance time. Recommendation: try out extra two days for a season and reevaluate.
- b. Tennis court fencing has not been repaired yet because of ongoing difficulties scheduling a vendor. Will continue to pursue; will have to wait until next spring/summer.
- c. Belly board outside of the manager’s unit deck needs repair. Gary S to remove & inspect for dry rot, then make/hire out any needed repairs.
- d. Some water timers need to be replaced
- e. Seeking a second bid on painting; Jenkins has been our painter for years. It’s time to compare his service & prices to other vendors.
- f. Unit 32: concern about checking unit. Owner does not want MCC personnel entering his unit without his knowledge. Board states that unit must be checked; if owner doesn’t want anyone entering his unit, he must provide a legal document stating that he will be responsible for any damage to common area, his unit, & the unit below as a result of HSM not having access to the unit.
- g. Unit 52: has lost cable feed to bedroom. Suddenlink will run a new interior line (at no cost to the HOA or unit owner), but needs owner authorization to cut, take up, and re-install carpet surrounding the hearth. Gary Small to contact owner.
- h. Owner complaints to management team: please communicate with Gary and Cheryl directly. Pablo and Guillermo are not responsible for this.

- i. Wood Tarps: no charge for covering this year. From now on, HSM will notify owners about service; will charge for installing tarp.

#### **8. Unit 32 request for separating window replacements**

- a. At owner's request, BOD reps and HSM inspected window mechanisms—Gary S will make any needed adjustments and repairs; owner stated a solution: not open windows & use slider.
- b. Board members reiterated to Owner that window replacement cannot be separated. Request has previously been denied and denial still stands.

***11:26, adjourned for lunch & Annual Meeting.***

***Reconvened meeting to order at 3:45 p.m.***

#### **9. Board re-organization (item to be first after reconvening after annual meeting)**

- a. Mary Beth moved that we slate Ed for President, Gary D for VP, Harvey for Treasurer, and MBR for Secretary. Harvey seconded. Approved on a unanimous vote.
- b. 2015-16 BOD Members and Officers:
  - Ed Klotz, President
  - Gary Drlik, Vice President
  - Harvey Place, Treasurer
  - Mary Beth Richardson, Secretary
  - Sara Gomberg, Member at Large

#### **10. Lock boxes on front doors**

Our current stand on lock boxes: only allowed if unit is listed for sale on MLS.

#### **11. Dog issues**

- a. Dog issues have sprouted again. HSM will email all owners a reminder about dog policy
  - i. Unit 2—lessees have visitors who regularly bring dogs. HSM has notified the occupants and owner, the owner has communicated with the occupants, and a dog warning has been emailed.
  - ii. Unit 43—Cheryl personally visited rental agency & provided a copy of the dog policy.
  - iii. Unit 56—VRBO renters and guests have brought dogs.
- b. Dog policy states that warning must come from Board. However, the Board has authorized HSM to deliver the first warning on our behalf. To comply with policy, HSM must include language in their warnings that they're communicating at our behest. Also, all communications must be copied to Butner for documentation. All second warnings with associated fine must come from Board.

#### **12. Unit 32 request for manager to issue a key for services done at his unit**

- a. See item 7f.
- b. Wants HSM to issue keys to service providers. Board grants request.
- c. HSM to document any questionable owner contact that the Board needs to follow up on.

#### **13. Discuss Condo-Hotel concerns**

- a. Notify owners of various criteria that qualify a complex as a condo-hotel.
- b. Publish list of local lenders on Website & monitor owner's experiences.

#### ***14. Front door project, which doors, locks, and how to fund***

- a. Get survey results from owners; if majority want to replace doors, narrow down to 2-3 door styles/colors & have owners vote on one.
- b. Outside to be a uniform stain/color; interior surface to be owners' responsibility.
- c. Next steps will be determined based on survey results.

#### ***15. Unit 44 Architectural plans review***

- a. Mary Beth made a Motion to approve unit 44 unit modification request. Ed seconded.
- b. Discussion: plans are sound as submitted. Some members were concerned about exceeding occupancy limits. The complex was designed to accommodate a certain number of occupants. However, as many units increase square footage, the occupancy rates rise—this could strain our resources and physical plant. Also, some units have challenged the maximum occupancy rates (determined by state & local fire code) the HOA upholds.
  - i. Proposal: make approval contingent on owner acknowledging in writing the maximum occupancy of his unit based on the square footage of the remodel.
  - ii. Some members were adamantly opposed to adding an acknowledgment of maximum occupancy as a requirement for approval. The purpose of the Architectural Review process is to ensure that all unit modifications to common area are consistent with local and state code, HOA governing documents, and architectural standards of our complex. Occupancy rates have nothing to do with that process.
  - iii. Although occupancy rates are cause for concern, the Board consensus is to address the issue outside of the Architectural Review process.
- c. Approved on a 4-1 vote. Yea: Sara, Ed, Harvey, Mary Beth. Nay: Gary D.

#### ***16. Anything raised by owners at annual meeting***

- a. Unit 1 issue re: combustible items stored below stairs; owner to communicate personally with Town Fire Marshall.
- b. Tarps of any color than approved tan will be removed.
- c. Check mowing height—set at water district's recommended height.

#### ***17. Executive Session- to include lawsuit, renter problems with Unit 2***

- a. Adjourned to Executive Session at 6:26 p.m. Gary Drlik recused himself at 6:28.
- b. Ed motioned to accept Special Litigation Committee Report as legitimate. Harvey seconded. Unanimously approved (4-0 vote).

#### ***18. Adjournment***

Hearing no objections, President Ed Klotz simultaneously adjourned Executive Session and the public session at 6:52 p.m.

Respectfully submitted,  
Mary Beth Richardson, Secretary  
September 13, 2015