

**Mammoth Creek Homeowners Association
Board Meeting
September 7, 2018 10:00 AM
September 8, 2018 9:30 AM
Mammoth Creek Condos**

September 7, 2018 session

Attendees: Ed Klotz (President), Gary Drlik (Vice President), Harvey Place (Treasurer), Tom Waller (Member at Large), Cheryl Caton & Gary Small (High Sierra Management), Tim Sanford (HOA attorney)

1. Call to Order

Ed Klotz called the meeting to order at 10:10AM.

2. Meet with HOA Attorney

- **Review policy for appointment to open board position**
 - o **Sections 4.7 - 4.9 cover all cases of vacancies except the current one where available positions exceed nominations. Board has used the same criterion for this as with other vacancies, namely fill the position by majority vote of remaining board members. Our attorney validated this approach.**
- **Discuss current hard surface flooring policy**
 - o **See attached letter from HOA Attorney regarding details.**
- **Start review of CC&R template**
 - o **Current CC&Rs have been problematic in multiple instances during the last 5 years. Board is looking into creating new ones. In order to keep costs down, we looked at a template provided by our attorney. Reviewed first 3 sections of templates to assess whether we could use this to efficiently write new CC&Rs**
 - o **Agreed to use the templates to create the new CC&Rs and ByLaws**

3. Owner's Forum

- **Any homeowner may address the Board. There will be a five-minute limit per homeowner.**
- **No homeowners present**

4. Update on window project & installation progress

- **54 units are finished, 6 remain. All have paid. All units might be done by the end of November (there are lead times associated with each order).**

5. Front Door replacement project

- **New doors were the most frequently requested use of the funds from the proceeds of the bike path sale. Gary Drlik, Gary Small and Dave McNamara of unit 54 contacted 3 vendors (Mammoth Screen & Glass, Country Glass and Windows, Best Doors and Windows (in Big Bear)) and solicited bids. Compared two different doors, both of which have optional keyless locking mechanism. All doors will have regular keyed locks, owners can optionally add keyless locking at their own expense (probably in the \$300-400 range). This does not include the additional cost for getting all new locks keyed for managers master key.**

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- *Proceeds from bike path sale are ~\$151,000.*
- *Ed motioned that we accept the bid from Best Doors & Windows for the Thermatru Fibre Classic doors at a cost of \$140,248.80, with optional keyless locks available at homeowner expense using the Schlage smart sense dead bolt.*
 - o *Approved 4-0. An important factor was their estimated 2 week turnaround to complete the project compared to 60 days for the local vendors.*

6. Confirm assignments for HOA meeting on 9-8-18

- *Reflected in HOA meeting notes*

7. Walk the project & Managers Report

- *During review, storage of firewood and other combustibles under stairways emerged as a fire code violation; any owner doing this should remedy promptly.*
- *Tennis court fences have been repaired and look good*
- *Looked at possible locations for the lone bike path light; on north side of creek, facing away from complex, between big rock and bench on south side of creek looked promising. Town has contacted us for feedback on location.*
- *Hand watering costs have been reduced.*
- *Authorized a \$1200 quote to touch up peeling paint on units 43/44.*

8. Update on Architectural Review Policy

- *Deferred until a subsequent meeting; didn't finish task from June board meeting.*

9. Adjournment

Ed recessed the meeting at 5:14PM, to be resumed 9:30AM Saturday..

September 8, 2018 morning session

Attendees: Ed Klotz (President), Gary Drlik (Vice President), Harvey Place (Treasurer), Tom Waller (Member at Large), Mary Beth Richardson (Secretary) Cheryl Caton & Gary Small (High Sierra Management)

10. Call to Order

- *Ed Klotz reconvened the meeting at 9:42AM.*

11. Approve June 2, 2018 board meeting updated draft minutes

- *Gary D. motioned to approve the minutes. After a brief discussion, they were approved 5-0.*

12. WEB Site issues and proposed correction

- *Admin accounts were compromised, prompting the host service (HostGator) to lock the account that maintains the web site. Backup done on HostGator and locally. Somebody apparently got to the account and installed Malware. Agreed that a local contact (Shugart*

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connection) is a good idea; they are familiar with the WordPress tool that Mary Beth has been using to maintain the web site.

- **Steps to restore:**
 - *Reestablish administrative access. (Mary Beth & Gary S)*
 - *5 fundamental tasks: i) post updates; ii) upload documents; iii) maintain hyperlinks iv) Maintain roster of accounts and passwords v) Keeping up to date with Wordpress updates.*
 - *Ask Shugart for help assessing the appropriate setup and security level for the functionality we need. We suspect that our simple site doesn't need to allow some of the add-ons that currently are enabled and probably caused some of the malware installation.*
- **Other transition items from Mary Beth**
 - *Several board members have the meeting notes templates*
 - *Archives of e-mails? Are we obligated to keep it? Owner e-mails might be useful. We'll ask Butner if they can have an e-mail address that can be used to archive in a single location. Mary Beth actually looked into this, and Cindy said this is possible, but we need to provide info in .pdf format. Harvey will get more info when he visits Butner HOA later this week.*
- *Next secretary will contact MB for any other transition items.*

13. Executive Session (contract & managers review)

14. Adjournment

- *President Ed Klotz recessed the meeting at 11:27AM, to be resumed 30 minutes after the HOA meeting finishes.*

September 8, 2018 afternoon session

Attendees: Ed Klotz (President), Gary Drlik (Vice President), Harvey Place (Treasurer), Tom Waller (Member at Large), Cheryl Caton & Gary Small (High Sierra Management), Mary Beth Richardson (Unit 9), Ken Gilbert (Unit 52)

15. Call to Order

- **President Ed Klotz reconvened the meeting at 3:02PM.**
- **Hard Surface Flooring policy discussion**
 - *Additional homeowners attending: Sara Gombert (#23), Sol Hill (#12), Ray Carroll (#43), Tina & Ron Barnes (#44), Susan & Kit Natland (#30), John Thornton (#5)*
 - *John Thornton chatted with the sound expert with the quote he sent to the board. Most promising approach would be to work on ceiling of first floor unit, use acoustic drywall. Vibration is key source of noise; need to do things that remove the vibration. Sound mats, suspending mats between walls.*
 - *The Natlands are both lawyers, but Kit has done a lot of construction work and built his own house.*

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- **Gary D. provided a history of the hard surface flooring, including units 3/4, unit 53/54 and the acoustical insulation (which helps but doesn't remove it).**
- **Kit pointed out that usage matters; be very careful to distinguish loud noise from improper usage from sound transmission from reasonable usage that is louder than carpet.**
- **Ray Carroll mentioned his story with huge amount of noise from 44 with chairs sliding. He has reached out to the owners of 44**
- **John indicated in his talks with a contractor he knew who basically said it's a construction issue with the very thin 1.5" subflooring.**
- **Ed turned the discussion back to whether to spend HOA funds to hire a sound consultant, which is what the board will decide at this meeting. Ed said that he felt the benefit spread to all homeowners (plus the fact \$6000 expense comes to \$100 per unit).**
 - **Tom thought that the second floor units should pay the cost of the sound consultant.**
 - **Gary D. thought it should be the responsibility of the owner interested in hard surface flooring to prove it is as good as carpet, and thus the HOA should not spend money in this manner.**
 - **Sarah was in favor of spending funds in this way.**
 - **Sol pointed out that info from sound engineer would be useful for first floor owners regarding possible remedies.**
 - **Kit emphasized avoiding differential treatment.**
 - **Board agreed to take owner feedback into consideration in subsequent discussion and voting on whether to hire a sound consultant. Owners not involved with the board departed at this point.**

16. Appoint new board member and reorganize board.

- **Ken Gilbert of unit 52 interviewed by the board, then admitted unanimously by 4-0 vote.**
- **Ed motioned that board reorganization is:**
 - **President: Gary D.**
 - **Vice President: Tom**
 - **Treasurer: Harvey**
 - **Secretary: Ed**
 - **Member at Large: Ken**

17. Continuation of hard surface flooring discussion with 5 person board.

- **Ed motioned to fund the initial phase I proposal of \$1100 + expenses for the sound consultant proposal John Thornton sent us. Ken seconded.**
 - **Discussion of motion**
 - **Gary D raised concerns about additional costs, lack of budgeting for this item. Harvey is concerned that the initial quote is a teaser quote, and wasn't clear about whether his background (theaters, etc.)**
 - **Harvey favors hiring a sound consultant at HOA expense, but is not convinced that this is the right one.**
 - **4-1 vote against, Ed the one in favor.**

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- **Harvey motioned that the board agree to engage at HOA expense an acoustic consultant to determine if an acceptable solution exists for second floor hard surface flooring. Ed seconded.**
 - **4-1 in favor, Gary D against.**
 - **Harvey has a list (National Council of Acoustical consultants). Important that they become intimately knowledgeable with the complex. Ken & Tom will divide up the work to contact. Ed will contact owners who attended.**

17. Review any items brought up at the HOA meeting

- **No items to review.**

18. Review action items

Action Item	Next Steps	Person Responsible
Web page transition/reactivation.	Get necessary info, get it up and running again.	Gary S., Ed
Contact potential sound consultants	Use Harvey's consultant list	Ken, Tom
Move forward with door project	Contact selected vendor, check for any reduction in proposal price.	Gary D
Budgets issues for Harvey		All
Continue with CC&R revision	Go through remaining sections and articles of our attorney's template by end of November	All
Bring Ken up to speed on CC&R revision	Ken was not on the board when this started so needs background info	Ed
Complete railing repair plan (separate from staining work)		HSM

19. Adjournment

- **New president Gary Drlik adjourned the meeting at 5:41pm.**