

# Agenda

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## Mammoth Creek Board of Directors Meeting

October 25, 2021

5:30 P.M. (Pacific Time)

Conference Call

Join Zoom Meeting

<https://us02web.zoom.us/j/4883518653?pwd=ZktKZXZ3Y0U0L3FYOFVSVjB4TE94QT09>

Meeting ID: 488 351 8653

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### *1. Call to Order*

The meeting was called to order at 5:31 PM

All participated via zoom.

Present – Ken, Tom, Harvey; Gary, Cheryl

Residents – Tony (resident unit 27)

### *2. Approval of Newly elected Officers*

- The group officially approved the existing officers to serve an additional term. The Member-at-Large role remains vacant. Ken will draft a recruiting letter to attempt to increase participation and membership on the board.
- Ken nominated the following re-up of roles, Harvey seconded, and all voted Ay:

- Ken – President
- Tom – Vice President
- Harvey – Treasurer
- Jenna – Secretary

### ***3. Approval of minutes from annual meeting***

- Ken made a motion to approve the minutes of the 9.18.21 meeting
- Harvey seconded
- Motion was put to a vote and all voted Ay.

### ***4. Owners Forum***

- No issues raised by owners

### ***5. Manager's report- Discussion of new contract***

- Gary presented the manager's report for HSM
  - Relatively quiet; sprinklers blown out on Saturday and rain turned to snow this a.m
  - Unit 48 got flooring installation and may be hard surface flooring; Gary has emailed them a few times and will continue to follow up;
    - Need to have a reminder sent that this is not an individual decision; there is a policy that needs to be followed
    - Board would like them sent the unit modification and hardwood flooring policies – as well as the noise study

Contract Review (all):

Team reviewed the prior HSM document to discuss potential changes

1. Follow up with Tim to confirm whether the additional clients are required in the contract; Gary confirmed there is one other location that he manages and the financials flow through HSM
2. Request to review pricing for the snowblowing equipment
3. Management personnel (item 4) terminology was accepted from Tim to separate the two principals in HSM; do what degree to we need to actually divide hours out (a) in this contract or (b) do we not care as long as it is clearly stated one of the two is on site during x hours → rewrite section 4 to articulate that SOMEONE of the two is available 24/7 at a schedule they've articulated
4. Snow removal company – will add that this will be occasionally bid and the HOA will determine hiring
5. Smoke / carbon detector -change language to confirm batteries are replaced yearly; and that replacement will be done of actual detector only if needed based on testing
6. Interior of units (section x) – this work is only done for unoccupied units or units that are NOT on other company's rental rosters → change wording to once at beginning of season to address prep for winter and then only when weather is extreme (below 20 degrees during the day)
  - a) Do we need to add in CCRs that we give emergency authorization the mgrs. To go in during extreme weather to do a heat check

- b) Ken recommended HSR maintain a log book of entries into units to confirm what they've done and protect them from anyone else causing damage after their entry
- 7. New section 7 – clarify the key service is only for the owner/guest and not for rentals. If rental is being done outside HSM, this should be done with that rental service or via HSM, see that rental agreement for the fee
- 8. Item 8 – pricing of compensation – need to factor this \$6740/mo in to next year's budget (b/c that is current rate plus the \$500 that then gets deducted for office rent)
- 9. Section 12 supplemental workers – needs to be reworded given that we have a full time supplemental laborer; do we need to adjust the \$2000/mo → decision not to b/c inflation isn't the issue – the issue is thing that cost SIGNIFICANTLY more than this
- 10. Item 15C – this is rare to have this cost reimbursed by the association so is this something we want to continue doing
- 11. Update addresses: HSM PO Box 8228, add [managers@mmamothcreek.com](mailto:managers@mmamothcreek.com) email and office phon number
- 12. Decision was made to table the rental portion of the contract discussion

**6. Monthly Financial Reviews**

- Harvey reviewed the August financials and confirmed we are in good shape, running favorable to budget.

**7. CCR/ Bylaw corrections and discussions**

- Discussion was tabled for later date due to the hour

**8. Discussion for Board of Director member search**

- See above re: letter for additional members

**9. Executive Session**

**10. Review of Action Items**

Follow Up Item	Owner	Notes
Create recruiting letter for board – member at large	Ken	
Communicate with unit 48 regarding flooring	Ken	Ken will communicate as well as provide the architectural and flooring policies
Email the architectural and flooring policies to Ken	Gary	Complete
HSM Contract – Make updates to the contract incorporating all discussion items above and in the version Ken will forward, and remit to team	Jenna	Complete
Follow up with Butner re: interest billing of late HOA fees to confirm	Harvey	

approach and why the 1% isn't being added on		
Meeting – Next meeting scheduled for December 11 <sup>th</sup> at 4 PM Pacific Time	Jenna to post	

### ***11. Adjournment***

- Meeting was adjourned at 7:58 PM PT

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Items Not Posted: In the event any matter not listed on this agenda is proposed to be submitted to the board for discussion and/or action, it will be done in compliance with Section 5.3 MCHOA By-Laws as an emergency item or because there is a need to take immediate action, which need came to the attention of the Board subsequent to the posting of the agenda