

Minutes

Mammoth Creek Board of Directors Meeting
January 20, 2022
5:00 P.M. (Pacific Time)

In attendance:

Ken Gilbert

Tom Waller

Harvey Place

James Milnes

Jenna Glasser

HSM – Gary Small & Cheryl

Gary Drlik

1. Call to Order

Ken called the meeting to order at 5 pm

2. Approval of Minutes

Tom made a motion to approve the minutes of the December 16, 2021 meeting

Harvey seconded and minutes were approved

3. Approval of New Board Member

James Milnes approved as member at large via online voting prior to meeting - no additional action was taken by the board during this meeting

4. Owners Forum

- i) Gary Drlik joined for wanted an update on CCRs & flooring items from prior meetings. Gary also spoke in support of the HSM approach to moving vehicles to facilitate snow removal in many of the lots.
 - (1) This led to ongoing discussion related to this process and the board made a recommendation to ensure a liability release was signed to ensure that, should anything happen to the vehicles while HSM was moving them, neither the HOA nor HSM is responsible.
 - (2) Unrelated, Gary questioned whether it was ok to have a guest with a pet as mentioned on the HSM email; the board confirmed it is not.
- ii) New item: Ken received an email from an owner (Karen Dosso) requesting to mount an electronic doorbell (ring/googlenest,et):
 - (1) Board discussed the need to establish guidelines around the size/color etc of the device, as well as guidelines for where it can be placed
 - (2) Multiple members mentioned privacy concerns related to what is captured on the video; given that all neighbors could be recorded on outward facing cameras depending on what unit is mounting them, what responsibility does the complex have related to notifying or protecting residents. Additionally, how would this be managed with renters?
 - (a) One solution mentioned was to mount the cameras so that they face the door, not out from the door.
 - (3) Ken will follow up with Karen Dosso on what is driving the need for the doorbell given presence of HSM on site, and our concerns and ask her to provide additional information on all items above
- iii) Update on Unit 48 (Steffens) Flooring: Gary Small provided pictures of the carpet installation in unit 48. There is carpet underneath the dining table, but there is a walkway between the entry and the kitchen, as well as to and thru the hallway to the bedrooms on the main floor that is still hard surface.
 - (1) Ken will follow up to confirm whether the hard surface flooring in hallway between bedrooms was present prior to the sale (potentially with throw rugs on it) and/or whether it was the same presentation
 - (2) Board has still not been informed what weight/quality of padding was used under carpeting. Tom will follow up on original drawings presented for this information; if not, Ken will follow up with owner
 - (3) Gary informed the Board the owner has made it clear they do not want anyone in their unit when they are not present.
- iv) Jessica Steffens (Unit 48) sent an email questioning the opening hour of the spa (3 pm) stating it was out of alignment with other complexes. Board discussed the topic, confirming the hours are in part due to cost savings, and one member mentioned that a better insulated cover may be helpful.
 - (1) Gary and Tom are going to work out cost to determine what additional hours of open spa may cost
 - (2) Ken will respond to the owner

5. *Manager's Report*

Gary Small provided manager's report

- 1) Snow removal in December was a challenge; HSM would like to add a 13 HP Honda snowblower to budget for next year if/when they become available; able to minimize damage to tennis court fences
- 2) Cement siding on unit 29 has been damaged, causing a leak into that unit; roofing company looked today to identify potential options; there are a couple areas around the complex where this is a concern that may be worth addressing as well
- 3) General liability insurance company for HSM sent a representative on site to check the complex; during this review they identified the electric panel in the laundry room as a fire hazard.
 - i) Board discussed two items: (1) why the HSM liability provider was doing a physical examination of the property, which is covered under the complex liability (2) whether to update the panel. Board agreed that replacing the panel was the right approach and asked for confirmation that the preferred vendor bid, which may be over 40% less than others, is for the same 'quality' replacement.

6. *Monthly Financial Review and Annual Budget Finalization*

- 1) Harvey provided the financial updates and noted there are some points of confusion due to multiple banks; a third bank – Pacific Western bank – now takes place of Union Bank; numbers are accurate but don't represent propr banks
- 2) \$11k spent for loader for last 5 weeks of the year against only \$15k budgeted for the year (\$180/hour)
- 3) Annual budget review – Harvey walked through the questions that were raised on the proposed '23 budget
 - a) Legal services – Harvey confirmed that this should cover based on the majority of CCR related expenses having already been incurred in last two fiscal years, and other expenses associated with the voting will be pushed to the Butner fees for printing and mailing the balloting etc
 - b) Question related to management contract negotiation on management fee – see closed session for this
 - c) Reserve study will be completed around October '22 – will be done by a consultant and should be covered in this budget
 - d) Need to add in expense of an engineer for '24 planning for decks and walkways review
- 4) Budget needs approval by end of January by board so can be delivered to Butner by beginning of February – can be done remotely.

7. *CCR/Bylaw Update – Final Corrections, Discussion, and Plan for Homeowner Ballot*

- 1) Ken sent CCR/Bylaws to Tim for legal finalization with corrections highlighted; no clear timeline on return from Tim but hope is for voting to occur in March. Gary D mentioned that it helps to have the board members track 12 units each to make sure that the votes are cast; team agreed to this approach; May onsite to finalize the process
 - a) Board discussed need to confirm requirements for vote counting / monitor to ensure we have qualified Inspector of Election when votes are counted

8. *Executive Session*

9. *Review of Action Items*

Item	Owner	Status
Provide a Liability Waiver to be signed by all individuals for whom HSM is moving vehicles, to	Tim (via Ken?)	Open

ensure neither HSM nor the HOA is responsible for damage to vehicles

Doorbell follow up: What is driving the need for the video doorbell given the presence of HSM on site?

Ken

Open

Unit 48 Flooring

(1) What is the weight/type of padding used under carpet?

(1) Tom

Open

(2) Was the hallway between bed/bathrooms on main floor hard surface prior to sale (and same hard surface)?

(2) Ken

Replace the panel in the laundry room that has been identified as a fire hazard

HSM

Open

Spa hours

1. Identify the cost of additional open hours
2. Respond to owner

(1) Tom and Gary

(1) Open

(2) Ken

(2) Closed

10. Adjournment

Meeting was adjourned at 7:28

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