

# Minutes

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Mammoth Creek Board of Directors Meeting

November 20, 2022

5:00 P.M. (Pacific Time)

Via Zoom/Phone

In attendance (via phone)

Ken Gilbert

Tom Waller

Harvey Place

Jenna Glasser

James Milnes

HSM – Cheryl Caton, Gary Small

## *1. Call to Order*

Ken called the meeting to order at 5:04

## *2. Approval of minutes*

Three sets of minutes (Tom moved, Harvey seconded) from 9/17 meetings (emergency morning meeting, annual meeting, and were approved by vote – Tom moved for approval, Harvey seconded.

## *3. Owners Forum*

No owners present

## *4. CCR and Bylaws Follow-Up*

- Ken updated the Board on the status of filing CC&Rs approved at last meeting. Tim sent in the CC&Rs sent in this week (week of 11/14) and should be officially filed next week (week of 11/21, but given holiday may take through week of 11/28); Ken will follow up to confirm filing. Bylaws are an owners document that do not have to be filed.
- When stamped docs are approved, Butner will send all new docs (CCR, Bylaws *and* voting matrix as a reference document) out to ownership, and Jenna will post to MCHOA site
- Board discussed need to adjust approved spending from the 25% number in the current docs to a number closer to 5%
  - o Team agreed to put this as a line item on the next few agendas so to ensure we return to it regularly and address at least by next annual meeting

## *5. Manager's report*

- Cheryl provided manager's report
  - o Still working on getting the Clean Sweep team out to do fireplace cleanings; due to demand and snow has been a challenge

- Confirmed video doorbell item had been discussed previously and these are not yet approved – See follow ups
- Cheryl recently emailed all owners of units that rent b/c HSM is not in possession of all the 24-hour emergency contacts that are required for short term rentals
- Gary provided updated on Units 21/22 Noise complaint – family of unit 22 ownership is evaluating taking the unit off the rental program; Gary is awaiting confirmation of this from the Trust that manages the unit
- Gary has identified a snowblower and will be picking it up this week; Harvey voiced concerns based on pricing being ~10% above budgeted price and located in Nevada, which will result in additional costs for mileage reimbursement / delivery; Gary mentioned selling the existing 9 HP blower to help defray the budget overrun.
- Unit 51 Beam / remodel – Gary working on getting documentation from inspector; no permit was on file with town so unclear what inspection took place. Gary contacted the contractor who confirmed he will provide documentation this week. Unit
- Units 47 and 29 are either for sale or coming on market
- Following up on Cheryl’s comment regarding units renting through avenues other than HSM: Tom raised concern about the lack of information HSM receives regarding occupants of any unit at any given time, and who is the 24 hour contact. Leads to challenges with entering units for maintenance, safety, etc. Board discussed this is about occupancy/safety and must be approached as a new policy that will be sent to all owners, and should include a mitigation. In the past, this information had been obtained through casual relationships with other rental agencies; currently too many of these to make that feasible. Associated discussion regarding parking concerns – agreement that long as there is a pass that says there is a unit number and dates, the pass does not need to come from the HSM office.

## 6. *Monthly Financial Reviews*

- Harvey provided the monthly and YTD updates: still running slightly under budget for the year, though over for October. If we get heavy snow we will go over budget for snow removal; because this is a straight line over the year we see fluctuation esp in seasonal work
- Harvey also noted an increase in snow removal rate that we weren’t notified of – seems to have gone from \$150/hour to \$200/hour...Gary will follow up and check on this
- Continuing with process of alternating board members as second reviewer of monthly financials. Harvey will review template to confirm that we make any needed adjustments. Jenna is on tap for this quarter when the statements are available

## 7. *Update on 2022 Reserve Study*

- Tom updated the team on the initial reserve study meetings. Harvey provided ‘investigator’ with review of last study via Zoom; Tom walked property with him. Investigator seemed pleased on initial walk-through, especially regarding bigger-dollar items that we have invested in

## 8. 2023-24 Fiscal Budget

- Harvey provided update on 23-24 budget draft. First pass notes we are meeting requirements for both operating fund and reserve funds; adjustments will be made based on expected maintenance (aka how many decks we did this year vs how many will be needed next year)
- Current draft includes \$5k for tree removal/ \$5k for grass removal in case we adjust for drought remediation; all board members were asked to take offline time to review budget prior to next meeting and consider additional items such as tennis court.
- Fully agreed upon budget in Butner's hands no later than end of January (via email)
- \* approximately a week following the meeting, John Thorton, owner of unit 5, who has experience in water management, mentioned the state may require us to remove all grass on property and re-landscape, a cost of potentially \$30k that would need to be added to the budget, and would be partially offset by likely reductions in costs related to groundskeeping.

## 9. Video Doorbells

- Board discussed ongoing requests for video doorbells. Prior conversation related primarily to privacy issues for anyone who may appear on these while not in front of that particular condo, as well as the appearance
- Per Tom's online research, there is no expectation of privacy when in a general courtyard or 'public' area of the complex.
- Homeowners must follow HOA policy regarding where they are mounted, type (activated by motion vs button etc), and appearance – must replace the wired
- James will take lead in drafting a policy regarding use and appearance of video doorbells

## 10. Executive Session

N/A for notes

## 11. Review of Action Items - see below

Item	Owner	Status
Occupancy Policy – draft for units regarding communication with HSM	Jenna	Not Started
Snow Blower – Provide quote to Ken and Harvey	Gary	Completed
Increased snow removal prices – investigate increase noted in bill	Gary	Completed
Obtain documentation from beam inspection / permit for unit 51	Gary	In Process
Review Annual Budget Draft – Reply all to Harvey's email with any concerns/adjustments/recommendations	ALL	In Process

Maintain CCR updates on agendas going forward until resolved	Ken/Jenna	Not Started
Draft policy on use and appearance of video doorbells	James	Not Started
Outline proposed fix and pricing for tennis court plus pickleball incorporation	HSM	Not Started
Identify an engineer for the review of elevated walkways and platforms	Tom	In Process

**Next meeting -Sunday January 22 – 5 pm PT Lunar New Year**

*12. Adjournment – Ken adjourned the meeting at 7:10 pm*