

# Hidden Valley Lake

Property Owners Association

Board of Directors Meeting

November 17, 2011

APPROVED

**Board of Directors Present: Bill Minnery, Bill Acra, Donna Lask, Robert Starks, and Bill Blantz**

**Board of Directors Absent: None**

**Community Manager Present: Bruce Keller**

President Bill Minnery called the November 17, 2011 Board of Directors Meeting to order at 7:00 p.m. The meeting began with the Pledge of Allegiance.

## **President's Report: Bill Minnery**

In order to avoid the situation we encountered last Thursday, when we hear the committee reports we will listen to the presenters talk and immediately entertain any motion the presenter may make before we have any other discussion.

## **Treasurer's Report: Donna Lask**

Income for October was right on budget at \$156,280. Expenses were over budget by \$16,566. There were 2 major items that exceeded budget. Dredging expense of \$6459 which consisted of digging a pit to store the dredging material and security department computer expenses of \$4241. Security vehicle gas and equipment contributed \$4164 to the overage. Pool and beach supplies and maintenance exceeded budget by \$1521. The monthly net loss of (\$7424) was worse than budgeted by \$17,061.

Year to date net income exceeds budget by \$55,248. Last month the Board voted to spend \$49,900 of this on additional capital items.

## **Secretary's Report: Robert Starks**

**Motion to approve the October 27, 2011 POA Board of Directors Meeting Minutes. Motion made by Robert Starks and seconded by Bill Blantz. Motion passed unanimously.**

## **Community Manager's Report: Bruce Keller**

Remember that after next months Board Meeting there will be a Volunteer/Employee Appreciation Celebration.

## **COMMITTEE REPORTS:**

**Parks & Recreation Committee Report: Mark Hemmerle**

**Request a motion that (1) the POA Board of Directors accept the fixed price bid of \$262,600 from Hargrove Construction for the construction of the new pool house as detailed on the construction drawings with the stipulation that the roof color will be determined by a survey of the residents; and (2) that the POA Board of Directors enter into a construction agreement with PSS in the amount of \$82,500 for the construction of a pool not less than 1000sf nor more than 1200sf and up to three (3) water features as determined by the task force. The survey would be a selection between the blue as currently depicted and brown/tan known as Summer Harvest as currently utilized on the pool shelter.**

**Motion made by Bill Acra and seconded by Robert Starks to open for discussion. Bill Blantz listed several reasons why he was voting no. Motion passed with a vote of 3 in favor, Bill Minnery, Bill Acra and Robert Starks and 2 against Donna Lask and Bill Blantz.**

**Future Planning/Political Action Committee Report: George Lortz**

Request motion to accept resignation of Scott Mitchell. No motion required. Scott was thanked for his service to the community.

**Request approval of Jane Graham as Chairperson. Motion made by Bill Acra seconded by Robert Starks. Motion passed unanimously.**

Thank you to all who participated in the “round table” last Saturday especially Gary Ewald who coordinated the event.

**Safety, Security & Elections Committee Report: Larry Rohling**

The “Qualified Candidate” description is currently in the Lawyers office to make sure the wording is proper. “Round table” was successful by making contacts with first responders groups. Bruce and I attended a CASA (Citizens Against Substance Abuse) seminar recently.

**Lakes Committee Report: Dave Patterson**

There appears to be a good balance with the weeds and Fish and Game are discussing fish limit recommendations. We still feel that two lake treatments are sufficient. The small lakes have overflow concerns. The Dredger has had a machine breakdown and is awaiting a part from Great Britain. We are still getting costs for the third light on the lake and the sluice gate will be widened.

**Request a motion to accept the change in schedule for boat registration fees. (Requires only one reading.) Last years fees were \$15 for all boats with motors smaller than 10 HP and \$30 for boats with 10 HP or greater.**

**New Boat Fee Schedule**

**Boats without motors = \$15 (no change from 2011)**

**Boats with motors less than or equal to 10 HP = \$20 (up from \$15 in 2011)**

**Boats with motors greater than 10 HP = \$45 (up from \$30 in 2011)**

**Total costs for boat registration, including lake patrol and buoys in 2011 came to \$26,832.**

**Income from registration in 2011 was just about \$21,400.**

**Adding an inflation factor (4%) to the 2011 costs gives \$27,905.**

**The same number of boats registered in 2011 using the new fee schedule will generate income of \$28,205.**

**Motion made by Bill Acra to accept changes as listed but to amend boats with motors greater than 10HP to \$40 (instead of \$45) and seconded by Robert Starks to open for discussion. After a lengthy discussion by all present motion passed unanimously with this one change.**

A resident made a comment regarding Lake Patrol being out on the lake when very few other boats were present. Bruce Keller said that sometimes they need to be checking fishing boats; they are scheduled for 4 hours and only work 1 hour. Bill Acra stated that Bruce Keller would be looking into this next year when scheduling Lake Patrol.

**Streets and Drainage: John Getzendanner II**

No report.

**Architecture Committee Report: Pat Hawkins**

**Approval of Performance Bonds for November**

**#2767 Larry & Margaret Delp 20912 Bellemeade Drive \$500.00**

**Signed by Rick Manion, Floyd Ogden, Don Yetzer, John Getzendanner II**

**Motion made by Robert Starks and seconded by Bill Acra. Motion passed unanimously.**

**Finance Committee Report: John Reiniger**

**Request a motion approving the October, 2011, financial reports. Motion made by Donna Lask and seconded by Bill Blantz. Motion passed unanimously.**

**Request a motion approving the HVL POA BUDGET PROCESS Rules, Policies and Procedures. (Attachment A) (Second and Final Reading) Motion made by Donna Lask and seconded by Bill Blantz. Motion passed unanimously.**

**Request a motion approving the 2012 Capitol Budget. (Requires only one reading) Motion made by Bill Acra and seconded by Bill Blantz. Motion passed unanimously.**

**Request a motion approving the 2012 Balanced Operating Budget. (Requires only one reading) Motion made by Donna Lask and seconded by Bill Blantz. Motion passed unanimously.**

**Request a motion stating that membership dues and assessments will remain unchanged from the 2011 levels. (Requires only one reading) Motion made by Bill Acra and seconded by Donna Lask. Motion passed unanimously.**

**Request a motion approving the Renters Amenities Agreement. (Attachment B) (Requires only one reading) Motion made by Bill Acra and seconded by Donna Lask to open for discussion. After lengthy discussion by all present motion returning to Finance Committee for review.**

**Old Business: None**

**Handbook Update: George Lortz**

The Handbook draft is completed and will be distributed to the Board when we can find inexpensive color printing. I recommend a separate open meeting to discuss. We could put it on the website as a “new draft version” and request people read it in advance of the meeting.

**New Business: None**

**Motion to adjourn by Bill Acra seconded by Bill Blantz. Motion passed unanimously.**

**Adjournment: 8:00 pm**

**Minutes Prepared by Gloria Weber**

Minutes published in this paper are abbreviated and a full account can be heard online at

[www.hiddenvalleylakepoa.com](http://www.hiddenvalleylakepoa.com)

Any attachments can be viewed online at [www.hiddenvalleylakepoa.com](http://www.hiddenvalleylakepoa.com)

Attachment A

**HVL POA BUDGET PROCESS  
Rules, Policies and Procedures**

**A. Definition of Terms**

**For the following HVL POA Financial rules, policies and procedure, unless the context otherwise indicates when used in conjunction with the term, the definition of the following terms apply:**

1. **Cash Reserves** – Represents two months of operating expenses to be set aside for emergencies; review annually.
2. **Escrow Fund** - Funds allocated for significant **capital projects, capital improvements or maintenance expenditures** identified at time of contribution.
3. **Operating Budget** - Revenues minus expenses without depreciation, a non-cash item, showing a net profit/cash flow total.
4. **Capital Budget** - A prioritized list of community project requests over \$2,000 each.
5. **Balanced Budget- Operating budget minus debt service and capital expenditures equals a positive cash flow. Capital expenditures include the required contribution to the escrow fund plus capital expenditures for items not covered by the escrow fund. Funds distributed from the escrow funds do not affect the Balanced Budget status.**

**B. Rules**

1. Any capital project over 15% of the POA annual budgeted revenues needs prior approval of property owners. See D.7 for the procedure for approval.
2. The Budgets must be approved by the Board of Directors and be balanced as defined above.

**C. Policies**

1. **~~In general, distributions from escrow funds are approved when the capital budget is approved.~~ Capital projects approved in the current budget year and escrowed over several years need only one Board approval for completion of project and distribution of funds. Any additional**

**distributions from Escrow funds which were not approved through the annual Capital Budget must be approved in a separate motion that clearly indicates that the source of funds is the Escrow account.**

2. Escrow funds may be used only for a **capital designated** item for which funding was intended. Any unused escrow funds for completed or cancelled projects can be allocated for future capital projects or returned to the operating budget at the annual escrow review or by special vote of the Board of Directors.
3. If cash reserves fall below two months operating expenses, funds must be allocated to the cash reserves at the next annual budget meeting.

#### **D. Procedures**

1. It is the responsibility of the Community Manager to develop a balanced operating budget to submit for approval to the finance committee at their November meeting and to the Board of Directors for their approval at their November board meeting. The Community Manager is to coordinate this with the committees and POA staff.
2. It is also the responsibility of the Community Manager to develop a capital budget within the parameters of funds available from the operating budget and escrow funds to submit for approval to the Finance Committee at their November meeting and to the Board of Directors for approval at their November meeting.
3. The Finance Committee will review and suggest adjustments to the operating and capital budget including a review of current escrow fund requirements and contributions required from the operating budget and any reimbursement due to replenish the cash reserves back to two months operating expenses.
4. A capital projects meeting will be held in October with Committee Chairs, Board of Directors, the Community Manager and his staff and any interested parties, to review and prioritize capital projects. Prior to the meeting the Community Manager will notify meeting attendees of an estimated amount available for capital items to be included in the budget. Priorities will be discussed and requests for use of the escrow funds to be distributed in the budget year as prioritized will be reviewed.
5. A meeting will be held in early November with Committee Chairs, Board of Directors, the Community Manager and his necessary staff and any interested parties to review the operating budget.
6. The Board of Directors will approve the operating and capital budget, including distribution of escrow funds for the coming year, at their November meeting.
7. The process for property owner approval shall be conducted in a manner similar to electing a HVL POA Board member.
  - a. Ballots will be prepared and sent to all property owners in good standing.
  - b. Forms shall be mailed back to the HVL POA office within 30 days of receipt by the property owner.
  - c. Ballots will remain sealed until opened by the Elections Committee.
  - d. A simple majority of ballots will determine the outcome.
  - e. Elections Committee Chairman will report results to the HVL POA Board of Directors.

**Attachment B**

**RENTER AMENITIES AGREEMENT**

**Tenant(s) name, address, lot number and telephone number.**

\_\_\_\_\_  
Names of Individuals Currently in Household

\_\_\_\_\_  
Address

\_\_\_\_\_  
Lot No.

\_\_\_\_\_  
Telephone Number

The undersigned will agree to the following by signing below.

I/We understand that as a Renter we are required to pay a \$300.00 Renter Amenities fee in order to use the following amenities:

1. Swimming Pool
2. Lake Usage (including the Beach)
3. Registration of a Boat for an additional fee.
4. Dock Rental when available and only on a yearly basis for an additional fee. (Docks will only be offered when Property Owners waiting list has been exhausted).
5. Fitness Center when you enter a membership agreement for an additional fee.
6. Use of shelters and community room for an additional fee.

The Renter Amenities fee is due on the date this agreement is signed and on or before each anniversary date thereafter. This fee is non-refundable.

I/We will provide a proof of address by providing a license or utility bill indicating that I/We live in Hidden Valley.

I/We will inform the POA of any changes in the above information.

I/We have been advised that the Renter is responsible for all assessments, fines or charges in connection with their actions in Hidden Valley, but that in the case of a default the POA property owner will be held responsible for all assessments, fines or charges assessed in connection with the above lot(s).

I/We understand that as Renters we have no voting rights and cannot hold a Board of Directors position.

I/We understand that the category renter includes those persons who are renting or leasing a residence and/or leasing a residence or property with an option to buy in Hidden Valley Lake.

I/We have read and understand the Articles of Incorporation and the handbook as established by the Hidden Valley Lake Property Owners Association and I will comply with the directives therein.

I/We also understand that only those persons that can be proven to reside at the rental address will be authorized to receive ID cards.

\_\_\_\_\_  
Renters name as displayed on Lease

\_\_\_\_\_  
Date (This is your annual renewal date)