

WEST FORK VILLAGE HOMEOWNERS ASSOCIATION

BOARD OF DIRECTORS

GENERAL MEETING MINUTES

November 17, 2022

Attendees:

Travis Ryan, Onsite Manager
Matthew Shewmon, President (via phone)
Michael Montoya, Vice-President
Dottie DeMark, Secretary
Sean Dolan, Treasurer
Mike Gantz, Voting Member

Also Present:

Jan Massey, #1504
Amalia Johnson, #1102

Meeting start time: 6:02 pm

1. Roll Call.
2. Conduct of Meeting Policy. Travis read section 1b from the Policy Adopting Procedures for the Conduct of Meeting which the Board adopted on August 8, 2022 to all parties present. Travis invited other Board members to add any comments they had and there were none.
3. Open Discussion. None
4. Meeting Minutes for October 27, 2022. Travis corrected the spelling of Linda and David Barber's name at Section 5a in the last sentence. A **Motion to approve the minutes of the October 27, 2022 Board meeting with the correction noted above was made** by Sean, **seconded** by Mike M and the **Motion was approved.**
5. Old Business.
 - (a) FLM Contract. Travis advised that FLM agreed to a three-year contract with the first year costing \$35,200, the second year \$36,256, and the third year \$37,343.48. They refused to lower their original bid for year one of 2023 by \$100. A **Motion to enter into a three-year contract with FLM at the costs given by Travis for each year was made** by Dottie, **seconded** by Mike G, and the **Motion was approved.**
 - (b) Post Office Parcel Box Quotes. Travis read the information in the agenda about this issue and Jan advised that the Budget Committee went over all the bids at their meeting. The post office requirement is that we have at least 18 parcel boxes based on the number of units here. Travis advised that he received the following bids for the parcel boxes: *Page Specialists*, \$13,372.21 for 18 lockers, includes installation; and *National Mailboxes*,

\$11,017.50, 18 lockers only, no installation. He said that Amazon lockers require a lease, would charge \$38,500 for 11-150 boxes and \$42,500 for over 150 lockers, and every 5 years we would have to pay these numbers again. The members at the budget meeting agreed that we should go with the cheapest price, National Mailboxes, because their price was more affordable and the Board can hire a handyman to install. National's bid doesn't include concrete and we have to install a concrete slab under the boxes. Once we have the boxes installed, the post office will be taking packages back if they are not picked up within a certain time frame. Regarding the concrete pad, one suggestion was to put the lockers by the awning between the 2 columns on east side of the clubhouse and across the driveway. A second suggestion was to put them by the flowerbed on the north side of mailroom. Travis has a quote of \$2,600 for concrete and \$300 for installation from EnviroShapes Concrete if we put the boxes by the awning, and a second quote of \$1,800 for concrete and \$300 for installation from EnviroShapes if we put them in the flowerbed area. That totals around \$14,000 using National and putting them under the awning. The concrete estimates are more for placing them under awning because they need to be wheelchair compliant and the curb may need to be changed. **A Motion was made to buy the lockboxes for \$11,017.50 from National Mailboxes, place the boxes on the north side of the clubhouse by the flowerbed, and hire EnviroShapes to do the concrete pad was made by Sean, seconded by Mike G, and the Motion was approved.**

- (c) Sealing Pool Deck. Travis advised that Enviroshapes was the lowest bid with \$1,000 upfront for materials. The other guy will do the same thing but with \$2,000 up front and his bid was near \$5,000. If we go with Enviroshapes, we would pay them \$2,750 next year for the remainder of their bid. **A Motion was made to hire Enviroshapes to seal the pool deck this year for \$1,000 up front and the payment of \$2,750 next year was made by Matthew, seconded by Sean, and the Motion was approved.**

2. New Business.

- (a) Quote for Irrigation Timers/Control Boxes along 29t Street in Front of the Clubhouse. Travis requested 3 bids for this project but only received one back from FLM for \$2,552.54 and it was only good for 3 days. Travis would like to lock the price in now and do the work next year. **A Motion to accept FLM's bid to install irrigation timers/control boxes along 29t Street for \$2,552.54 was made by Sean, seconded by Mike G, and the Motion was approved.**

- (b) Insurance for 2023. Travis advised that State Farm is the lowest bid right now for condos with a \$20,000 deductible per building; no other companies can beat them. State Farm bid \$79,704 with a \$20,000 deductible per building and Travelers quoted \$99,000 with a \$29,000 deductible per building. **A Motion was made to purchase insurance coverage for 2023 from State Farm with a \$20,000 deductible per building was made by Sean, seconded by Mike M, and the Motion was approved.**

- (c) Budget. Sean advised the Board that Jan Massey was fantastic with all the extra work she did on the budget; she streamlined it and we got it done quickly. Travis advised that he needs to add into reserves every month at least \$3,552 for surplus. The annual reserve deposit is \$4688 per month. Matthew agreed that the budget process went very smoothly this year thanks to Jan, and he appreciates the help of all the Board members. The committee put in a dues increase at the beginning

of the process to see how it worked out. We are still going to be dipping into reserves and we don't have a lot in reserves. The dues increase will be about \$20 per month but we need more. Jan feels that \$20 is as much as people will go for. A discussion followed about what reserves we will have at the end of 2023 and it was estimated at \$370,000. Amalia asked why our reserves are so low. Jan said because \$120 was our beginning dues and it stayed there for several years, plus we bought the garages out of our reserve. The prior Boards didn't raise the reserves for 5 or 6 years. Matthew read Jan's list of increases over the life of the complex, and they just didn't put enough into reserves. Amalia said the increase will be difficult for most people. Part of problem is previous boards' actions but also the economy as it is today. We can either raise the dues or go through and start taking away services. Mike M said another solution is do an assessment to catch it up. Jan felt that if we stick with the budget the way it is, then next year we won't have to do all the reserve stuff but we may have to raise the dues again next year. We could get it all taken care of this year. Mike M said the pool door should be taken out of the budget because it will be paid in 2022. Jan noted that non-resident owners can kick dues increases down to their tenants, resident owners can't do that. Matt stated that we will have options next year, and he is comfortable with the budget as it is. Amalia expressed her appreciation to the Board for looking at it that way. A **Motion to approve the budget as presented with the pool door revision was made** by Sean, **seconded** by Dottie, and the **Motion was approved**. Travis and Zulema will work on researching current dues at other complexes.

(d) Board Meeting Schedule for 2023. Jan suggested that after the next annual meeting, decisions should be made on the officer positions and it can be formalized at the July meeting. The following Board meeting schedule for 2023 was agreed upon by the Board: January 26, February 23, March 23, April 27 (make decision on the pool opening at this meeting), May 25, June 24 (annual meeting), July 27, August 24, September 28, October 26, November 16, and December 15 at 7:00 pm (budget meeting).

(e) Insurance Claims Submission Policy. Travis advised that our attorney has recommended that the Board draft a policy on how the HOA deductible will be handled in another catastrophe because of the issues encountered as a result of the fire in building 11. The policy would cover the HOA and require the owner to pay the deductible on any damage to the building that they caused. We do have a covenant that addresses this, but this would give us more protection. It will not replace the covenant we have. Travis showed the Board the covenant in question. A discussion followed as to whether or not it was necessary and if it covers everything. If the cause of the damage is undetermined, there would be no recourse; if caused by tenants, our insurance would pay and then would subrogate. If the damage was not caused by the tenant, the HOA would pay. Travis will get clarification from the attorney and the issue was tabled. Travis advised there would be no action taken on building 1111. Matthew feels we need to move forward and take action and start assessing according to the new policy.

(f) Committee for Architectural Review. Travis read the information contained in the Agenda on this issue. The HOA bylaws have no mention of committee policy so we need to follow the Colorado Non-Profit Act. We need to vote on the establishment of the committee and also vote in the committee members. A discussion followed of potential committee members. There should only be one representative from a unit. Potential volunteer members discussed were: one member from the Barber unit, Bill Nash, Jan Massey, Mike M and Mike G. A lot of their work will be conducted by email. The committee will pick the chairman. It was agreed to bring the matter up at the members' budget meeting and duties can be assigned then. Travis asked for agenda items for the budget meeting and

suggestions were: the budget, the BCS agreement, and the architectural review committee. The vote on the AR Committee was tabled until the budget meeting on December 9.

3. Reports.

(a) Transaction Report by Vender for October 2022. The payment to Altitude Community Law includes their retainer. The check to BCS will be reimbursed next month because we are receiving two free phone lines and internet for the clubhouse. Roman Druzdzal is a resident who covered for Chris.

(b) P&L Actual vs. Budget, and Balance Sheet. No comments on P&L. Balance Sheet: The entire balance sheet needs to be addressed by the CPA. Items 1510 and 2021 under Other Current Assets should be removed. Item 2102, Insurance Proceeds Payable needs to be adjusted or taken off. Item 2107, Security Deposits/Garages needs to be looked at and explained by Travis. Items 2160 and 25500, both are Sales Tax Payable and need an explanation as to why.

Whereupon, the Board went into Executive Session at 7:42 pm. The minutes for the Executive Meeting are recorded elsewhere. The Board returned from the Executive Meeting at 7:48 pm.

A Motion to Adjourn the general meeting was made by Sean, **seconded** by Mike M, and the **Motion passed**. The meeting was adjourned at 7:48 pm.

Respectfully submitted,

Dottie DeMark, Secretary