

**WEST FORK VILLAGE HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS
GENERAL MEETING MINUTES
JANUARY 26, 2023**

Attendees:

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

Also Present:

Anita McAllister, #610
Amalia Johnson, #1102
Jan Massey, #1504

Meeting start time: 6:04 pm

1. Roll Call.
2. Open Discussion. Jan advised that she noticed that one of the suite numbers listed on the HOA website is incorrect; Travis will correct. Jan asked if the snow shovelers that worked yesterday will charge us; Travis advised no, the shoveling they did was their responsibility. Amalia stated that since we have had a couple weeks of lasting snow, residents are allowing their pets to urinate on the walkways. Amalia saw a video taken by her doorbell ringer showing a man letting his dog waste and then walking away and didn't pick it up. Jan said the man was Ben and the dog is a female who was squatting. Mike M noted that the south end of building 10 has snow piled up on an uphill slope that is melting and running right onto the sidewalk. Mike G added that there is also a pile of snow melting onto the walkways at building 11.
3. Meeting Minutes for December 9, 2022 Budget Meeting. Jan stated that the meeting minutes for the September, October, and November 2022 Board meetings are not on the website; Travis will correct that. Matthew asked Travis how the garage rate increase was received. Travis said it's gone well, no complaints, and they are all rented now. Jan requested that page numbers be put on future minutes. Amalia and Donna Mordini need to be added to the "Also Present" at the Budget meeting in December. Matthew requested the following changes in the second paragraph of Item 5. The second sentence should begin "We need to put 10% of revenue into an annual reserve deposit..." and the last sentence should end "from \$10,000 to \$25,000 for a small premium increase." **A Motion to approve the minutes from the December 6, 2022 Board meeting with the changes listed above was made by Sean, seconded by Mike G, and the Motion was approved.**
4. New Business.
 - a. Interest Rates and Money Transfers in Current Bank Accounts. A discussion was had about why we have 5 different bank accounts at 3 different banks. Travis advised it came from shopping around. Sean agreed to reach out to Matt Thiemann. Travis went through each bank account and advised what it was used for. Jan and Sean will talk to other banks and Travis will talk to PNC.

- b. Waive Late Fees for HOA Dues. The Board agreed to waive all late fees for HOA dues for January and February, 2023 as long as said dues and waived late fees are paid in full by March 10, 2023. Effective immediately, monthly dues are due on the 1st of the month, and are late the morning of the 11th of the month. If the 10th of the month falls on a weekend, the dues will be late the following Monday. The late fee is \$30 plus 8% of amount due.
 - c. Owners with Open Credits. The Board agreed that Travis should email all owners who have an overage in their account and ask if they want to apply the money to next month's dues or to have a check mailed to them. If no response in 14 days, then mail them a check. The prepaid account will be reconciled by Anita.
5. Reports
- a. Transaction Report by Vendor for December, 2022. The City's upcoming increase in water rates was taken into consideration when the budget was prepared. The check to Cover Care was for the guts of the pool cover, and the check to Dunham Electric was for connecting the electric motor for the pool cover. The check to Chris Kennedy was for repairing fire damage to the deck of #1108.
 - b. P&L Actual vs Budget & Balance Sheet for December, 2022. P&L: All payments for snow removal were made in December and not January. Travis will remove the duplicated columns from the report. Balance Sheet: Anita will address and/or correct the following items on the balance sheet prior to the February Board meeting: #1510 and #2121 either remove or combine, #2105 Prepaid dues will be reconciled, #2102 Insurance Proceeds Payable number needs to be verified and/or corrected, #2170 Security Deposits/Garages number needs corrected, and #2160 and #25500 Sales Tax Payable numbers need corrected.
6. 2023 Projects. Travis read through the list of projects in the Agenda to update the Board. The following additional information was given for some of the projects.
- a. Deck repairs. Travis advised we are using Vortex on the decks which has 10-20 year warranty; other products that would work are Bullhide (Mike G), Linex which is available in Berthoud (Sean), and ASR (Travis).
 - b. Concrete Walkways. We have received one bid so far from Precision Concrete.
 - c. Asphalt Repairs. Paul Hunt is revising his proposal to clarify what items will be taken care of in 2023. Matthew requested that when Travis meets with the other 2 contractors submitting a bid that he request a 4-year plan from them. A puddle has formed at building 3 which is still under warranty so Paul will be fixing it, probably with a patch.
 - d. PM Upper Decks. This is for preventative maintenance and Travis will be getting one more estimate.
 - e. Painting Balcony Rails and Pergolas. Travis will present all bids in February.
 - f. HVAC System. Travis was told 2 years ago that this system needed replaced. Replacement cost was included in the 2023 budget in case it goes out, and he is doing regular checks on the equipment.
 - g. Clubhouse Water Heater. Fischer Mechanical was suggested if a replacement is needed.

Whereupon, the Board went into Executive Session and the public left the meeting at 7:31 pm. The minutes for the Executive Meeting are recorded elsewhere. The Board returned from the Executive Meeting at 7:55 pm.

A Motion to Adjourn was made by Dottie, **seconded** by Sean, and the **Motion passed**. The meeting was adjourned at 7:55 pm.

Respectfully submitted,

Dottie DeMark, Secretary