

WEST FORK VILLAGE HOMEOWNERS ASSOCIATION

BOARD OF DIRECTORS

GENERAL MEETING MINUTES

March 23, 2023

Attendees:

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

Also Present:

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

Meeting start time: 6:03 pm

1. Roll Call.
2. Open Discussion. Jan advised that the January minutes on the website have the wrong date; Travis will fix. Jan suggested that the sprinklers should be adjusted to water only the grass along the walking path up to the wood fence to save money on water; we don't need to water on the part west of the walking path; it's eroding the property by the ditch. The Board agreed with Jan's suggestions. Jan stated her concern that Travis's resignation is being addressed under the Executive Session tonight and she feels it should be transparent and open to discussion. The Board agreed to move the agenda item from the Execution Session to the end of the General Meeting. Amalia agreed and stated that other homeowners are concerned.
3. Meeting Minutes for February 23, 2023. Matthew suggested the following changes to the minutes: General Meeting, under 'also present', remove "via telephone at 7:25 pm" following Anita's name; paragraph 1, 4th sentence, should read "She also discussed a person walking along Building 11 and all others at 10:30 pm leaving dog droppings there"; move the first sentence of

paragraph 4b to become the next to last sentence of paragraph 4a (before the Motion); in Section 5b, remove the second sentence that reads “At 7:25 pm Anita joined the meeting via telephone,” change ‘average payment’ to ‘overage payment’ in the 7th sentence (item 2), correct CAAP to CPA in the 8th sentence (item 3), in the 10th sentence remove “that he did but didn’t document well,” remove the last 2 sentences of that section 5b beginning with “Anita left the meeting...”; and correct the time that the Board left the General Meeting and went into Executive Session from 7:58 pm to 7:48 pm; Executive Session: remove the word “the” before Linda Spouse in sentence 1 of paragraph 1; change the word from “repaid” to “repair” in the second paragraph, in paragraph 4 replace “follow” by “insure we are following”, and end that sentence after “regarding late fees.” A **Motion to approve the minutes for the February 23, 2023 General Meeting and Executive Meeting with the changes requested by Matthew was made by Sean, seconded by Mike G, and the Motion was approved.**

4. Old Business.

- a) Interest Rates for Bank Accounts and Recommendations. Jan reviewed the steps taken and the results of her research on banking options. She gave her recommendations to the Board. Anita noted that the BOC money market pays a decent interest rate; could we use that. Suggestions were made of other things to consider such as SIPC coverage and service charges. Mike M suggested, and the Board agreed to keeping the BOC Money Market and keeping a minimum amount to preserve that interest rate for future use if needed. After discussion, the Board agreed to maintain the following accounts:

BOC – CD	\$200,000.00
BOC, Ultimate Checking (Operating)	24,611.36
PNC – CD	150,000.00
AXOS – Reserve	129,215.26
Total	\$503,826.62

The Board agreed to check on any service charges, and if it is financially worth it, to proceed with making the changes agreed upon.

- b) Slaughter Roofing Reference. Travis read the notes he provided in the agenda for this issue. Sean asked Mike G questions about the approximate time it takes to complete one building. A **Motion to pay Slaughter Roofing \$300 for ice damming issues, if needed, was made by Dottie, seconded by Sean, and the Motion was approved.**

5. New Business.

- a) Asphalt Bids. Travis presented 3 bids for this year’s asphalt job which will include the area in front of the garages as recommended by Paul Hunt. Paul retired and is no longer with National Pavement Partners but has offered to review the bids we have received and answer any questions we have. Matthew stated he felt it was between National Partners and Connell. Mike G suggested that Travis contact Nick at National Partners to see if he has any wiggle room on their bid.
- b) Grinding Trip Hazard Bids. Travis presented 3 bids for grinding down the concrete hazards around the complex and advised that we have used Precision Concrete for a couple of years and their machine makes the finished area real flat. Travis recommended that we use Chris Kennedy; Chris has done this type of work before. A **Motion to use Chris Kennedy to repair**

the selected concrete tripping hazards in the complex for \$1,850 was made by Dottie, seconded by Sean, and the Motion was approved.

- c) Replacing Two Ash Trees with Lindens – Units 911 and 509. Travis presented 3 bids for the replacement of two ash trees with lindens at Units 911 and 509. The bids provided by Newell Brothers and Almighty Landscaping come with a 30 day warranty on the replacement trees, and all 3 bids would need to add material costs. John Hite lives onsite and has started his own landscaping business. **A Motion to hire John Hite Handy Man and Landscaping to replace 2 ash trees with lindens at units 911 and 509 was made by Matthew, seconded by Dottie, and the Motion was approved.** Travis will ask John Hite to provide a 3 month warranty on the replacement trees.
 - d) Mudjacking Back Side of Pool. Travis presented 3 bids for the mudjacking of the back side of the pool and described the difference between using concrete versus foam. He corrected an error in the agenda regarding the warranty offered: Solid Level offers a 2 year warranty and Groundworks offers a 5 year warranty. Travis got references on Solid Level but will get actual pool references on them. Mike M suggested that he pay attention to the fine print on the warranties.
 - e) Fire on Deck. The owner of the unit still owes the HOA \$200 for the damages. The Board agreed not to place a lien on the property but to send the owner a demand letter including charges for interest.
6. Reports.
- a) Transaction List by Vendor of February, 2023. Matthew asked why there is tape on the handles of the elliptical machine worked on by Fitness Repair Solutions. Travis advised that it was because he tried to fix it using the tape and he will remove it. PC Lock and Safe is Chris Kennedy's business. There now are electric keys on the suites and apartments and a code is required to enter them.
 - b) Profit and Loss, Actual vs Budget, and Balance Sheet for February, 2023. Profit & Loss: Anita added item 4015 which represents the special assessment paid by the owners from item 2102 on the balance sheet. Travis gave a status on item 3524 Concrete Pad for Lockboxes, the concrete is cracking and they are coming out to fix it. Balance Sheet: Item 11000 Accounts Receivable, represents dues paid in advance. Item 2102 Insurance Proceeds Payable, Funds that the insurance company underpaid. Anita will ask CPA if we can put this elsewhere. Item 2170 Security Deposits/Garages, Anita put this on her list to investigate. Item 25500 Sales Tax Payable, Anita advised that this number is now correct.
 - c) 2023 Projects. The Board reviewed the project report provided by Travis. He added that the removal of 4 ash trees and stump grinding is now complete; the Russian Olive Trim will be done next week; and the total trim of 26 honey locust is not complete.
 - d) Hiring Replacement. A resignation letter was received from Travis advising that his and Zulema's last day will be April 21. Jan advised that past actions of the Board to replace an onsite manager included looking at 3 property management companies which the owners voted down, and it was near impossible to find a trained person. The Board discussed the need to find a replacement as soon as possible to allow for training time prior to Travis and Zulema's departure and agreed to search both management companies as well as individuals through ads, services like Indeed, and a poster in the mailroom. The

management companies suggested were Property Technica, Vintage Corporation, Onsite, and 365 Real Property Management. Travis will create a list of functions desired and send it out to property management companies and request that they send us a proposal and make appointments. The suites and apartment may be an issue since these are not typical functions provided by property management companies. Matthew and Dottie will work on an ad. Matthew advised that Bill Huenink is interested and lives onsite.

7. Executive Session.

Whereupon, the Board went into Executive Session at 8:09 pm. The minutes for the Executive Meeting are recorded elsewhere. The Board returned from the Executive Meeting at 8:17 pm.

A Motion to Adjourn the general meeting was made by Mike M, **seconded** by Sean, and the **Motion passed**. The meeting was adjourned at 8:17 pm.

Respectfully submitted,

Dottie DeMark, Secretary