

WEST FORK VILLAGE HOMEOWNERS ASSOCIATION

BOARD OF DIRECTORS

GENERAL MEETING MINUTES

May 25, 2023

Attendees:

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

Also Present:

Amalia Johnson, #1102

Meeting start time: 6:07 pm

1. Roll Call.
2. Open Discussion. By comparing bank statements with QuickBooks, Anita determined that prior to April 21 not all transaction had been entered by Travis. Megan has now entered some of the transactions but the bank reconciliation is not in balance yet. The April financial statements will not be 100% accurate until she finishes the bank reconciliation. Sean stated he was told that not all of the garage deposits were entered by Travis. Anita stated that the last spreadsheet that was done on the garages was January of 2022. Anita went through every single garage, compared it to what was billed in QuickBooks, and then compared it to Weld County Assessor; everything has been billed. She noted that Travis doesn't own a garage but there is a question as to whether he is renting Garage #37 which is owned by the HOA, but she doesn't know how to find out if he's renting it or not because there are no rental payments shown for it. Megan added that we have records of the 3 garages that he previously owned and then sold to other people. There are currently no files kept on the garages. Anita suggested that someone go to Garage #37 but Anita and Megan don't know how it can be accessed. Mike M said there should be a box in the office with little keys for the garages and they're numbered; when a garage is sold the key goes to the owner but the keys belonging to the garages owned by the HOA should be in there. Mike G asked about the garage that Travis bought a year or so ago and he was told it was sold to Travis's mother who lives here. Anita will be providing all the information she has found on the garages on a new spreadsheet; and according to the Weld County Assessor, Travis doesn't own any garages. Amalia talked about her daughter Corinna who was renting Travis's garage and when he sold it, she got a new landlord. Amalia heard from someone that Travis

was trying to come back in and get another garage through somebody else. Matthew stated that as much as we know or are informed, we won't allow that to happen. Amalia agreed to advise the Board if she learns any other details. Sean asked if there are any garages owned by people who live here; it was determined there are a few. Mike M said Travis talked to the attorney about kicking them out and was told those people should be grandfathered in until they sell the garage and then it has to be sold to an owner here or the HOA. Travis's mother owns 3 garages but he couldn't buy one from her without us being informed. The garages cannot be rented to someone who doesn't live here. Sean asked about the process for maintaining information on garage renters and Anita said that will be in her spreadsheet. Megan said there is a lot missing from the files. Mike M noted that once Anita finds information on who's renting the garages, we need to have leases on them kept in a file in our records and make that part of the process. Sean confirmed that Megan changed the information on the website to show her name instead of Zulema's. Anita noted that Megan should also be listed as administrator or moderator on the Facebook page; Zulema is still the moderator. Sean needs Matthew's assistance in getting the banks switched over. Sean questioned whether we need to get an audit of the HOA's records by a CPA to look for fraud. Anita noted that auditors are very expensive. A discussion followed about the feasibility of an audit and collection of any monies if fraud is found and the process Travis was using on the cash rent he received from Linda who rents the suite at the Clubhouse. Amalia thinks we need a professional audit and said Jan would agree if she was present. Sean asked Anita to get a quote for an audit by a CPA and/or a good accounting person. Matthew noted the difficulty an auditor would have since we don't have a paper trail in some cases. Anita described a process we could use to look for problem areas. Sean reminded the Board that we need to stay on top of these issues in the future. Megan noted that Travis didn't teach her a lot of things she needed to know, a lot of steps were left out; and that's making Anita's job a lot harder. Anita noted she is learning a lot in the process, and Megan noted that she is trying to build things back the right way. The Board expressed their appreciation for that. Sean asked all Board members to make sure that Megan has their phone numbers, and we need to share the load. Amalia stated that it was nice to have someone professional pick up the phone at the clubhouse and answer her questions promptly which didn't happen much with Travis.

3. Meeting Minutes for April 27, 2023 General Meeting and Executive Session. Matthew gave the following corrections to the Minutes: Page 2, Item 4c, Paul Hunt's last name should be capitalized and the last Motion in that paragraph should read "A Motion to hire Connell to do the concrete work and phase 2 of the asphalt job was made by Matthew, seconded by Dottie and the Motion was approved"; and Page 3, Item 6b, Insert the word "line" before 4015 in the first sentence. Anita referenced a conversation with Matthew and the CPA (inaudible). She advised that she got a copy of Mike M's spreadsheet and compared it to QuickBooks and advised that the C3 Group needs to be recorded as an expense. **A Motion to approve the April 27, 2023 Minutes as presented but with the addition of Matthew's corrections was made by Sean, seconded by Mike M, and the Motion was approved.**
4. Old Business.
 - a. Spa Straps and Stickers Ordered and Replaced. Megan wanted to make sure the Board knew that she was following up on everything. She ordered the new spa straps and installed

those; she ordered stickers for the parcel boxes because they are peeling off but they are on back order.

- b. Mudjacking Around Back Side of Pool. Megan advised that the mudjacking around the back side of the pool was completed by Groundworks and looks fantastic; foam was injected into the concrete to raise the level up so everything is even now eliminating the trip hazard at the back of the pool.
- c. Backflow Repairs Scheduled for June 13 with Troudt. Matthew advised Megan that the contractor that the Board awarded this job was Bolton, not Troudt. Megan will correct. Mike M noted that they are coming only to test them, and then the Board would decide what repairs to do.
- d. Connell Asphalt. Megan said that Connell was approved by the Board to do the asphalt work but there was no timeline for when they were to start. Sean noted it should be after the community garage sale and then it would be up to them.
- e. CPO Course. Megan advised that she took and passed the CPO course and she is now qualified to work on the pool and spas so Chris doesn't have to do it all.
- f. Benchmarking. Megan researched the requirements and determined that we are eligible for an exemption from this report. The benchmarking process was described at Amalia's request.
- g. Pump Room Storage for Chemicals. Megan advised she hasn't been able to pick one yet. Dottie suggested that Megan determine the number of cubic feet we need first since the options range from \$300 to \$5,000. She should then choose a few appropriate ones and print them for the next meeting. Megan left the meeting to get pictures for the next new business matter.

5. New Business.

- a. Hazard at Swimming Pool. Dottie feels that the surface surrounding the edge of the swimming pool is a hazard. The edging appears to be slate and is about a foot wide. When it gets wet, it becomes very slippery and someone jumping into the pool could slip and hit their head, and this could happen to kids who run and jump into the pool. She brought this up to Travis at one point and he didn't think it was a problem. She is surprised it hasn't been a problem to date. Board members were asked to take a look at the area and bring their opinions to the next meeting.
- b. Painting/Staining of Pergolas. Megan advised that Travis had the pergolas on his list of projects but had no timeline. She has received 2 bids that are shown on the agenda and attached, and Structure Coating is supposed to come out next week. \$10,560 is budgeted for this project this year. Pergolas are the balconies on the upstairs units. Sean asked if this is something that could wait until next year since we will be going over budget with the asphalt this year and Mike M advised that he noticed when we had the fire that some of them are very bad. Mike M suggested that Megan get the Structure Coating bid and then we can determine which ones need to be done this year, which are probably on the south side, and any that can wait until next year. A discussion followed about what Mike M meant by them being "bad". Megan will take a walk and look at the pergolas. Megan asked about Travis's note about Trex and was advised that the Board had determined that it was too expensive.

- c. Repair of Columns on North Side of Clubhouse. Megan advised that the 2 columns in the front of the clubhouse are rotting at the bottom and splitting up the column. Travis started this project and got 2 bids and Megan is looking for a third contractor to get a bid from. Matthew noted that one bid talks about putting stone around the base. He feels that is a good idea, but he doesn't feel we should incur that expense now. It was agreed it would be budgeted and done next year.
- d. Drainage Ditch. Megan noticed at the last rainstorm that there were a lot of drainage issues out front. It may be a project for the future. Eventually the pooled water drained. Sean suggested we get a quote on it to use when doing next year's budget. Matthew asked if Megan talked with Matt Anderson about why it is draining that way. Megan advised that Matt Anderson doesn't think it is their issue. She said there is a plate over the entrance to this channel on our side and it needs to be either removed or replaced by a metal grate because the plate is accumulating debris and blocking the water flow. Megan feels it wouldn't be costly to take the plate off, which is just screwed on, and replace it with a grate. We don't know what the purpose of the metal plate is. Matthew stated this has been a problem for years. Matthew suggested that he and Megan take a look at it. Sean suggested that he could take a rake and clear it out and look at how the metal plate is attached.
- e. Payroll Date Change from the 12th to the 5th of the Month. Megan would like the payroll date changed from the 12th to the 5th if it's not a problem. Anita told Megan she didn't know the reason for the 12th but didn't see a problem with changing it to the 5th. **A Motion to change the payroll date from the 12th to the 5th of the month on an ongoing basis was made by Matthew, seconded by Sean, and the Motion was approved.**
- f. Speeding – Additional Signs are Needed. Megan has received a couple of complaints, especially from Buildings 100 and 200, that there is a lot of speeding going on from people entering and leaving the neighborhood; and this is dangerous with children present. There is only one sign and it's not very visible. The sign says the speed limit is 10 miles per hour; it is in the front but it is hard to see. Megan estimated the cost of a sign to be about \$30. Mike M suggested that Megan walk the property to see how many signs we have and where they are needed. Megan suggested one solution would be to have the police officer that lives in Building 2 park his police vehicle in the spaces in front of the clubhouse to deter people from speeding and a discussion followed. The Board agreed that Megan could purchase and install more speed limit signs so there are 3 in the complex.
- g. Change Facebook Administrator to Megan and Anita. Megan advised that Anita suggested this since Zulema is still the administrator on the Facebook page. No changes have been made to the page for a year but Megan suggested we post items like yard sales and units for sale and other neighborhood events there. Sean suggested this discussion be moved to the Executive Session.
- h. Rental of Apartment by Jonathan Slaughter \$1,500, Minimum of 4 Months. Megan advised that Jonathan Slaughter looked at the apartment and asked if the monthly rent could be reduced to \$1,500 from \$1,600 per month. Mike M advised that Jonathan is his boss's nephew and he did the metal roof here. Sean suggested that if he will sign a lease for 6 months, we will agree to \$1,500 per month. Megan advised that a

gentleman that Travis had showed the apartment to told her that Travis quoted the rent to him at \$1,200 per month and she advised him it would be \$1,600 per month plus security deposit paid up front because he wanted to make payments for the deposit. The gentleman had other complaints and declined the rental. Megan asked if we could do background checks on future tenants. The Board agreed we should do background requests prior to renting and maybe the cost should be paid by the applicant. Megan confirmed that Linda is still in the larger suite until at least September which will leave the one smaller suite vacant; and the apartment has been vacant since May 16. Mike M gave background on Jonathan's personal situation. The Board agreed to offer the apartment to Jonathan for \$1,550 for 4 months or \$1,500 for 6 months.

- i. Sealing of Pool Deck. Megan advised that when the mudjacking was done, they advised her that we would need to seal around the outside of where the brickwork is and where the concrete was lifted in order to avoid moisture getting in there. The budgeted amount for this is \$2,750, and the 2 contractors she talked to didn't want to seal over someone else's work. Groundworks, who did the mudjacking, quoted us \$3,369 for the job. Matthew suggested that Megan ask Structure Coatings if they do that kind of work, and she advised that she doesn't think Structure Coatings does that type of work anymore. Matthew asked if the Groundworks estimate could include the slippery slate tiles currently around the edge of the pool and Megan will ask them. A discussion followed about a possible solution for the slippery tiles. Matthew suggested we ask Groundworks first and then look for a solution. Sean suggested that Megan could try to get the Groundworks bid reduced for the sealing but we may have no other choice.
 - j. Chris Wants to Take a Management Course at Aims Community College. Megan advised that Chris looked into the cost of this course and it's \$8,000. The Board agreed that they like Chris but don't have the money for it.
 - k. Pool Cover Repair. Megan advised that the pool cover isn't working properly and it was just done on March 15 and should be under warranty. It is making a loud grinding noise. They can't come out until June 6 so she and Chris used a rubber mallet to make it safe while the cover is open but it can't be closed now. Mike M suggested Megan ask the contractor that repaired the pool cover originally if they know anyone who would look at the pool deck sealing or the slippery slate issue.
 - l. Concrete Dip Between Buildings 4 and 5. Megan advised that National Paving says we are on their radar and are aware of the dip issue and they will come out next week to address it.
6. Reports.
- a. Transaction List by Vendor for April 2023. Sean reminded Board members that Anita said that all of the reports aren't complete because Travis didn't enter all the transactions before he left. Megan stated there are other things that aren't complete like the bank statement and she is going back and entering things that were left out, and it should be completed next week. Travis didn't advise Megan of a step that is necessary when making deposits. Travis also wasn't itemizing each check on the deposit slips and it's taking some time to fix. Matthew asked Megan if she has the capacity yet to do outside work and she advised that Alex was only used for 2 days and she and Chris

finished that work up today. Sean suggested we limit Alex's work hours. Megan said he hasn't worked for 2 weeks now. Sean suggested Board members could assist also.

- b. Profit and Loss Actual vs. Budget and Balance Sheet for April 2023. The Board reviewed both documents. Matthew noted that our rental income is about \$3,000 more than budgeted.
- c. 2023 Projects. Amalia noted that there are some big items in the trash bins that need to be hauled away. It was noted that Travis would wait until the items accumulated and store them in an HOA garage then contact a separate hauling company to pick them up because Waste Management was too expensive and would take them one at a time. Sean gave the name Michael Ebrecht, a friend of his who might be interested in the job. A discussion followed about charging residents who put large items in the trash. Amalia suggested that Chris could give us good input if he started coming to the HOA meetings. As his supervisor, Megan gets a lot of input and opinions from him that she brings to the meetings. Megan advised that most of the projects have already been done on the project list or she brought them up tonight. She is going to start her own project list. Sean brought up replacing some of the bulbs in the lamp posts. Dottie brought up the project of getting more light onto the premises because of increases in crime and Mike M reminded we were waiting to see the lighting that the new complex to the east of us were going to install. Money has been budgeted for this project this year.

Whereupon, the Board went into Executive Session at 7:37 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 the general meeting was made by Sean, seconded by Matthew, and the Motion passed. The meeting was adjourned at 7:55 pm.

Respectfully submitted,

Dottie DeMark, Secretary