

WEST FORK VILLAGE HOMEOWNERS ASSOCIATION

BOARD OF DIRECTORS

GENERAL MEETING MINUTES

April 27, 2023

Attendees:

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

Also Present:

Jan Massey, #1504
Anita McAllister, #610

Meeting start time: 6:03 pm

1. Roll Call.
2. Open Discussion. Jan asked whether Alex is an employee or what his status is? Megan advised that Chris will be having hernia surgery on May 10 and will be gone for a number of days for recovery. He has hired Alex at \$20 per hour to cover some of his functions while he is gone. The \$20 per hour wage was determined in December when Alex was asked to help in Travis's absence. It was pointed out that Chris doesn't have the authority to hire anyone and that Megan needs to discuss this with Chris, provide him with oversight on his needs for outside help and let him know she needs to preapprove any hours that Chris needs Alex's help. Mike M suggested that Megan have Chris prioritize what needs to be done prior to his surgery and to get done what he can prior to that time. Jan requested the status of repairing the new asphalt by building 3. Mike G advised that work was done by National Paving and there is a one-year warranty on it. The repair is scheduled and is weather dependent. It will be dealt with within the next 30 to 45 days. Megan was asked to reach out to Nick at National Paving to confirm this is in

their schedule. Jan noted that several of the new lockboxes have the same number on them. Megan advised that she is aware of this and it is being taken care of; we are waiting for stickers from the post office. Matthew asked how Chris's function opening and closing the clubhouse will be taken care of during his absence for surgery. Megan suggested that John Hite, who lives on site, be asked for his help. Sean volunteered to do the opening and closing of the facilities during Chris's absence. Matthew asked about a Benchmarking Data Request received from the State of Colorado. Megan's advised that because we don't have any buildings over 50,000 square feet, we can request a waiver from the State from providing the requested documentation. The waiver request sent to the State should contain a blueprint, CAD drawing, or other document proving that we have no buildings over 50,000 square feet. We have no blueprints of the complex and it was suggested that Megan get this information online from the Weld County Property portal.

3. Meeting Minutes for March 23, 2023. Comments from Jan and Mike G. A **Motion to approve the minutes for the March 23, 2023 General Meeting and Executive Meeting with the changes requested above was made** by Sean, **seconded** by Mike G, and the **Motion was approved**.

4. Old Business.

- a) Transferring Reserves. Because of the demands in hiring a new onsite manager, Sean was not able to do the requested transfers of the bank accounts. He suggested waiting until all the changes were made as far as signatories. He agreed to make time before the next meeting to get this done using Jan's spreadsheets and the minutes.
- b) Mudjacking Back Side of Pool. Megan couldn't find the bid from Crackerjack but she was able to find the ones from Solid Level and Groundworks. Groundworks is offering a 20% discount for jobs hired in April. That brings their bid down to \$4426 making it the lowest bid received. Travis got the references on these bids and didn't write them down so she doesn't know whether or not he asked specifically for a reference for mudjacking a pool. Megan recommends using Groundworks. A **Motion to use Groundworks to mudjack the back side of the pool and to hire them prior to the end of April was made** by Sean, **seconded** by Matthew, and the **Motion was approved**.
- c) Asphalt Estimates. Matthew read through the bids this afternoon and was leaning toward Connell before he got to Paul's recommendation of Connell. Matthew met with Paul and Travis and discussed the bids. CU Onsite Solutions had concerns about doing concrete right up against the garages because there's no way you're going to get a paver up against those garages without causing damage. They suggested putting a 5-foot skirt outside the garages. A discussion followed about whether a skirt is needed outside of the garages and what size it needs to be. Paul recommends some concrete but 2 feet at a minimum. A discussion followed about whether to start phase 2 of the asphaltting this year or wait a year in case we go over budget with phase 2 this year, which we could do for about \$15,000 with Connell. Jan questioned the need to start the project this year since the asphalt doesn't look that bad. Sean voiced that it needs done. Dottie referred Jan to past minutes when the board considered the project and decided to start it this year based upon, among other things, the fact that most of the spot repairs we have done over the years were not done well. Mike M's biggest concern is having to skip a year for financial reasons once we start this year. Megan will contact Nick to make it clearer how it was done in the past to get asphalt up next to garages. A discussion followed about the bids and the concrete. Matthew stated that Paul Hunt is very complimentary of Connell and he recommends them and we are getting more

for our money even though it puts us over budget. **A Motion to hire Connell to do the concrete work and phase two of the asphalt job was made by Matthew, seconded by Dottie, and the motion was approved.** Megan was asked to include actual copies of bids in the board packets in the future for the board's review until she feels more comfortable with it. She will also include the budget numbers in the agenda.

5) New business.

- a) Backflow Bids. Three bids were presented for the backflow testing. The budget for this, which is in the repairs category, is \$16,000 but we can't tell how much was budgeted for backflow. We used Trout last year for \$1,800. **A Motion to hire Bolton Backflow Besting, LLC to do the backflow testing for \$1440 plus \$90 an hour for repairs was made by Matthew, seconded by Sean, and the Motion was approved.**
- b) Storage for chemicals. Megan suggested we purchase a cabinet to store the pool chemicals in for safety reasons. She suggested a small Rubbermaid cabinet or a cabinet designed for pool chemicals; \$150 would be the cheapest. Currently the pool chemicals are kept all over the room. Megan will do more research and circulate her findings through the e-mail for a vote.
- c) Replacement straps for hot tub. Megan advised that we need three new straps at the cost of \$150 each or total of \$450. for the hot tubs. Travis suggested this and Chris agrees. **A Motion to purchase 3 new replacement straps for the hot tubs at the cost of \$450 was made by Mike G, seconded by Mike M, and the Motion was approved.**
- d) Community Garage Sale. It was agreed that the community garage sale will be held the weekend of June 2nd and 3rd this summer. Megan will notify the residents of this.

6. Reports.

- a) Transaction list by vendor for March, 2023. Matthew confirmed that the emergency light for the clubhouse purchased from Batteries Plus has been installed. Both the pool cover and garage door have been tested. Megan advised that one of panels on the garage door was hanging down and Clint will come and fix it. The checks written to EnviroShapes Concrete total around \$2700; the bid showed it lower at \$1500. It changed because they needed the concrete to be wider and the board did approve that. The two checks written to Air Extreme were booked into the wrong category on QuickBooks and will be fixed. Waste Management has responded about the overages we were being charged and advised us that he will take it off the next bill. Megan will stay on top of them.
- b) Profit and loss actual versus budget and balance sheet for March 2023. Profit and loss: Matthew asked if the special assessment at 4015 made by Anita would offset taxes or year end items and Anita responded no. Item 3516, water heater, the some of that amount needs to be changed to a different category. Matthew directed Meghan 's attention to the budgeted amount for snow removal and suggested that she be prepared to have a list of people to call to do our shoveling. The year-to-date figure spent on snow removal is \$19,000 and we had budgeted \$25,000 for the whole year. Item 5095 shows \$1075.45 spent for computer expense. Anita advised that was our payment to Intuit. Balance sheet: Item 2102, insurance proceeds payable, -\$52,340.99, Matthew asked if that was the money for the screens. Anita advised that that was the accumulation of dollars paid by the insurance

company less what was paid out by the HOA. Anita will ask our CPA if it should be zeroed out or put somewhere else, and shouldn't it be a credit. Anita and Mike M will get together to discuss the insurance payments and compare their spreadsheets.

c) 2023 projects. The board reviewed the updated project list.

7. Executive Session.

Whereupon, the Board went into Executive Session at 7:26 pm. The minutes for the Executive Meeting are recorded elsewhere. The Board returned from the Executive Meeting at 7:51 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 7:51 pm.

Respectfully submitted,

Dottie DeMark, Secretary