

WEST FORK VILLAGE HOMEOWNERS ASSOCIATION

BOARD OF DIRECTORS

GENERAL MEETING MINUTES

JULY 27, 2023

Attendees:

Megan Kelley, Onsite Manager
Matthew Shewmon, President
Michael Montoya, Vice-President
Sean Dolan, Treasurer
Lisa Shewmon, Acting Secretary
Mike Gantz, Voting Member
Jan Massey, Voting Member

Also Present:

Anita McAllister, #610
Amalia Johnson, #1102

Meeting start time: 6:00 pm

Meeting Minutes:

- The May meeting minutes are not prepared. Dottie will route them as soon as she is able to prepare them.
- Minutes from June 24, 2023 were routed. Matthew motioned to approve; Jan seconded the motion; and all in attendance approved.

Open Discussion:

- Megan has 10 old pool chairs that need to be replaced. Discussed options for disposing of them. She will shop for options, and share details through email.
- Jan spoke about Metro Cable accessing our property to get to the easement that runs on the North side of the property and behind the garages. They drive over the curb, on the lawn and through the rocks. They have not spoken with Megan for approval to access the property. Megan called the police department and will call Metro Cable to file a complaint.
- Amalia spoke about people filling the dumpster with items when moving out of their places.
- Amalia showed us photos of a drain on the west side by building 15 where the rocks are partially clogging the drain. Megan will work with Alex to get the rocks removed and set in the proper place.

Old business:

New directors were elected to the Board at the June meeting. Discussion was held regarding who would like to serve in a different capacity.

Jan mentioned that Dottie had previously asked to step out of the secretary role. A recommendation was made to offer Dottie a voting member position. It was agreed to let Dottie provide her opinion, so for now she will remain Secretary.

Mike Gantz offered to be President.

Matthew will be a voting member.

Sean went from Treasurer to voting member, and Jan will be the Treasurer..

Mike Montoya offered to remain Vice President.

Mallory will be a voting member.

New business:

Speeding signs: Megan stated that speeding signs are not a great deterrent so "children at play" signs are being considered. 5 signs were ordered. Jan recommended "No outlet" signs for the NE and NW back corners of the property.

Pool cover: Megan advised that the mudjackers got foam around the pool cover motor, so the cover would not work. Original mudjackers were called to request they repair the cover/motor, but they cannot work on the motor and cover. So, Cover Care was involved for that. They removed the cover and motor, so that concrete could be poured in the trench. The concrete company, Groundworks, came out and said it was not something they could work on. Megan now has a bid from John Hite to do the concrete work, plus replace the old wood pieces. The Board left the boardroom to look at the cover, motor and trench. It is a dirt trench with pieces of wood that have deteriorated. The motor is attached to the wood. Estimated amount from John is \$400 to make repairs, including pouring concrete, wood replacement, securing the motor to the wood, screwing down the aluminum cover, and testing the cover. Bid was approved up to \$425 to account for resetting and mortaring around the stone that is loose on the SW end of the pool by the cover/motor opening.

Junk pick-up: Megan advised that the junk pick-up has been taken care of. Sean and Mike M. suggested putting up signs in the mailroom advising that pick-up fees will be assessed back to the unit that puts the items in the trash areas. Also, this info will be included in the newsletter. Amalia noted a new tenant unloading an entire pick-up truck of trash and the group does not live here. A decision was made to send out one more paper newsletter and that newsletter will include info that the October 2023 newsletter will be the last paper copy and in the future, newsletters will be viewable online.

Concrete dip: National Paving as not done the repairs between Buildings 3 and 4. They advised Megan they would be there in July. Now they say August is when it will be done. This is a repair covered by the warranty.

Lighting in the neighborhood: Megan checked into getting replacement parts for the ballards and there is no model number. Megan is recommending brighter bulbs in the ballards. At a prior meeting, the idea for solar powered motion lights was not received well. Sean recommended getting a bid for replacing them in the future and the amount can be added to the budget.

Painting pergolas: Megan advised we previously had postponed this work and discussed doing the worst 10 this year. She has 4 bids for this work. She'll walk the property, decide which 10 to do this year, and send the Board an email with the bids so we can vote and possibly get this work done yet this summer..

Sealing Pool Deck: Sealing the deck around the pool is completed.

Tree Issues: Building 1 tree that was down has been hauled off. Work was done by Alex. Alex also removed a vine that grew up inside a tree near building 4.

Patriot software: Per Anita, she has been using it, for another client, since February and she pays \$23.75/month for 2 employees. It looks like QuickBooks is charging West Fork \$37.50/mo. plus \$5/employee. Patriot is also easier and faster to use and offers direct deposit. Anita would like to switch Payroll to Patriot and keep the regular accounting with QuickBooks. It was

decided Anita would do further research on both Patriot and QuickBooks payroll software and present her findings at the August meeting.

Pool issues: Gates are now repaired.

4th of July Disturbance at Pool: The Board discussed the 4th of July situation at the pool. Tenants of the unit involved have lost clubhouse privileges and the unit owner was fined \$100. The Newsletter will also include information on the pool rules and will advise of the issues we had this summer.

Vending Machine: Megan advised that a person asked about having a vending machine being added to the pool area. The group did not think that was a good idea due to permitting that would be needed and the potential for vandalism.

Fence repairs: Lowes sells pre-cut rails. Because it was a low cost repair it was decided to go ahead and do the repairs using Alex to complete them. It will involve replacing 4 or 5 rails which are broken. Megan is going to check on the cost of the rails.

Alex's Employment: Sean asked if Alex is going to be paid per job or hourly wage, etc. He is being paid as a 1099 employee so no taxes are being withheld. Alex has been doing very good work for Megan. It was agreed to allow Alex to keep working up to the hours we would've paid Chris.

Chris's Employment: Jan asked about Chris' employment status. Chris is taking care of his medical situation and is needing to have surgery, plus he'll probably have at least a 3 month recovery period. Megan advised that Chris is looking for another job currently. Megan will arrange a time to meet with Chris and Sean to discuss his situation.

Upstairs suite rental: Long-term renter, Linda, moved out of Suite A. Suite B is now rented long-term with a traveling nurse. The apartment is not currently rented. Sean recommended contacting hospitals in the area to see if they have any traveling nurses or doctors coming into town soon that need lodging.

Online payment of dues: Megan said many unit owners have asked for this service. Jan advised there are 2 local banks that offer Zelle to their customers. The 2 banks are Chase and Wells Fargo. She will research options and fees for possibly moving our business checking account from Bank of Colorado.

Building 7 Leak and Ice Damming: Mike Montoya spoke with Liberty Roofing about the leaking problems in building 7. The flashing needs to be screwed down, but they were nailed using regular nails. The flashing around the solar tubes is allowing water to enter. Liberty is not accepting responsibility for the problem. Mike Montoya recommended doing a test installation of ice dam tape on a couple units to see if it resolves the problem on the North facing slopes. Megan will check in the garages to see if the supplies for this were already purchased. She will work with Mike M. on this.

Paving repairs: The mill and overlay are not scheduled yet by Connell, and they have not yet been paid. End of August is the tentative start date.

Reports:

Megan explained the \$565 payment to CP Mechanical for ductwork repairs.

Sam's Club Membership – Megan checked into getting a membership for approx \$35/month to buy supplies (toilet paper, paper towels, etc.) for the clubhouse. Jan said she has a membership we can use.

Sean recommended Mint Mobile for Megan's work cell phone (instead of Verizon) because it's cheaper.

Whereupon, the Board went into Executive Session and the public left the meeting at 8:01 pm. The minutes for the Executive Meeting are recorded elsewhere. The Board returned from the Executive Meeting at 8:10 pm.

A Motion to Adjourn was made by Sean, **seconded** by Matthew and the **Motion passed**. The meeting was adjourned at 8:10 pm.

Respectfully submitted,

Lisa Shewmon, Acting Secretary