

WEST FORK VILLAGE HOMEOWNERS ASSOCIATION

BOARD OF DIRECTORS

GENERAL MEETING MINUTES

August 24, 2023

Attendees:

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

Absent:

Mallory Steadwell, Voting Member

Also Present:

Patti Sorensen #206
Tammi Guerrero #601
Lisa Shewmon #703
Carol Patch #1001
Bonnie Stauffer, #1012
Amalia Johnson #1102

Meeting start time: 6:00 pm

1. Roll Call.
2. Open Discussion. Mike G introduced the new Board Members (Jan and Mallory) and also had each "also present" identify themselves. Mike G advised Board Members and others present that the Executive Session would be long tonight so to please keep their comments brief. Bonnie advised that she asked Travis to check on the painting of her deck railing and it has not been done. Also there is a light bulb that went out a month ago and hasn't been changed. Megan advised that she needs to order new bulbs and she will get Alex to do painting. Carol asked if FLM is responsible for pulling weeds in the patio area and cleaning off the concrete pad. She pulled all of the weeds there and they're back; and rain causes piles of black specks from the roof to accumulate on the patio. Mike G stated that FLM is responsible for the weeds and the black piles cleanup are the responsibility of the owner. Carol said that cleaning the patio has

been done before by the landscaping company but not now. Carol advised that next to Building 10 the grass is on a slope and the big riding mowers dig gouges in the ground. They used a hand mower once and now they're back to big riding mowers. Megan will address the issue with FLM. Jan said there are also trenches by Buildings 14 and 15. Megan will talk with FLM to see if patio cleanup is part of the contract and blowing grass etc. off of the patios. Amalia advised that the same 3 vehicles were parked in front of her building for 3 weeks; one vehicle moved but now there's another for the past 3 weeks and she can't park there. Today there is a white Cadillac and another roommate upstairs. Sean stated that the rules on the books say a vehicle must move every 3 days. Jan read the covenant on parking. Section 15.11.5 of the HOA Covenants reads "Except within a garage, no abandoned or inoperable vehicles of any kind shall be stored or parked in the Project. An 'abandoned or inoperable vehicle' shall be defined as any automobile, truck, motorcycle, boat, trailer, camper, house trailer, self-contained motorized recreational vehicle or other similar vehicle, which has not been driven under its own propulsion for a period of two (2) weeks or longer, or is not properly licensed or which does not have an operable propulsion system installed therein". Each owner is only allowed one spot unless approved by the Board. Following a discussion on chalking the vehicles, Megan will get some chalk. Megan stated that recording owners vehicles during orientation is not done; and she confirmed that she is doing orientation before a new resident or owner gets fingerprinted. Bonnie advised that there is a man with a German Shepard that he can hardly control when walking it; Megan will check file to see if he has a dog registered with the Association. Mallory related that Bill Heunink asked if we are putting a fence between the complex and the new apartment buildings to the east. Mike G assured her there will not be a fence. Mallory advised that there is a concern among residents about break-ins. Mike G advised that our irrigation boxes and main line is on their property; we would have to move that stuff to our side. The reason is the gas company has an easement and placed them between the two properties and it predates both of us; the gas company will not allow anything on their easement. Mike G described the layout for the apartments, playground, and parking. There is a dead tree impeding water flow on our property. Megan advised that the apartment complex owner was going to build another building but they didn't because their lights would enter our condo windows.

3. Approval of Minutes. The Board reviewed the minutes for the May 25, 2023 and July 27, 2023. Matthew noted that the July 27 minutes had the wrong year. A **Motion to approve the minutes of the May 25, 2023 and July 27, 2023 meetings with the correction of the year on the July 27 minutes was made** by Sean, **seconded** by Mallory, and the **Motion passed**.
4. Old Business.
 - a. Pool Cover Repair Status. Megan advised that the concrete was too short by 3 inches and John is doing the concrete work. Then Covercare will fix the cover.
 - b. Chemical Storage Container. Megan purchased a chemical storage container. Sean noted that John isn't closing and locking the pump door. Megan stated that she is responsible for that. Mike M reminded Megan to have the cabinet secured to a wall.
 - c. Pool Patio Chairs. Megan suggested that the old pool chairs be chopped up and sold for scrap. Jan asked if we would have to pay someone to chop them up and Megan wasn't sure yet. Sean asked if we own an angle grinder and Megan said yes. Sean will show her how to use it.

- d. Fence on Western Property Line. Megan advised that Alex was supposed to do this but he may not be able to do it by himself. He won't have the tools to install the new railings. Jan suggested a bid from Chris Kennedy. Megan will get a bid and we can approve it through email.
 - e. Concrete Dip Between Buildings 4 and 5. Megan advised that National Paving will do that work next week.
 - f. Painting Pergolas Status. Megan confirmed that we will be painting ten of the worst pergolas, but they are all in pretty bad shape. Jan doesn't think we should split the project into 2 years but do all 20 at once. Sean agreed. Mike M pointed out the warranty on one bid. Megan will get one more bid in place of Nathan's and then the Board can approve by email. Sean asked if Prime Painting has a warranty and Megan will find out. Sean noted that this project needs to get done asap. Mike M suggested Megan try CertaPros out of Fort Collins and gave her their contact information.
5. New Business.
- a. FHA Recertification. Megan stated that she needs help on this application. Dottie and Matthew agreed to help her with it.
 - b. Governance Policy Information. The Board referred to Matthew's email regarding the government policies that the attorney recommends we have in place. There are 9 of them required. Jan noted that 2 of the policies they are recommending are already on our website, namely, the Investment of Reserve Policy and the Reserve Study, and she discussed the problem she has with the Investment of Reserve Policy and asked if the attorney had written them. Sean advised Megan how to handle the issue with the attorney. Mike G gave Megan direction on how to handle with attorney. The attorney has also offered to prepare a "Records Retention Policy" and "Electric Vehicle Charging Station Policy." Mike G suggested that Megan make a list of what we know we have and then go with pricing from there.
 - c. Jobs Completed. Meg advised the Board of a number of items that John Hite has fixed for us, older things that have fallen between the cracks, like the photocell on Building 4 and working on the pool pump because it was leaking and overheating, and we paid him for his work. Regarding outstanding jobs, Mike G suggested that Megan make a list of what's important with cold weather coming on and try to get to those first. Others may be put off until spring. Sean suggested that it's not too early to try to get snow shovellers lined up.
 - d. Meet and Greets. Meg advised that several new people in the community have suggested that regular get togethers are held here; and does the Board want to do them. Sean suggested March and September. Jan suggested an owner put it together as a potluck and the Board agreed.
 - e. Patio/Deck Repairs. This issue was addressed previously in this meeting. Megan talked about reports of wasps burrowing into the wood in some buildings that might be termites. A discussion followed.
 - f. Fitness Room Repairs. Megan advised that the elliptical machine is broken and needs replaced and the left treadmill needs a new console; she asked the Board if she should have them repaired or purchase new ones. Meg gave options with prices. Discussion and clarification followed. **A Motion to get quotes for a comparable new treadmill machine and the Board can approve by email** was made by Sean, **seconded** by Mike G, and **the**

Motion passed. Sean asked Megan to ask the fitness repair man about life span on all equipment we have so we can budget ahead.

6. Reports

- a. Transaction List by Vendors. Jan said there is some stuff missing on the transaction list. Megan will discuss this with Anita and invited Jan to attend and she will send the Board an email with the corrections. Mike M questioned the 2 payments to Waste Management and Megan will check on those.
- b. Profit & Loss, Budget vs. Actual; Balance Sheet. It was confirmed that item 5006, Board Compensation, covers 7 Board members now. Connell will start the first week of September, Megan will notify residents via a mailroom posting and the garage owners. Patti asked why we are so far over budget on several items. Megan will check with Waste Management and make sure that they aren't incorrectly billing us again. Balance Sheet: an updated the Board on the banking changes she was looking into. She wants to move away from Bank of Colorado and suggested going to Chase or Wells Fargo.

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 8:18 pm.

A Motion to Adjourn the general meeting was made by Mike G, **seconded** by Sean, and the **Motion passed.** The meeting was adjourned at 8:18 pm.

Respectfully submitted,

Dottie DeMark, Secretary