

WEST FORK VILLAGE HOMEOWNERS ASSOCIATION

BOARD OF DIRECTORS

GENERAL MEETING MINUTES

November 16, 2023

Attendees:

Megan Kelley, Onsite Manager

Mike Gantz, President

Michael Montoya, Vice-President

Dottie DeMark, Secretary

Jan Massey, Treasurer

Matthew Shewmon, Voting Member, via telephone

Sean Dolan, Voting Member

Mallory Stedwell, Voting Member

Also Present:

Matt Chafin, State Farm Insurance

Carolyn West, 107

Tammi Guerrero, 601

Amalia Johnson, 1102

Meeting start time: 6:00 pm

1. Roll Call.
2. Matt Chafin. Matt Chafin of State Farm Insurance distributed a handout describing the renewal terms for January 1, 2024 renewal of the 3 policies carried by State Farm for the Association: Condo Master Policy, Commercial Liability Umbrella Policy, and Fidelity Bond Policy. Matt went through his handout and added the following information. The premiums being charged have been paced for inflation by a third-party source. Coverages A and B on the Master Policy apply to anything non-residential. Although the premiums have increased, we are getting more for our dollar; the cost per thousand dollars of coverage went down a bit. The new premiums reflect a cost of \$478.05 a year per unit. There is a change for 2024 in the deductible; it is a split deductible of either \$20,000 or 1% of the coverage on the structure if the damage is caused by wind or hail, which represents 90% of claims. Fortunately, there has been no hail in the area lately. Matt recommends that we do

not post the policy itself on our website. All claims by the HOA must go through Matt himself. Matt then answered several questions from the Board.

3. Open Discussion. Everyone in the meeting introduced themselves. Carolyn lives on the side of building 1 by the neighboring apartment construction and advised of a light missing. She was advised that the lighting issue is on tonight's agenda and will be discussed then.
4. Approval of October 26, 2023 Minutes. Changes to the attendees were noted that Michael Montoya was present at both the general and executive meetings and Sean Dolan was absent at both. Item 2 of the General Meeting, Open Discussion, sentence 10 should reflect that Mr. Nash's truck had been broken into, not his unit, and his work computer was stolen. Item 6c of the General Meeting, Reports, P&L, should read as Item b, not c, and the dollar amount in the first sentence should be changed from \$7,200 to \$1,760. Item 2 of the Executive Session minutes, Unpaid Charge Summary, sentence 3, remove "Travis's" and replace with "Prior property manager's"; and the last sentence in that paragraph should end "Megan cannot find the owner." **A Motion to approve the minutes from the October 26, 2023 General Meeting and Executive Session with the changes noted above was made by Sean, seconded by Mike M, and the Motion was approved.**
5. Old Business.
 - a. Snow Removal Bids. Megan advised that Retriever's policy regarding priority of their response is based on location; since we are in Greeley we would be on top of the list. Retriever currently has five customers. Matthew stated he likes Retriever but we would get no benefit if only 2 inches fall per storm and their contract says they come out only for 3 inches or more of snow. We would be paying Retriever's full amount of the contract even if there was no or very little snow. The current contract with FLM runs until 2025. Rocky Mountain has agreed to extend their contract for snow season this year through April of 2024. So we now need to find a contract for October to December of 2024. Matthew suggested we get bids for the period from October 2024 thru April 2025 and we can project the numbers for the budget. Sean expressed that Rocky Mountain's verbal agreement for April needs to be written into the contract and we need to get specific dates written into the other contracts. Mallory suggested we get a 2 inch contract bid from Retriever. A discussion followed of the budget based on year-to-date numbers for snow removal. We were relatively happy with Rocky Mountain for their work this year. Matthew suggested it would be better for the contract to say they don't come out unless we call them; we need to control that. Sean asked about the snow shovellers and Megan advised that she has a list of 20 people. Mike G prefers to see future bids on snow removal for the snow season running from October through April. Megan will circulate the information she gets through email for a Board vote.
 - b. Lights. Megan advised we have replaced and repaired all lights that we know about. Tammi advised that there are two lights out right along the auxiliary garages. Megan advised that she is still working on motion detector lights; a workaround was done and Marc has the recommendations.
6. New Business.
 - a. FLM leaf cleanup. Megan advised that FLM will be out on November 27 to do the leaf cleanup.

- b. HOA Meeting Calendar. A discussion was had regarding the day of week and time for next year's meetings; it was decided to leave it at 6pm on Thursday. The following dates were selected for Board meetings in 2024: January 25, February 22, March 28, April 25, May 23, June 27, July 27 (annual meeting at 10:00 am), August 22, September 26, October 24, November 14, and December 13 (budget meeting at 7:00 pm). This schedule will be included in the December 2023 budget meeting mailing.
 - c. Online Dues Payments. Megan advised that it has been set up to send and receive payments using Zelle; payments will be sent to revenue@westforkvillage.org. Jan uses Zelle now to pay vendors. If you need assistance, talk to your bank. Sean will show Megan how to set it up on her end. A letter will be sent out with the December budget meeting letter explaining the process.
7. Reports.
- a. Transaction list by Vendors. Mike G asked if \$300 for accounting services from Carrie Huenink will be her monthly amount. Jan advised that Carrie is still correcting things and her monthly fee is not expected to be that high. The \$5,000 transfer at Wells Fargo was done for a better interest rate. Jan advised that the November 7 payment to Xcel should read "online" instead of debit. Sean asked if the 2 payments to Xcel represent 2 months and Jan will research for an answer. Megan advised that Suite B is rented indefinitely and the apartment is rented now.
 - b. Profit and Loss Budget Performance and Balance Sheet for October/November 2023. P&L: Mike G asked if the Comcast and BCS revenue sharing numbers are current and Megan advised yes. Item 5017 Returned Check Charges for \$12 was for a 2015 cashier's check she tried to cash that was rejected. Megan also advised that the note "Ask Anita" under "Other Expenses" category was put there when Anita asked her to consult with Anita before she put anything under that category. Balance Sheet: Jan advised that item 1026, the CD at PNC received \$800 today that will be posted tomorrow. Jan advised that she doesn't have an answer yet for the Item 11000, Accounts Receivable amount but it is not "Prepaid Dues." Jan advised that the accountant is working on item 1605, Garages held for sale. The HOA owns 8 garages, two of which the HOA uses.

Whereupon, the Board went into Executive Session at 7:08 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 G, and the Motion passed. The meeting was adjourned at 7:51 pm.

Respectfully submitted,

Dottie DeMark, Secretary