

WEST FORK VILLAGE HOMEOWNERS ASSOCIATION

BOARD OF DIRECTORS

GENERAL MEETING MINUTES

January 25, 2024

Attendees:

Sean Dolan, Acting Onsite Manager
Mike Gantz, President
Michael Montoya, Vice-President
Dottie DeMark, Secretary
Jan Massey, Treasurer
Matthew Shewmon, Voting Member
Mallory Stedwell, Voting Member (by phone)

Also Present:

Carolyn West, #107
Lisa Shewmon, #703
Amalia Johnson, #1102

Meeting start time: 6:00 pm

1. Roll Call.
2. Open Discussion. Carolyn would like to see the dog poop picked up better, especially in the open area between the 2 driveways. A discussion followed about the issue. Jan provided an update on the garages: #54 belongs to the association and is being rented, we don't know who it is and Sean put up a sign for them to come into the office; #37 has been vacated. Bill Nash is buying Garage #5. Jan applauded Dottie's work getting the police report on the incident in the clubhouse on December 29, 2023 and filing documents for a protective order, which was denied, and she should be recognized. She continued that Sean also has been quick to attend to things, like the frozen pipe. Jan ordered 240 dog bags because we are out. Jan would like to take FLM to task for the disaster they created with the leaves. The red truck issue needs addressed and Sean will reach out to them tomorrow. Mike G gave the background on the red truck and said it has been there for several years. Sean will put a note with a warning and will have it towed if no response from owner. Mallory asked for an update on the Building 1 outside lights and Sean said he will check into it. Mallory's concerns are how dark it is on the east side. Sean will meet with Marc tomorrow and do a walk around looking at outside lights. Lisa gave kudos to Sean and Marc and added that more often than not, Megan was at the desk. Jan finished and mailed the 1099s, W2s, etc. this morning. Amalia acknowledged Matthew and Lisa always being very attentive and responding immediately.

3. Approval of November and December Minutes. A correction to the December 16, 2023 Budget Meeting Minutes was given for Item 1, Open Discussion; the 4th sentence should end "...garage owners will have a \$10 increase from \$220 to \$230 per year." **A Motion to approve the November 16, 2023 General Meeting Minutes and the December 16, 2023 Budget Meeting Minutes with the change noted above was made** by Matthew, **seconded** by Mike G, and **the Motion was approved.**
4. Old Business.
 - a) Megan's Departure, Sean's Interim PM Status. Mike G advised that Megan has resigned and she is looking for other opportunities. Sean is acting as onsite manager in the interim, probably until spring when the Board will hire someone. Mike M brought up whether Sean should be doing both jobs, property manager and Board member. Sean brought up what would happen if the Board was deadlocked on a vote, and we haven't had one close vote yet. Mike G is on other boards and rarely is there an even split; but if it comes to that, we would have to work together and come to a compromise. Sean will begin to include payment for the \$80 Board compensation with his monthly dues starting next month. The Board agreed. Matthew brought up compensation to Jan for her assistance since Megan left; Sean noted that the bylaws say a Board member can be compensated. Lisa noted that Megan's salary is available. Jan requested that this matter be addressed in Executive Session.
 - b) January Deep Freeze Report. Sean advised that because a surface-mounted space heater in the clubhouse wasn't turned on this winter, the pipes froze solid in pump house. A plumber came out. Sean brought a space heater and it took 2 days to thaw it out. Trout Plumbing then came out and did fantastic work. Trout noticed that the back flow had been installed incorrectly and fixed it. An electrician came to fix the heater. The tenant was without water and we put her up in a hotel for the days she wasn't traveling out of town. Sean and Marc were able to shovel the walkways and entryways in a day. There was more snow on Martin Luther King day, Sean called Rocky Mountain and they came out and did a good job. Sean also found out that the p-trap in the tenant's bathtub was in the awning area and it froze. Trout Plumbing came out and advised that when we have cold weather, we have to turn on the heater in Suite B to keep the p-trap from freezing. Sean advised that a lot of the gutters are separating and water has trickled down into the stonework and created cracks in the mortar. We need to look out for this problem, not necessarily because of freezing but because of the age of the buildings. Sean created a spreadsheet of issues that need attention that we can look at in executive session. Other areas of stonework affected by the water are the small walls. There is a lot of upcoming work to be done. Marc has an eye for this stuff. Jan said that all gutters were replaced when the hail roofing was done. Sean said they are still leaking. Marc will address this weekend with the warm weather and caulk the stonework that needs caulked. There is a gap between the gutters and the pillars. Amalia stated that she previously mentioned water seeping through her pillars. Many gutters are falling off; the screws aren't holding. Lisa brought up the pump room vent on the door because it gets hot in there in the summer; and did it get covered in time for cold weather. Sean sent Marc to get foam to cover the gap and he also replaced the seals around the door and wrapped the pipes with insulation. The heater above got cleaned and it's working good now. The plumber recommended getting a redundant surface heater and to put it below

the electric panel close to the floor to get more heat in there. Sean will look into it; it may be a \$3500 fix but it would be a good investment going forward. We should winterize that room when we close down the pool. Jan noted there is an app that can notify you if you have temperature problems in that room.

c) New Fitness Equipment. The new elliptical machine and treadmill were delivered on MLK day. He let it sit for a while so it could warm up. Lisa noticed a weird noise on the treadmill and they were called and came right out. The tread on the treadmill was off kilter from the move. It was a little worn on one side of the belt and they will replace the belt.

5. New Business.

a) Concrete Work on Patios. Sean is not sure of the cause, it may have been that poor drainage was created in the installation. Marc has suggested a lip in front of the garages; they need to put in a concrete felt between the garage and the new asphalt. We need to talk to the asphalt people about this; Marc advised that French drains would be the cheapest option, but the asphalt people might have something else. Sean advised that there are other issues on the property, like where the ground has sunk down, and several drainage issues, that we need to take care of now so it doesn't continue happening. Lisa asked where the water goes and Sean advised there are drains throughout the property. A discussion followed about the area between the garages and the concrete. Sean advised that if anyone wants to talk with Marc about it, Sean will arrange that. There are settling cracks in the patios, and water will get in. Some areas we need to address sooner than later. The wall in building 5 is urgent. We need to get concrete people to look at them and get bids. Mike M talked about a product called Sitka, it expands and keeps water out. Sean advised that the big support pillars out front have water damage, they are cracking and the wood inside is starting to rot. The smaller ones, the stones are coming off and the mortar is cracked. Sean invited Mike G and Mike M to look at all the problems. A lot aren't emergencies but we need to start addressing them. Jan related her experience with her patio; stuff was put in the crack and it's been fine. Mike M will meet with Sean one day next week to look at. Matthew brought up the stonework on the pillars outside of the clubhouse and wondered if John Doran who already gave us a bid could be used on these things. Matthew gave an update on the asphalt work. Work on the area along the garages is set for March 25 through April, then phase 2 will start. They will communicate when cars need to be moved. Sean and Marc will put everything into a schedule.

6. Reports.

a) Transaction List by Vendor for December, 2023 and January, 2024. Alex Gutierrez stopped working for us due to a social security issue. The checks written to the City of Greeley for water that is itemized for each building will be combined on future reports. The itemized bills will be available if needed. The fix of Quickbooks took a long time; a 3-hour phone call. We got 6 months of support.

b) Profit and Loss Budget Performance and Balance Sheet for December, 2023 and January, 2024. P&L: Sean is still working on straightening out item 4050 – Guest Suites - Taxable. Item 4174 – Late Fee Income will be combined with Item 4175 – Miscellaneous Income on future reports. Balance Sheet: Jan advised that she has closed the checking account at BOC and transferred the money into the money market. We don't need two checking accounts; only Comcast deposits to the BOC account and she is trying to get that changed.

7. Miscellaneous.

Lisa offered to help clean up the fingerprint system. Jan advised that we now know who owns all of the garages. She wants to go through the property portal to make sure the records match. Jan has the property lien paperwork for Foster ready but it hasn't been filed yet. Carolyn needs a clubhouse entry card because her fingerprints don't work; Sean will do. It was asked if people are using Zelle and Jan replied yes. Carolyn talked to Sean about water in her garage; she will send him an email and he will come to look at it.

Whereupon, the Board went into Executive Session at 7:21 pm. The minutes for the Executive Meeting are recorded elsewhere. The Board returned from the Executive Meeting at 8:46 pm.

A Motion to Adjourn the general meeting was made by Jan, **seconded** by Mike M, and the **Motion passed**. The meeting was adjourned at 8:46 pm.

Respectfully submitted,

Dottie DeMark, Secretary