

WEST FORK VILLAGE HOMEOWNERS ASSOCIATION

BOARD OF DIRECTORS

GENERAL MEETING MINUTES

February 22, 2024

Attendees:

Sean Dolan, Acting Onsite Manager

Mike Gantz, President

Michael Montoya, Vice-President

Dottie DeMark, Secretary

Jan Massey, Treasurer

Matthew Shewmon, Voting Member (by phone)

Mallory Stedwell, Voting Member (by phone)

Also Present:

Nancy Hall, #312

Meeting start time: 6:03 pm

1. Open Discussion. Nancy Hall advised that her unit 312 faces east and the residents living in unit 307 have two dogs and the men living there never pick up their dog waste but the woman does. It's been going on for years. Sean requested that she get a video or picture and he will fine them. Jan added that Nancy should complete a complaint form. Sean requested an email and a description of the dogs. Nancy then asked if we will be hiring a new onsite manager. Sean advised that he is currently doing the job, bleeding out all the problems, and learning the job well enough so when we find the ideal candidate, we can make sure they are properly trained. Dottie added it might be the spring before the hiring is actually done. Jan said we are also cleaning up the books. Sean asked for clarification and to whether or not it is okay for a resident to leave several pods outside their unit until they load it into the U-Haul truck in a few days. It was agreed that would be okay as long as they keep the pods in front of their garage and also give us dates and times when the pods would be there. Sean advised that someone asked about renting a suite for only 2 weeks, and would we be willing to negotiate on the price. It was agreed that Sean could offer them Suite A for \$900 for 2 weeks.
2. January 25, 2024 Minutes. Jan asked that the word "for" be added to Item 3 of the Executive Session to the sentence in parenthesis between the words 'reimbursed" and "the." A **Motion to approve the minutes of the January 25, 2024 General Meeting and the Executive Session with the change noted above was made** by Mike G, **seconded** by Mike M, and the **Motion was approved**.
3. Old Business.

a) Pet Waste. Sean found a company to remove all the dog waste from the entire property for \$80 and they did a good job. A discussion followed about hiring them to do this on a regular basis. Jan said we could put that cost under landscaping maintenance since we budgeted \$3,000 for that. It was agreed to start using fetchpoop.com monthly beginning at the end of March. A **Motion to hire Fetchpoop.com to remove dog waste from the property monthly beginning at the end of March for \$80 a month was made by Mike G, seconded by Matthew, and the Motion was approved.**

b) Abandoned Vehicle Removal Update. Sean advised that a lot of recent laws have been passed about abandoned vehicles. He learned from the City website that they only care if the abandoned property is on public property. The police ran the VIN of the red pickup and gave the name Blackburn which Sean couldn't find it in the system. With private property you can give 24-hour notice and then tow it. Most tow companies don't want to touch them because of recent laws. Busy Bee Towing was recommended and they came out today and towed the vehicle. An hour after it was towed Sean received a phone call from the owner of the vehicle who used to live here. She said no one is ever here in the office here. Sean sent her the phone number of the tow company and she reacted abusively and negatively. Sean feels he did plenty of searching to find the owner. Sean got in touch with the landlord and told him what happened. He was very understanding and apologized for Ms. Blackburn's rudeness. Sean advised there are a couple more cars he is working on, including a flat-tired Jeep.

c) February Snow Report. Sean advised that the recent snowstorm we received set a record. Marc was out for 6-7 hours getting people unstuck. Sean and Marc have been working around the perimeters. Sean called Alberto and he sent his workers who worked hard. They plowed over some drains which we corrected. Sean wants to look at the FLM contract to see if we can get out of their contract. He wants Alberto to do both summer and winter work. Jan asked why we don't use the snowblowers. Sean said there's not a good place to do it here, to direct the snow you're throwing. Since they weren't being used, the gaskets got dried out. We can fix them and maybe trade the machines to Alberto in exchange for work done or cash. Mike M suggested that Marc could use the snow blowers to work down the piles of snow in the complex if he can get them working.

d) Project Updates. Hot tub maintenance is scheduled for next Thursday. The bottom two tubs are holding water but the top one is leaking somewhere. While they're here, Sean will show them other things we need done. Marc may be able to repair the step on the deep end of the pool. He will get a handle on what chemicals we need. Fingerprints cleanup is down to about 100 names now. It started at 680 and it's down to 544. He cleared out all entries of temporary cards.

4. New Business.

a) Asphalt Paving Update. Sean said it has been hard to get contractors to even talk to him. Timothy Lee, a contractor referral, came out yesterday and gave some good pointers. Connell came out and walked the property. He addressed our concerns and theirs. Connell said they will start on the garages at the end of March and April. They want to get the main drive, the first entrance, the circle in front of the clubhouse and buildings 1, 2 and 3 alleys this year if the weather permits. That area was part of phase 1. There is an exposed electrical conduit between buildings 4 and 5. Xcel came out and looked at it and advised Sean how it should be

fixed. If Connell can fix it, we can make an extension on the contract. It doesn't have to be this summer, but it needs to be done. Matthew agreed and asked Sean to let him know what we found out from Xcel.

- b) Building B Beam. Sean advised that on the east side of Building 8 with 2 balconies on top and the entries below, there is a beam that spans the width of the building where he saw a big icicle hanging. The gutters are improperly pitched. Building 8 is improperly pitched. There is clearly wood rot because of the gutters. Sean sent a spreadsheet from last month and he will be working up quotes; it will probably be 5 years of work. He talked to Soderberg Roofing and they will get back to him next week. Sean will go through the same process with him and get bids. We can review both bids with Marc; there will be some stuff he will be able to do. Mike M said Liberty Roofing gave us a 15-year warranty on all the gutters, maybe an extended warranty. If they're sloped the wrong way or leaking, that should be a warranty issue. Jan and Sean will look for Liberty's contract.
 - c) Clubhouse Rentals. Jan said we're losing money on the clubhouse rentals; they're empty and we've budgeted for income from them. Can we sell the upstairs to someone who will run it, or maybe a management company. Sean will make that his project for this month. Mike M noted that the prior onsite managers used to live there and it was part of their salary. Sean would rather hire someone with a more stable living situation. Mike G suggested abandoning the rental part and making them storage; it would eliminate cleaning and linens. Sean advised that Karen Pion was going to clean Suite A and the apartment but Megan said she would do it. Megan did a poor job on it. Jan listed the cleaning things that Karen Pion does. Sean is looking for a connection working in a hospital to get us in to talk about getting traveling nurses to rent here. Jan mentioned Ashley who works at a phlebotomist lab. Sean will work with Air B&B next week.
 - d) QuickBooks – Desktop vs. Cloud. Jan said the QuickBooks renewal is coming up in March. She doesn't know which way to go, online or desktop. Sean noted that the benefit of the cloud is that Jan could work from home, the CPA can access it, and he and Jan wouldn't have to juggle the computer when they both need it. Sean will research the cost information and email it to the Board.
 - e) Replacement Options for Property Manager. Jan suggested we start discussing and looking for someone now. We need to take our time. Sean suggested having multiple interviews and it should be someone who has some sort of tie here. If the search is not hurried, response to ads would be better. There are no benefits. We must keep Marc.
5. Reports.
- a) Transaction List by Vendor for Jan/Feb 2024. Carrie's check was more for her January work because she was doing W2s and 1099s. Jan will look into the 2 identical payments to Rocky Mountain Landscape and fix if needed. The payment to Wells Fargo of \$168.85 is the interest amount we earned on the CD and not a check, and Jan will fix. She advised that the payments to State Farm of \$7,170.76 and James Pest of \$75 are not on the transaction list yet and Jan will check on that and fix it. The 2 identical payments of \$1,229.22 on 1/29/24 to Xcel should only be one payment and Jan will fix.
 - b) Profit and Loss Budget Performance and Balance Sheet for Jan/Feb 2024. P&L: Jan noted that item 5025, Repairs, was budgeted for \$16,000 and we have spent \$5,279.04 to date which could be used on the hot tub work that is needed. Sean advised that the hot tub filters were black

when he checked them; Mike G advised that those filters can be cleaned. Sean will be posting a sign advising residents to shower before entering the pool to remove any lotion which can clog the filters. Balance Sheet: Jan advised that item 1028, Wells Fargo checking, was reduced to around \$125,000 because she moved \$50,000 into a CD at Wells Fargo at 4.64% interest. Jan reminded members that we will have to pay Connell \$20,000 before they start the paving project. Sean received their estimate and will forward it to Jan.

Whereupon, the Board went into Executive Session at 7:03 pm. The minutes for the Executive Meeting are recorded elsewhere. The Board returned from the Executive Meeting at 7:45 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 7:45 pm.

Respectfully submitted,

Dottie DeMark, Secretary