

**WEST FORK VILLAGE HOMEOWNERS ASSOCIATION**

**BOARD OF DIRECTORS**

**GENERAL MEETING MINUTES**

**April 25, 2025**

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  
Alvin and Carmen Padilla, #403  
Lisa Shewmon, #703  
Amalia Johnson, #1102  
Kris Edwards, #1404

Meeting start time: 6:01 pm

1. Roll Call.
2. Open Discussion. At Sean's request, the Board Members introduced themselves to attendees. Sean then advised that he would like to address Item 4a, Property Updates, before having Open Discussion (see notes below for Property Updates).
3. Approve March Minutes (Done after Item 4a, Property Updates and Open Discussion). The names of attendees Alvin and Carmen Padilla were corrected. It was noted that Christine Sperry, Unit 101, should be added to the list of attendees at the meeting. Mike G and Jan requested that the last 3 sentences of Item 4c, IRS, be deleted and replaced with: "Mike G advised that there is a report we need to file under the Corporate Transparency Act and suggested Jan get help on it from our CPA. We have all year to do it; the fine would be \$500/day. Jan will discuss with Yeager." Jan requested that both sentences in Item 4d, Quickbooks, be replaced with: "The Quickbooks renewal was originally rejected due to old debit card information. Debit card information was corrected, but not in time to switch to online

service.” Sean requested that the last two lines in Item 5a, Transaction List, be deleted and replaced with: “Sean advised that an FLM supervisor came out to check the property and sent workers back out to complete some work. Sean advised him that if it happens again, we’re done.” The dollar figure for Insurance Proceeds Payable, item 2101, mentioned in the next to last sentence of item 5b, P&L and Balance Sheet, should read \$-386,307.14. A **Motion to approve the March 28, 2024 minutes with the corrections noted above was made** by Matthew, **seconded** by Jan, and the **Motion was approved**. The Board then moved to Item 4b, Garage Sale Date.

4. Old Business.

a) Property Updates and Open Discussion (done prior to Item 3, Approve March Minutes).

Sean advised that the asphalt paving for this year has been completed with no problems. While curing the pavement on the dead-end road between buildings 5 and 6, a big crack happened in the pan. It’s scheduled to be repaired on May 10 and we will not be billed for it. We won’t be able to drive on the repaired area from Friday the 10<sup>th</sup> to Monday night. Marc got sealant for the cracks between the garages and the new concrete. Sean is impressed with Connell. Regarding Aqua Spas, it was decided that for budgetary reasons, we will be installing one new hot tub this year. We purchased one hot tub this month for under \$13,000 and Aqua Spas will store the other 2 tubs for the next year. The delivery of the purchased tub didn’t go well. The original scheduled date of April 10 was rescheduled by Aqua Spas to April 16 and then again to April 11. We sent them pictures of the area so Aqua Spas would know how many men to send out; only 2 guys showed up and Sean had to help. Sean complained to the local company about the delivery scheduling, and he will also call main office. New rules will be posted by the hot tubs including no makeup or lotion of any kind in hot tubs. He may also move the plastic shed into the pump room and Marc will make sure the outdoor shower is functional. Dottie asked for clarification on the broken tubs: one was cannibalized for parts and was taken away; only the upper tub is set up now. Sean hired the guy who shut down the pool for us last year to come out and clean the bottom of the pool and give him and Marc a crash course on how to run a pool. Marc got signed up for the certification class online and is signed up for the test which is open-book. Sean has been watching 8 hours of certification content. Marc is aware of some products at Home Depot that can be used to texturize the edge of the floor around the pool to prevent slipping and he will price it out. Mike G offered to help Marc on this project. The pool will be opening on Memorial Day. Jan advised that she will hold off on paying Connell for the repair of the pan between buildings 5 and 6 (\$5835) until it has been completed. Jan also advised that we are over budget and need to not spend more money unless it is a do-or-die situation. Sean advised that all the carpets in the clubhouse have been cleaned. He suggested maybe removing the carpet in some areas and putting vinyl down, and Jan suggested it be put into next year’s budget. The TVs in the clubhouse are not getting all channels because they need new boxes and new boxes require a new TV. A discussion followed about available TVs in the clubhouse and where to put them. The TVs upstairs in the rentals are newer and don’t need to be changed. Marc is looking at the barbed wire opening at northwest corner of property and is excited about fixing it. Sean talked to the BCS guy about surveillance cameras and he gave Sean a number to call; many of current cameras don’t work. A guy will come out and look at them and it will be put in next year’s

budget. Sean then asked for any comments under Open Discussion. Alvin asked if there are 2 hot tubs open; yes there are. Amalia confirmed that the hot tubs are in operation now and the pool will open on Memorial Day. Mike M advised that his garage #3 has water sitting in a pool that needs looked at. Alvin advised that in the past he has seen kids going in and out of the hot tubs and pushing buttons. Sean and Marc will include something in the new signage about kids. Sean advised that he is organizing a meet-your-neighbors get-together on Saturday, May 18 from 9 am to noon with free coffee and donuts. The rules regarding the number of allowable visitors in the pool area will be included in the new signage. Sean is concerned that cameras in the hot tub area don't work. The Board then moved to Item 3, Approve March Minutes

b) Garage Sale Date. Bonnie provided Sean with the information that all other neighborhoods are not doing their garage sales until the weekend after Labor Day in September because the weather is more stable. After a discussion, it was agreed that we would have two garage sales this year: one on June 7<sup>th</sup> and 8<sup>th</sup>, and one on September 6<sup>th</sup>, and 7<sup>th</sup>.

5. New Business.

a) FLM Landscaping/Snow Contracts. Members were asked to look at two contracts in their packet; one from FLM and one from Rocky Mountain. Sean suggested that it makes more sense to have one company doing both summer landscape maintenance and winter snow removal. He feels that FLM is currently in breach of their contract for not taking care of our trees, and they are not very communicative. Sean has a good relationship with Alberto at Rocky Mountain. The Rocky Mountain bid is less than FLM's. FLM didn't come out and aerate this year and Sean is not happy with FLM's service. Marc has suggested contacting Krew Kuts to get another bid. A discussion followed regarding some of the details of both bids. Sean is happy with Rocky Mountain's work. Jan gave details on the payments we've made to FLM vs. the times they have come out. Several other people present expressed their dissatisfaction with FLM. Sean stated we need to follow FLM's direction on how to break their contract and he will document all that. Lisa asked about Rocky Mountain's growth this year as they are a fairly new business and Sean didn't have an answer for that. Lisa asked what kind of proof of insurance do we have for their workers from both companies. Sean didn't know but will find out. Amalia asked about the west walkway trees that are dying and will that be addressed. A discussion followed on the details of the tree problems. Sean will look into a drip system and will talk with Marc about the trees. Mike G requested that Sean make a list of the things FLM has not provided to us. Matthew suggested getting a bid from Krew Kuts. Jan reminded that we don't have a snow contract for this fall. Sean will pursue a snow contract with Rocky Mountain. Sean will circulate the FLM contract to all members for their input.

b) PNC – CD. Jan advised that the CD with PNC matured on April 16<sup>th</sup>. Jan went into their office, took \$5,268.42 out to help cover expenses for the paving and moved it to checking account leaving \$230,000 in the CD with PNC.

c) Replacement Onsite Manager. Jan reminded that we need to start finding a replacement for Sean soon and getting them trained. She doesn't think the property manager can handle all of the functions that are currently being handled by her and Sean and suggested we need a separate part-time person to do the stuff that Jan is doing now. Jan discussed the things she is working on that still need to get caught up. Sean would like to continue working his

functions through September so he knows everything for all seasons. A discussion followed regarding the need to develop a timeline. Sean suggested hiring a contractor and that we need longevity. Dottie suggested hiring a part-time person now for Jan's functions and then hiring an onsite manager later before Sean leaves. Matthew stated that any contract help we hire must have good Quickbook skills; we could get a very qualified retired person with the right knowledge. A discussion followed regarding a contract worker, how many hours the job takes, part-time hours vs. full-time hours. The end of the month and the beginning of the next month is the busiest time. Jan will keep the Treasurer duties. Jan stated that the property manager salary we expect to pay is too low for the functions expected. Jan will give Sean more specifics on her workload. Mike M asked Jan for a list of her functions to use in our recruitment ads. Amalia thanked Sean and Jan for their work; she feels like this is her home now.

d) Backflow Testing. Sean advised that one unit in each building has the backflow equipment in their garage that will have to be accessed for the testing. Sean is trying to nail people down to get into their garages. For those who are not cooperating, Sean will put their unit numbers on the clubhouse entrance doors saying if they don't respond, the water for the whole complex will be turned off. Jan advised that Pinnacol, our worker's compensation carrier, wants an additional \$520 for 2023 based on last year's figures because we have so many contract laborers.

6. Reports.

a) Transaction List by Vendor for March/April 2024. Matthew asked for a status of the gutter problems. Sean advised that Marc is going to pull the existing gutters out and try to fix them. A discussion followed on the gutters and how to fix them. Mike M will talk with Marc about his process.

b) Profit and Loss vs Budget Performance & Balance Sheet for March/April 2024. P&L: Jan clarified that item 4022, Rental Income, relates to the rental apartment and item 4050, Guest Suites-taxable, relates to Suites A and B; she will change the wording on each item to better describe it. The large interest earned to date figure, item 4100, of \$6,565.24 is thanks to Jan's work improving our investments in CDs. Balance Sheet: Jan advised that the reason the balance in the Wells Fargo checking account is so high is because she needs to finish paying for the asphalt work. After doing several journal entries received from the CPA, the \$-386,370.14 figure for item 2102, Insurance Proceeds Payable, has disappeared.

Whereupon, the Board went into Executive Session at 7:43 pm. The minutes for the Executive Session are recorded elsewhere. The Board returned from the Executive Session at 7:56 pm.

**A Motion to Adjourn the general meeting was made by Mike G, seconded by Mike M, and the Motion passed.** The meeting was adjourned at 8:03 pm.

Respectfully submitted,

Dottie DeMark, Secretary

