

**WEST FORK VILLAGE
HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
May 23, 2024**

Members Present:

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

Also Present:

Carolyn West, #107
Alvin and Carmen Padilla, #403
Tammi Guerrero, #601
Bonnie Stauffer, #1012
Amalia Johnson, #1102

Meeting Start Time: 6:03

1. Roll Call.
2. Minutes of April 21, 2024. **A Motion to approve the Minutes of the April 21, 2023 Meeting was made by Mallory, seconded by Matthew, and the Motion was approved.** The following Motion was discussed and approved via email on 3/29/2024. **A Motion to authorize Sean to purchase one hot tub for \$11,700, plus tax, from Aqua Spas, and allow Aqua Spas to place the other two hot tubs discussed and included in our bundle pricing in their storage; the HOA will purchase those two, one each in the next two years, and Sean will give Aqua Spas a \$200 deposit immediately to lock in the contract was made by Matthew, seconded by Dottie, and the Motion was approved unanimously,**
3. Property Update. Sean advised that the backflow testing was completed on May 2 and the drinking water was tested. The only problem was building 8 where the backflow check valve was broken so it was replaced. Troudt did a good job; a leak was found and Trodt came back out and fixed it. Regarding the swimming pool, Marc passed his certification, and it will last for 5 years. He learned about balancing chemicals, handling hazmat storage, and Colorado rules, among other things we need to do. Aqua Pool cleaned the pool and gave us good information about

the pool. The requirement that the cracks on the floor be grouted was fixed by Marc and the pool opens tomorrow. Alvin asked if the City checked the pool. Sean advised that the City comes out once a month to check the pool water. The Health Department could still come out and inspect chemical storage, etc. The filter seals on the bottom deep end of the pool have to be replaced every 7 years. All of the supplies to fix the fence opening on the northwest corner of the property are in; Sean has called 811 and several different utility providers and Marc may start working on it tomorrow or Tuesday. A bicyclist has been using the hole in the fence regularly as a short-cut. The neighborhood meet-up was relatively successful with about 20 people attending. Sean and Marc are working on an update of our facility rules which will ban alcohol in the area. Regarding the security cameras, only 3 of the cameras are working. Camera footage is invaluable in a lawsuit.

4. Open Discussion. Bonnie advised of 2 sprinklers that need attention. Sean was asked about grills on upper balconies and he advised they must have a small propane tank. Bonnie advised that unit 1006 may be in violation of that rule and Sean will check it out. He asked that if anyone sees someone in violation, they should take a picture. Sean described the website forms available for complaints by owners and residents and advised that he provides a quicker response if he receives an email. Then the issue doesn't have to be brought up at a Board meeting. Carolyn asked about neighbors smoking on their front patio or doorway. Sean advised that noxious odors must be at least 20 feet from an entrance. There is nothing we can do except have a conversation with those neighbors. Amalia advised of grass dying on the corner by the fire hydrant on the west end of building 11 and also near Billy Nash's unit; maybe it is not being watered enough. Sean is working on this issue. Sean noted that the Board has never heard about pool inspections by the Health Department at past meetings.
5. Old Business
 - a) Landscape and Snow Removal Contracts. Sean hasn't obtained a third bid but he is working on it. We need to make a decision on the snow removal. Sean has been very active on monitoring FLM's work. He would like to hold them to their contract through the fall and then terminate the contract. Jan advised that FLM double-billed us on cutting the native grass; she called them on it and they refunded it. Mike G suggested we visit this issue again at the next meeting after we get a third bid.
6. New Business
 - a) Security Cameras/Building Access (Fingerprint) Update. Sean described the problems we have with each camera individually. He found one system with Blink but they are glitchy. He is looking for something motion-activated to lessen the need to change batteries. Revo has a system that is difficult to hack and uses an ethernet cable so we would have to install electricity. Marc and Sean will be able to install any kind we get. We currently have 10 cameras, he got a bid for 16; he would like to add 2 in the workout room, the mail room, and the fingerprint reader so we can see the faces using it. Sean advised that 2 people were able to enter the pool area after hours and were having sex in hot tub. They ran when encountered. He also saw on the log that night that there was an unknown fingerprint that was granted access. Sean would like to go to key card only. There are holes in the current system to show who's in the building. We need higher quality cameras. There is a bid in the Board packet for \$1,600. Sean knows it's not in the budget but it is needed for liability reasons. The bid received requires electric hookups but the system will be on the web so Board members can get online and see what's happening in the

area at any time. A discussion of various options was had. Jan suggested that this project should go on next year's budget. We need to find out exactly how many cameras we want and where to put them before we spend the money. Sean thinks we need to update it now. Matthew said it needs to be updated, not necessarily this year but Sean and Marc are here now and could save us money on installation. A **Motion to move forward with purchasing and installing a security camera system for \$1,600 was made** by Dottie, **seconded** by Mike G, and the **Motion was approved** with Jan opposing the Motion. Mike M asked for a diagram of where the cameras will be placed.

- b) Non-Payment of Dues, Limits and Repercussions. Jan asked when, in the past, have we removed access to the clubhouse. She thinks we should disable the owner's/resident's access to the clubhouse after two consecutive past due HOA dues payments and give access back when they are paid in full. A **Motion to disable an owner's and/or resident's access to the clubhouse after two consecutive past due HOA dues payments and give access back when the dues and late charges are paid in full was made** by Jan, **seconded** by Mike M, and the **Motion was approved**.
 - c) Bookkeeping Candidates Update. Jan discussed Kris Edwards, an owner who came to a recent Board meeting. She has 26 years of experience. Jan also talked to Carrie who works a full-time job and has time limitations. Zelle is working well and lots of people are using it; there are now fewer deposits and mail received. Jan noted that both of these two people are well qualified; Carrie does payroll, reconciliations, and withholding; and Kris does journal entries in the ledger, Quickbooks, and everything Jan currently does. Sean noted that Kris is incredibly competent and pleasant. She now works part-time at a bank and has spare time. Jan said she was not suggesting that we hire either; she was just giving us information at this time.
 - d) Sean Vacation. Sean needs to attend a family reunion from June 22 through June 26. He will return right before the next Board meeting. He asked who wanted to hold the phone in his absence and Mike G volunteered to do it.
7. Reports.
- a) Transaction List by Vendors for April/May 2024. Dottie asked for a status on the removal of emerald ash trees and Sean agreed to research it. Sean advised that Connell has fixed the step. The check to Lucky Fins was an employee appreciation gift to Marc for passing the pool certification exam.
 - b) Profit and Loss vs Budget Performance and Balance Sheet for April/May, 2024. P&L: The nurse from North Carolina has extended her stay for 18 more days. Sean asked Jan to clean up the P&L document by eliminating zeros and things we are done with. Balance Sheet: Jan gave the following figures for interest earned on each CD we own. Wells Fargo \$50,000 CD - \$192.50; Wells Fargo \$40,000 CD - \$165.40; PNC \$230,000 CD - \$908.73.

Whereupon, the Board took a brief break at 7:11 pm and then went into Executive Session at 7:17 pm. The minutes of the Executive session are recorded elsewhere. The Board returned to the General Meeting at 7:44 pm. A **Motion to adjourn the General Meeting was made** by Dottie, **seconded** by Mike G, and **the Motion passed**. The General Meeting was adjourned at 7:45 pm

Respectfully submitted,

Dottie DeMark, Secretary