

**WEST FORK VILLAGE  
HOMEOWNERS' ASSOCIATION  
BOARD OF DIRECTORS' MEETING  
JANUARY 22, 2026**

**Board Members Present:**

Matthew Shewmon – Vice President  
Jan Massey – Treasurer  
Lisa Shewmon -- Secretary  
Rachel Wood – Voting Member  
Tammi Guerrero – Voting Member

**Others present:**

Ysavel Leon, Advance HOA Property Manager

**Board Members Absent:**

Rose Dittmar – President  
Nate Buie – Voting Member

**Unit owners:**

Amalia Johnson, Unit 1102  
Sarai Sanchez, Unit 1106

**Meeting Start Time: 6:04 PM**

**Meeting End Time: 7:22 PM**

**Roll:** All officers introduced themselves.

**Approval of Budget Meeting Minutes and Financials:**

- Budget meeting minutes were not brought to the meeting for review by attendees. Minutes were approved by the board via email and were uploaded to the website.
- Financials will be approved at the next meeting as they were not yet made available by Advance HOA.

**Committee Reports:**

- Architectural Review Process—no new requests were submitted. Handouts were given to the board explaining the process.
- Violation Report—Ysavel provided a report to the board of a violation she is currently working on.

**Old Business:**

- S&S Phase 3 Sealcoating—awaiting estimate and scheduling.
- Connell Asphalt Phase 4—will reach out in April or May for scheduling.
- Clubhouse furnace—ignitor has been replaced and it is working fine. Matthew motioned to approve, Jan seconded, and all were in favor.
- Pool HVAC and Dehumidifier—a motion was made and seconded to have Danny at A&O Heating & Air look at it first for troubleshooting. All were in favor.
- Window repairs in Conference Room—the repairs should be covered under warranty by Milgard. Jan advised Ysavel she would provide her with Milgard's contact information.

- Inoperable hot tub (2) removal and disposal, pool pump motor replacement, and rectification of slippery steps leading into pool—R&R Pool Services bid for \$2,345.21 includes all three jobs. A motion was made and seconded to proceed with approving their bid. All were in favor.
- Sauna heater—A&O Heating will provide an estimate for heater replacement.
- Fingerprinting—a reminder to landlords and unit owners will go out next week advising that fingerprinting needs to be done. Then, we can proceed with the new system installation.
- Some units have damage caused by diesel trucks parking in driveways. The damage is to the paint on the overhead garage doors, pavement, and stone veneer on garages. It was agreed to put the unit owners on notice that the repairs must be made within 21 days, or the association will either have Marc do the work or hire a vendor to do the cleaning and charge them back.
- Bank debit card—It was agreed that Marc will provide needed supplies lists for his upcoming work and then he will be able to obtain the debit card from Jan to make the approved purchases. Advance HOA is working on getting Marc a debit card from the new bank account. The expectations are the same, that he will need to itemize what he needs and get approval before making the purchase.

#### **New Business:**

- Clubhouse cleaning—we are in the process of obtaining bids from local cleaning companies. Ysavel and Lisa Shewmon met with one vendor earlier this week and their bid should be arriving soon.
- Architectural Review for HVAC work involving roof vents—Matthew Shewmon recommended architectural reviews are needed for HVAC work if any exterior changes are needed, such as moving AC units forward (primarily middle units of the pods of 3) and roof venting. This would be a good thing to communicate to all owners through an email blast.
- Save-A-Tree—We have a new bid from them \$14,773 which is significantly higher than the prior bid we received. It was agreed to discuss this further in the future.

#### **Open Discussion:**

- The amount of dog waste on the property continues to be a problem. Ysavel will get some bids to see what it would cost to have periodic cleaning of the property performed. Additional discussion included the following key points:
  - Not everyone owns a dog, and it is not fair to split that cost among all unit owners
  - Not all the dog waste comes from dogs living at WFV. Many have witnessed dogs and owners coming from other nearby properties onto our property.
  - There is a chance the dog owners will see a cleaning service and assume they don't need to pick up after their pets.
  - There are DNA services available, but that option would be cost-prohibitive.
  - Many pet owners at WFV do not register their pets so it is increasingly difficult to identify the perpetrators.
- Mice—The board confirmed we are still using James Pest Control at WFV to control the mice situation. With all the construction to the West, we will probably see more vermin since their habitat is being disturbed.
- Marc's supervision—the new process was explained of how our on-site maintenance employee will be supervised. Once the new system is fully operational, he will receive work tickets from Advance HOA Mgt and his work will be tracked as the tickets are completed.
- Ysavel's in-office hours were discussed. They are currently Tuesday 8:30 a.m. – 12:30 p.m. and 1:45 p.m. -5:45 p.m. on Thursday afternoons.

Meeting was adjourned.