

**WEST FORK VILLAGE  
HOMEOWNERS' ASSOCIATION  
BOARD OF DIRECTORS' MEETING  
FEBRUARY 26, 2026**

**Board Members Present:**

Rose Dittmar – President  
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:**

Nate Buie – Voting Member

**Unit owners:**

Amalia Johnson, Unit 1102  
Brittany Gandee, Unit 108  
Alvin Padilla, Unit 403  
Carmen Padilla, Unit 403  
Dottie DeMark, Unit 701

**Meeting Start Time: 6:08 PM**

**Meeting End Time: 7:38 PM**

**Roll:** All officers introduced themselves.

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

- 1/22/26 meeting minutes were approved and were previously uploaded.
- Two sets of financials were reviewed:
  - The first set was prepared by Treasurer Jan Massey through the end of the year since that was during the transition to Advance HOA. Jan fielded questions about the financials.
  - The second set was prepared by Advance HOA. Property Manager Ysavel Leon fielded questions regarding the financials.

**Management Reports:**

- A report was provided and reviewed outlining general information including dues, insurance info, current projects/ action items, annual calendar, and facility maintenance history.

**Old Business:**

- Pool HVAC work: Vendor advised they would come back by the end of the month, which left only one workday following this meeting.
- Window Repairs in Conference Room & Apt. 1602: Ysavel is waiting to hear back from the vendor.

- Save A Tree: The prior bid of approximately \$8,000 was approved by vote during the meeting.
- Sauna: Marc is providing replacement heater options and once an option is agreed upon and the debit card is working, we can order the heater.
- Chemical Stains Update: Two of the owners put on notice have cleaned up the stains, but one owner still has not.
- Marc's Scope of Work: Ysavel sent a list of duties for the board's approval. Matthew provided input on some projects Marc might be able to help do, including repairing/prepping the deck rails on buildings that will be painted next year.
- Clubhouse Opening and Closing: Opening and closing will remain a board duty. Currently, Tammi and Marc share in the duties, but a long-term solution needs to be found related to closing the clubhouse. Ysavel will get bids to have automated door closures installed where needed.

**New Business:**

- We discussed the potential of holding Suite A for an intermediate- to long-term rental. Matthew made a motion to move forward with advertising Suite A on Furnished Finders and it was approved.
- It was recommended that we consider converting the Volleyball court into a pet run. No interest was expressed by anyone in attendance.

**Open Discussion:**

- A suggestion was made by Dottie to add an AED to the clubhouse. Brittany advised there is certification required along with ongoing maintenance which is expensive.
- Dottie asked if we are still using Altitude Law. She serves on another board who uses Western Law and thought it might be good to look into using them in the future.
- Dottie mentioned last weekend she used the hot tub and wondered if there could be posted instructions showing how to shut it off. Another owner advised the hot tub shuts off automatically after a certain amount of time.
- Alvin asked if the speakers could be checked in the workout room since only one speaker is currently working.

Meeting was adjourned.