

**WEST FORK VILLAGE
HOMEOWNERS ASSOCIATION
ANNUAL MEETING
JULY 26, 2026**

Members Present:

Rose Dittmar, President
Matthew Shewmon, Vice President
Jan Massey, Treasurer
Lisa Shewmon, Secretary
Tammi Guerrero, Voting Member
Rachel Wood, Voting Member
Nate Buie, Voting Member – attended via telephone

Absent: None

Also Present:

Rik Walter, Property Manager, OneWay
David Adams, #1306
Leonard Allen, #1311
Rick L Bowen, #909
Melinda Cronin, #112
Kenneth Eberly, #509
Zachariah Fehr, #1208
Steven Flores, #1506
Sharon Foster, #1303
Douglas Gilmore, #803
George Hekowczyk, #802
Rick Hohnstein, #408
Carrie & Bill Huenink, #103
Amalia Johnson, #1102
Wayne Leighton, #1408
Jani Overmyer, #904
Alvin & Carmen Padilla, #403
Chalice Springfield & Chris Downen, #1004
Kayla Thompson, #1404
Laddie Coburn, #1203

Meeting began at 10:05 a.m.

1. Roll call and Introduction of Current Officers.

Rik introduced himself and gave a summary of his work experience and OneWay's purpose to represent and service our community.

2. Proof Of Meeting Notice.

Proof of Meeting Notice was provided in the handouts and the required deadline for notice was met.

3. Minutes from Preceding Meeting.

The minutes from last year's annual meeting were reviewed and a correction of the spelling of Matthew's last name will be corrected to "Shewmon" from "Shermon". A motion was made by Rose to approve and was seconded by Matthew.

4. Reports:

a) Executive Board

Rose welcomed and thanked everyone for coming to the meeting. She mentioned some events from this year which include:

- Final phase asphalt is complete.
- Landscaping Grass is recovering, and weeds are still being addressed.
- Rose thanked Matthew for serving on the board for the past six years.
- Jan is not running for another term as Treasurer.
- There are five returning board members and all have the best interest of the community in mind.
- The board is working well with our new Property Management company, OneWay.
- Rose invited everyone to the monthly meetings so we can all be informed of where our dues are being spent, what projects are upcoming, and which projects are complete. She also reminded attendees that minutes are posted online for review if residents/owners are unable to attend the meetings.

Jan added the following information:

- She recognized Matthew for his six years on the board, and he was presented with a thank you gift.
- She advised where the current financials can be found on the website.
- There is a Wells Fargo CD that is due on August 22, 2026.
- She expressed her gratitude to everyone who attended the meeting.
- She and Rik confirmed that all the funds have been turned over to OneWay from Advance.
- Jan and Rik advised there is still a Wells Fargo bank account set up for BCS and Comcast deposits. Once these vendors are notified of the new account through OneWay, the Wells Fargo account will be closed.

- Jan recognized Carrie Huenink for all the help she gave the association with payroll issues.

A specific question was raised about how much of West Fork's funds would be controlled by OneWay and Rik asked for the chance to fully respond later in the meeting where it was included in the agenda.

Matthew advised West Fork Village is placing our trust in OneWay and they are a highly regulated business and the board did not make the decision lightly. It is beneficial to consolidate our funds to have the most accurate accounting of our finances.

b) Management Company

Rick Bowen advised he is comfortable working with OneWay and Rik since he is familiar with him and has worked well with him at other HOA's.

Rik advised OneWay does not make financial decisions on behalf of West Fork Village. There are systems in place to ensure payments are approved by the board.

The board makes decisions on where to place funds. OneWay does not "control" West Fork Village's money. OneWay's purpose is to make sure we have a solid budget and looking ahead to saving money for future expenditures. OneWay also does not choose vendors on behalf of West Fork Village.

Balance Sheet review—Rik reviewed the balance sheet. Rik confirmed all funds have been turned over to OneWay by the prior management company, Advance. Financial reports are provided each month and will be posted on the website usually by the 5th of each month for the prior month.

Jan advised Advance also had \$1500 in a petty cash account along with a working capital account. Advance had to have separate accounts because they did not oversee our rentals. OneWay is handling our rentals, so separate accounts will no longer be needed.

Jan also canceled our sales tax licenses since our rentals are no longer short-term rentals and sales tax is not collected on long-term rentals.

Income Statement review—Rik reviewed totals columns for each section.

- General and Administrative—we are well under budget. OneWay gave West Fork Village one month of free management services and they are also handling our rentals included in their price. Matthew asked about our insurance expense and why the numbers are different. Rik advised he has been seeing some insurance premium reductions and that might explain why. Jan also stated we could be under budget because when Advance took over paying our vendors, they were late in making a premium payment and a payment was taken out of the Operating Income account.

- Grounds and Landscaping—we are well under budget. Tree trimming and weed control will start in the next couple of weeks. A question was asked about contractors and Rik advised of our two vendors—Rocky Mountain and J and D Landscaping. A question was asked about who chooses our contractors. Rik advised he obtains bids, but the board approves contracts.
- Matthew asked about the Wages-Maintenance Person line item since Marc is no longer our maintenance person. Rik advised he uses a vendor on an hourly basis, but the budgeted amount was based on Marc's wages. Rik advised that a vendor (Lori from Heavenly Sent) will be performing some maintenance work and will be paid hourly.
- Utilities—We are currently over budget, but once we start using less water, the budgeted amount should be more in line with our actual expenditures.
- Pool and clubhouse—we are under budget currently.
- Repairs and Maintenance—we are slightly over budget through the end of June, but we are under budget for the year. The asphalt expenditures will show on the next set of financials. Rick Bowen asked if the capital expenditures will be reimbursed to our reserve account and Rik confirmed they would. Rick advised lenders like to see 10% of the budget going toward reserves. Rik advised of a change coming next year when 15% will need to go to reserves.

There was a question from Wayne Leighton regarding our 5–10-year business plan. Rik confirmed we need good planning and there is a schedule for expenditures such as painting. It will take awhile to get a spreadsheet prepared, but OneWay can prepare one. Jan advised we paid for a reserve study which outlines a lot of items that need to be planned for. It is posted online.

Someone mentioned how the City of Greeley is going to increase storm water rates. Rik said the City will notify OneWay of any anticipated increases.

Chalice asked if our reserve study showed that we have enough in reserves. Rik advised reserve studies seem to always recommend more reserves are needed. Rik advised based on his experience, we are “healthy”.

5. Election of Directors

There are five board members who have agreed to return—Rose, Nate, Tammi, Rachel and Lisa.

Wayne Leighton advised he would like to run for office. He was on the board approximately 15 years ago. He has lived in the community for approximately 20 years. He was a former City of Greeley employee as the Director of Golf. He knows about business plans. He would like people to report problems they see.

A vote was taken to approve or not approve the addition of another board member, Wayne Leighton. The meeting was paused at 11:04 for the vote and counting of the ballots. The ballots were counted by Rick Bowen and Leonard Allen. The meeting reconvened at 11:08. Wayne was added to the board with the majority of votes in favor.

6. Unfinished Business

Amalia mentioned the pillar by her unit that seems to be pulling away from the wall.

Rik discussed the deck repairs. He met with a vendor who is recommending a different drainage system.

7. New Business

Someone asked about getting a new air conditioner. Rik advised we need an Architectural Request form, and the board has up to 30 days to approve or deny.

Laddie asked about the painting schedule. Rik advised there is a rotating schedule, and he can advise him when building 12 is scheduled for painting, but he did not have the schedule with him.

Carrie asked if OneWay is going to rely on residents to report all deficiencies on the property or if OneWay will also be looking for issues. Carrie specifically mentioned the volleyball net and window cleaning in the clubhouse. Rik advised the unit owners will notice things sooner since they are here daily and owners should send him an email.

Alvin advised there is a wasp nest near the pool and the hot tub temp is stuck at 109 degrees. Matthew advised the pool man recommended we might need a new control panel, but Rik thinks a reset might correct the problem.

Bill Huernick asked the threshold for expenses Rik can address without board permission. Rik advised he has authority up to \$500.

Alvin asked what type of repairs unit owners can do on their own. Rik advised it depends on the size and type of repair. For example, any exterior painting needs to match the existing paint.

Rick Bowen requested that West Fork Village become more diligent about code violations.

Carrie acknowledged Jan for her hard work in the community.

Lisa recommended unit owners check for toilet leaks since there have been spikes in our water bills in some of the buildings and often it is related to leaky toilets.

8. Adjournment

Meeting was adjourned at 11:33 a.m.

Respectfully submitted,
Lisa Shewmon, Secretary

After the meeting:

Since we elected an additional person to the board, Wayne Leighton, we met to discuss the role each member would fill. The following was decided:

President—Rose Dittmar

Vice President—Lisa Shewmon

Treasurer—Tammi Guerrero

Secretary—Rachel Wood

Voting Member 1—Nate Buie

Voting Member 4—Wayne Leighton

(Voting Member 4 was assigned since Voting Member 2 was Tammi's prior role and she could not receive emails when using Voting Member 2 as her title)

The Architectural Review Committee will be comprised of:

Nate Buie

Wayne Leighton

Tammi Guerrero

Lisa Shewmon