

**West Fork Village  
HOA Board Meeting Minutes  
September 20, 2012**

**ROLL:**            **Board Members Present:**    Dylan Reed—President  
   Jamison Walsh—Vice President  
   Cathy Bohannon—Secretary  
   Steve Hooten—Voting Member

Travis Ryan—On-Site Manager

**Others Present:**    Judy Bodwell, Dean Bodwell, Zulema Ryan, George Hekowczyk,  
   Ken Eberly, Jean Sherrod, and George Stockham

**OPEN DISCUSSION:**

President, Dylan Reed, opened the meeting at 6:30 pm with introductions of the Board and an invitation to those present to introduce themselves and voice any concerns/issues they would like to see addressed.

Dylan explained to Dean Bodwell that Travis had forwarded a letter to him (Dylan) and it was buried—it was forwarded on to the remaining Board members and we will address the concerns Dean had in the letter. Dean indicated we could ignore the letter—it was no longer an issue.

Travis Ryan announced that the attorney, Lisa Harbour, from Weibel-Grant, Hoffman & Kamada was to be here, but is ill and she was not able to make it after all.

Larry Fisher, who was introduced at the August 25 meeting resigned as assistant manager. Travis indicated there is a gentleman on-site who will be hired for about 3 hours per day and Travis' dad is also available and experienced in maintenance work—both will be temporary until a new assistant can be hired.

**George Hekowczyk:** He wondered if there has been a change in the policy of renting the remaining garages versus selling them.

***Dylan:** The Board has not had an opportunity to discuss the extra garages. The last Board decided they wanted to use the rent from the garages as income for the HOA. Unless there is a great deal of interest from owners in purchasing them, we will probably continue to rent the remaining garages.*

***Jamison:** The rent would be nice, but at this point we do not need it. It would be nice for interested owners to be able to purchase an extra garage.*

***Ken Eberly:** The original intent was to sell the garages. The Board had discussed raising the price of the garages. Since he was a realtor and on the Board, he handled most of the sales. The HOA did not intend to buy them back from owners.*

***Dylan:** The Board will discuss it further. If an owner of an extra garage sells their unit, the additional garage goes with the unit—it is not the HOA's obligation to buy it back.*

**Jean Sherrod:** What's happened with the "owner to renter" ratio and the Board's involvement in that?

***Dylan:** We are waiting to be able to discuss it with our new attorney—nothing will be decided until that meeting takes place.*

## West Fork Village Minutes, September 20, 2012, Page 2

**Travis Ryan** announced that the concrete work is complete, but there is still some asphalt work and line painting to be done.

Since no one else had any new issues, the *Open Discussion* portion of the meeting was closed.

### MINUTES FOR THE 8/25/12 SPECIAL MEETING:

**Travis Ryan** announced that there were changes to *Resolutions 5 & 7* that were amended by the first Board but had not yet been voted upon—this Board needs to approve the changes and add a second amendment.

*Resolution #5:* Reverse the decision to not allow any new dogs living in the complex.

*Resolution #7:* Association Constraints: #1—Remove limit of “52” dogs in the complex.

#2—Remove limit of “1” dog per unit.

#3—Remove limit of “4” dogs per building.

Additional Constraints: #6—Delete the “West Fork Village tag” requirement.

*Dylan:* We will vote on those during “New Business”.

**Travis** indicated that there are some changes required on the spa repair. The \$2,000 repair quoted last time is the initial cost of the repair—that is a one-time charge. Should additional repairs be necessary, the cost would be \$200.

*George H.:* How much would a new spa cost? Could we replace the current spas with some that would be easier for those of us who are 50+ to get in?

*Jamison:* We are setting up a replacement schedule to replace them as necessary. When the one in the worst condition needs additional repairs, we will close it and use parts to repair the other two.

*Ken:* Suggested we obtain a bid on a new one to replace the worst of the three.

*Judy:* The one recently reopened was vandalized several times, which is why it was such a problem. It had been sold, but the sale fell through once they found out how difficult and expensive it would be to move it.

**MOTION:** It was moved and seconded to approve the minutes as amended—Motion passed.

### REPORTS:

A. Owner to Renter Ratio: 89/91

B. Last day pool will be open is September 30.

The repair on the cover is scheduled for November 5.

C. Unpaid Charge Summary: \$5,219.50

*George H.* would like to see this list. *Dylan* indicated *George* could see his copy following the meeting—*Dylan* stated owners are legally entitled to have access to it.

D. Purchasing West Fork Village T-Shirts and Polo's:

The HOA will purchase them for staff. Other owners and residents may purchase them if they wish.

*Jamison:* Explained the history of buying shirts for staff.

*T-Shirts* are \$6.00 each / *Polo's* are \$15.00 each.

*T-Shirts* are gray and can have lettering, etc. on both the front and back.

*Polo's may be green or white and may also have lettering, etc. on both the front and back.*

**E. Assistant Manager Position:**

**Travis** has not received any other applications. His dad is available to assist temporarily.

**Dylan:** *Post it on Craig's List.*

**Jamison:** *Post it in the mailroom first.*

**F. Deck Issues:**

Unit 609 is our most critical problem at the moment. Travis will submit a claim to our insurance company.

**Dylan:** *Check to be sure others are not in the same shape.*

**Jamison:** *Will they check all of them or only those identified?*

*One in building 13 and one in building 15 have been checked—both have rotting floors. The complex consists of 60 corner decks and 40 inside decks.*

**Jean:** *Can you do anything to extend the lives of those that may not be as bad?*

**Dylan:** *I don't think so. Check to see if the insurance company will inspect all of them and determine what we need to do to proceed.*

**Jamison:** *All decks need to be repaired—this cannot be done cosmetically.*

Depending upon the response from the insurance company, we may need the rental income from the garages—the repair cost will be huge.

**UNFINISHED BUSINESS:**

**A. Storm Doors:**

**Jamison** submitted a proposal summarizing a choice of two brands of storm doors—Anderson and Larson.

**Judy:** *Unit 307 has the Larson door—most are Anderson. The almond color on the Larson door is closer to the sandtone of the Anderson doors.*

**Jamison:** *Hardware needs to be specified—Larson has a lot of choices. Neither Home Depot nor Lowe's offers a quantity discount.*

**Dylan:** *We need to create an Architectural Review Form for owners to complete when purchasing a screen door.*

**Jamison:** *What do you think about decorative glass?*

**George H.:** *Some complexes allow only one brand of door.*

**Jamison:** *If they choose from the attached list, appearance will not be an issue.*

**George H.:** *Should owners be required to have the door installed by a professional and should that be added to the form?*

**Jamison:** *It probably isn't a good idea to have West Fork Village staff install the doors. He (Jamison) would not want to be told he had to spend that much more to have the door installed. It will be better to add a statement indicating the doors must be installed to code.*

**B. Window Frame Colors:**

**Travis:** *He has the telephone number for the company who installed the windows when the complex was built. He distributed a sheet describing styles and colors available.*

**George H.:** *The company is Milgard and the telephone number is 1-800-645-4273. Speak with Shirley—Andy is the window installer you want to ask for.*

**Dylan:** *He will call and bring samples.*

**George H.:** *If you call about a problem with your windows, you need to say, "The window has lost its seal."*

C. Revised Pool Rules:

***Jamison** worked very hard on an extensive draft of the rules and regulations governing the use of the clubhouse, pool, spa's, sauna, workout room, conference room, guest houses and other common areas of the complex. He combined all into one unified document. Are the old pool rules resolutions? He highlighted the major areas containing revisions and asked that we all review them and make recommendations/comments. Check our current covenants, universal reservation form and release of liability. We need our attorney's approval—there is a lot of liability associated with these areas, particularly the pool. Continue to refine.*

Thank you Jamison.

D. Estimates of Pool Repairs: See above.

**NEW BUSINESS:**

A. Snow Removal/Landscape Estimates:

***Travis** submitted a chart delineating the bids from three companies: Krew Cuts Lawn, Alpine Gardens, and Creation Landscapes. Alpine is our current contractor for lawn care and snow removal. Alpine came in at about one-third higher than what the other two companies bid. It needs to be noted that there are a couple of areas that Alpine bid on the job and the other two submitted an hourly rate; i.e., snow removal. Alpine owes us \$500 for this year—they were to add some bushes to the property but were not able to do it due to our lack of rain. He (Travis) has worked very hard with Alpine—he wasn't pleased with their work originally, but is happy now.*

Following much discussion, the consensus was that Travis and Jamison would speak with the powers that be at Alpine Gardens to see if they will reduce their bid.

B. Cameras:

It was suggested that we expand our use of cameras around the common areas of the complex—not for regular viewing, only for review should the need arise.

***Jamison:** He is a privacy hawk. However, there are several issues that continue to be a problem where cameras may provide some resolution. Having cameras around our common areas would alleviate the need for residents to continue to file written complaint; potentially, the violation could be recorded.*

***Dylan:** Check on specifics; i.e., costs, etc. Should we decide to proceed with the idea, it must be voted upon at the next annual meeting.*

***Jamison:** We would want to be sure they are installed only around common areas, dumpsters, mailroom, pool, workroom.*

***Dylan:** Internet solution would save a lot of money. This is another issue about which we need to consult our attorney; i.e., determining the length of time the recordings should be retained, etc.*

C. Dog Resolutions:

We need to update the “Pet Registration Form”.

*Travis:* We have not received pictures of all dogs registered and living in the complex.

*Jamison:* We should place the form online which would enable residents to upload the form and submit a picture digitally. We also need to add a statement indicating all pets must be registered with the City of Greeley—we need to be in compliance with all city ordinances.

*Travis:* Resolution 7 needs to be passed.

*Dylan:* Get the revisions done by Monday and we can approve it individually.

**OTHER:**

A. Vent cleaners—there is an amazing amount of lint that comes out of dryers that can be a fire hazard.

B. Quick Books—*Travis* mentioned the proposed transition to Quick Books and our need to purchase it.

*Dylan:* It is available either via the internet or we can purchase our own software package. The internet package is not as secure as our own copy—the biggest advantage to having it on the internet is that it can be accessed while traveling. Since that is not an issue for us, we should buy our own package. He will assist in the ordering.

**Meeting Adjourned:** The meeting adjourned at 8:30 pm.

Respectfully submitted,

Cathy Bohannon,  
Secretary