

*West Fork Village
HOA Board Meeting Minutes
November 15, 2012*

Roll: Board Members Present: Dylan Reed—President
Bryan Lee—Treasurer
Cathy Bohannon—Secretary
Steve Hooton—Voting Member

Travis Ryan—On-Site Manager

Others Present: Rick Budensiek, Dean & Judy Bodwell, Zulema Ryan, Nick Major,
and Adam Swenson

Guests Present: Bruce J. Lichtenberger, CPA
Lisa D. Harbour, Attorney, Grant, Hoffman & Kamada, PC

3rd Quarter Financial Report—Bruce J. Lichtenberger, CPA:

Bruce Lichtenberger distributed a comprehensive report regarding the HOA's financial status at the end of the third quarter.

A. Balance Sheet

1. Total Assets: \$464,427.71 / Total Liabilities & Equity: \$464,427.71
2. Keep Chase accounts under \$250,000—we have approximately \$50,000 to go.
Be sure the bank does not lower the amount they will guarantee—stay under that amount.
3. Consider transferring additional funds to a replacement reserve fund—Bruce suggested ~\$2,000/month would be a good starting point.

B. Profit & Loss Budget vs. Actual

1. Net Income (Jan-Sep 12): \$39,320.88 / Budget: \$2,465.29 / \$ Over Budget: \$36,855.59
2. Excess Cash Comparisons are as follows: 2010: \$16,000 / 2011: \$14,000 / 2012: \$39,000

C. Statement of Cash Flows

Cash at end of period: \$304,926.43 (Total Increase: \$44,726.06)

D. Budget

Budget provided is for the most part last year's numbers—consider next year's budget.

E. Quickbooks

1. Quickbooks has been purchased and will be installed on office computers.
2. Bruce's office will install the data file which will include all history—will go live effective January 1, 2013.
3. On-site Manager, Travis Ryan, will set up an appointment to train at Bruce's office.

Open Discussion:

A. Attorney Update—Lisa Harbour, Attorney, Grant, Hoffman & Kamada, PC

1. Expertise:

Lisa's Expertise—HOA Law, primarily collections. Lisa distributed a sheet summarizing their collection process and fees.

Dylan: Do you work with other areas of HOA law?

Lisa: Yes, her general charge is \$170/hr. She also has an assistant, Megan, whose charge is \$90/hr. She will be happy to review our current rules, regulations and resolutions.

Dylan: Can you estimate about how long it would take to review and comment on our current rules?

Lisa: She would estimate about ten hours. She recommended that we incorporate every so often to create a more readable and cohesive document—she would make use of her assistant whenever possible thus saving us some money.

Travis: Do you also do litigation?

Lisa: Yes.

Nick Major: Are ADA regulations for pools the same as for apartment complexes?

Lisa: She doesn't know, but will look into it.

Lisa's firm's collection process will save our association money—accounts are not allowed to accumulate. Travis has had trouble collecting from PFC (our former collection agency) in the past few months. In addition, there has also been a problem with some members for changing companies, and we wanted to make sure the reasons for doing so were valid.

There being no further questions for Lisa, she departed.

Following a brief discussion, the consensus was that we hire Lisa and her firm.

Minutes for September 20, 2012:

There being no corrections to the September 20, 2012 minutes, they were approved as presented.

Rick Budensiek: There is a lot of interest by owners to purchase extra garages.

Reports:

- A. Owner/Non-Owner Ratio—Unchanged at 89/91
- B. Unpaid Charge Summary—\$5,874.50
Now that Lisa Harbour will be representing West Fork Village HOA, Travis will notify Professional Finance that we will no longer be needing their services.
- C. Assistant Manager—Travis introduced Nick Major and presented him as his selection for our new assistant manager.
 - 1. Experience:
 - a. Pool maintenance
 - b. Recently resigned from Gateway Apartments
 - c. Construction
 - d. Sprinkler systems
 - 2. Nick lives on-site.

Following brief discussion, the consensus was that Nick Major is officially hired as West Fork Village HOA's Assistant Manager.

D. Unit 609 Deck Repair

Travis implemented an inspection plan for upper-level decks prior to Larry's departure (former assistant manager), but the inspections had ceased when Larry quit. Travis and Nick will resume inspections as soon as possible.

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Steve: *Where is the water coming from on the decks? We may be able to reroute the water to avert it from the problem areas.*

Dylan: *The problem is that the damage is already done. We need to check all of the upper-level balconies.*

Travis: *The cost for the repair on the 609 deck was under \$5,000.*

Nick: *We should do preventive maintenance on all upper-level decks.*

Dylan: *Check all of them in the next few weeks.*

Steve (to Travis): *Have you seen the cracks?*

Travis: *Yes.*

E. Quickbooks Purchase—See above.

F. Clubhouse and Pool Rules Revision—Tabled—Awaiting Jamison Walsh's return.

Old Business

A. Amendment 2 to Resolution 7

Dylan: *Change the word "dogs" to "pets" in all areas.*

Nick: *Service animals are not considered "pets".*

Dylan: *We need official verification that they are service animals.*

Under section 1, Permitting Constraints, item number 5, it was noted that we cannot force a resident to get rid of a pet. It was recommended that we retain the \$25 fine to be assessed weekly until the problem is resolved, but we will need to contact animal control if the problem continues.

Add a statement indicating that if the pet is not in compliance with any of these constraints, the owner will be assessed a \$25/week fine until they are in compliance with all constraints.

Dylan will sign Amendment 2 to Resolution 7 once the changes we discussed are made and take it around to other Board members for signatures.

B. Official Storm Door Document—Tabled

Dean Bodwell: *Asked about the screen door regulations.*

There is still some work to do on the final screen door issue. Almond has been eliminated—Jamison has more information.

C. Pool Repairs—They are complete and the cover works.

D. Windows—**Adam Swenson:** *Had all of his windows replaced for free. Drainage holes were clogged with the spraying of the decks.*

New Business

A. Parking issues/Oversized Vehicles

Adam: *Unit 812—Purchased his condominium new, but has no place to park. He has new neighbors and has lost the space in which he used to park. The spaces near building 8 have been changed to "compact cars" only.*

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Units 804 and 808 have similar problems.

Steve: *Recommends that space be designated for units 804, 808 and 812.*

Dylan: *He and Bryan will measure the driveways to be sure we have background information if designated.*

Dylan: *We need to send out a letter indicating all parking/vehicle regulations will be enforced effective January 1, 2013. If a resident can (and does) park in the garage, they may have the vehicle on-site. Otherwise, unless prior approval is obtained from the Board in writing or a space designated for that specific unit (specific to a resident, not tied to the unit indefinitely), the vehicle not in compliance will be towed. The letter also needs to suggest that we need to be congenial with our neighbors with regard to all issues.*

Judy Bodwell: *In the past, the City of Greeley had approved parking along West 29th Street, but that changed when a new person was hired.*

Rick: *He knows the person who is now in charge and will speak to him(her) about the issue to see if we could go back to the way it was before.*

Upcoming Meetings: January 17, 2013 / March 21, 2013 / May 16, 2013

MEETING ADJOURNED: The meeting adjourned at 8:05 pm.

Respectfully submitted,

Cathy Bohannon