

**West Fork Village
HOA Board Meeting Minutes
Special Meeting
June 19, 2014**

ROLL: **Board Members Present:** Jamison Walsh—President
Steve Hooten—Vice President
Cathy Bohannon—Secretary
Kelly Hoff—Treasurer
Sandi McNeely—Voting Member
Rosann Holman—Voting Member

Travis Ryan—On-Site Manager

Others Present: Mike Burgess, Mary Davidson, and Jean Sherrod

MINUTES:

MOTION: It was moved and seconded to approve the minutes as submitted for the months of March, April and May.—Motion passed.

OPEN DISCUSSION:

A. Contractor Agreement Form:

***Sandi McNeely**—What did we do for a contractor agreement form prior to the one being developed?*

***Travis Ryan:** We didn't have one.*

***Sandi:** Aren't the items in this agreement form covered in the bid process.*

***Travis:** Not always. The new form will be sent to a contractor in addition to the bid specifications.*

***Jamison Walsh:** It is good to have this form. We need to send it to Kevin Ward, our attorney. He may have something already prepared. We want to be sure the form is legally sound.*

B. Pool Closure During Travis' Absence:

***Sandi:** Now that Jake has been hired and covered the weekend while Travis was gone, how did it go?*

***Travis:** It went fine. The "garage" door separating the pool from indoor to outdoor broke and would have had to be closed if Travis was here too. That has never happened before.*

***Sandi:** She and Mike used the hot tub and it was cold water.*

***Travis:** The water had to be changed and hadn't had time to warm up yet.*

***Jamison:** It would be a good idea to post on the web site if the pool is needing to be closed and if the timeframe is known, how long it will be closed. It would also be a good idea to put together a list of issues to share with the Board should some emergency arise while Travis is gone; e.g., contact numbers of who to call when pool/hot tub issues arise and when the assistant manager should consult with someone from the Board in particular situations.*

***Travis:** Zulema is the only one who works with the web site—if she were gone, no one else would know how to post a message, such as pool closures, etc.*

***Jamison:** He will have Zulema show him the basics should the need arise.*

C. Deck/Banister Maintenance:

Jean Sherrod: Are the banisters around the decks going to be repaired and if so, when?

Jamison: Yes, they are.

Travis: He is waiting for estimates and doesn't know a specific timeframe for specific buildings yet. We are going to use a finishing surface called Granitex—it is stronger and will last longer than paint.

OLD AND NEW BUSINESS:

A. Annual Meeting:

1. Committees

a. The following committees have been proposed to research issues to bring before the Board for a vote:

- 1) Preservation Committee (proposed name change to Compliance Committee)
- 2) Covenant & Legal Committee
- 3) Finance & Budget Committee
- 4) Architectural Review Committee—This committee would deal with external repairs, replacements, etc.; e.g., screen doors, air conditioners, repairs on the exterior buildings, etc.

The purpose of these committees is to alleviate Travis from having to do all the research behind the issues needing to be addressed.

Discussion followed.

MOTION: It was moved and seconded to approve the formation of the following committees: Preservation Committee (now Compliance Committee), Covenant & Legal Committee, Finance & Budget Committee, and the Architectural Review Committee.—Motion passed.

2. Agenda for the Annual Meeting:

- 1) Roll
- 2) Bruce J. Lichtenberger, CPA—2nd Quarter Financial Report
- 3) Minutes—Approval of the minutes from the June 19, 2014 Special Meeting.
- 4) Year-end Review: Brief recap of what the Board accomplished this year.
- 5) Voting on Issues: Strict 10-minute limit for discussion for each issue.
 - a) What would you like to see done with the volleyball court?
 - b) Window Maintenance—Clarifying the CovenantsA brief description of options and pro's and con's of each issue will be included in the packet.
- 6) Elections of Board Members

Jean Sherrod: Can owners ask prospective candidates questions prior to elections?

Jamison: Yes, we need to keep it brief. We will adjust the nomination form to include a couple of questions; e.g, background and why you want to be on the Board—this information will be included in the packet for nominees received prior to the Annual Meeting.

- a) Discussion moved to term limits for Board members.
- b) It must be emphasized to prospective board members that they must be available and active in board meetings.
- c) We need to stop voting via e-mail—votes must be public. We can discuss issues via e-mail.

3. Packet to be sent to owners:

- a. Proxy form
 - b. List of issues upon which owners (or their proxy's) will vote.
 - c. Nomination Form
 - d. Ballot
 - e. Budget Forms
- Something needs to be done with regard to packages being left in the Clubhouse. Travis will contact the Post Office to see what their protocol would allow. He will also look into what larger package lock boxes would cost.
 - Jamison will contact Kevin Ward on the legal interpretation of 2/3 of the owners required to change the covenants.

B. Tiered Schedule of Fines & Fees

- *On-site Manager recommending reducing fines to \$50 & \$100 for **First Tier** and this would include everything from attaching screws and nails to the building to not picking up pet waste.*
- ***Second Tier** would be anything hazardous, a threat to the community or anything the Board considers serious--\$200 or \$250.*
- *State law requires fines to be reasonable.*

The schedule for violations follows:

1. Warning
2. First-level fine—varies based upon the offense.
3. Second-level fine—varies based upon the offense.

Jamison will create a list of Tier 2 issues which would result in the higher fines.

C. Preservation Committee (To be renamed "Compliance Committee"):

1. Rosann Holman distributed a list of pet rules and regulations for West Fork Village.
2. A question was discussed regarding the possibility of limiting pet ownership to on-site owners only. Check with Kevin Ward regarding legality.
3. It was also suggested that we offer an orientation for new pet owners at WFV as they move in or acquire a new pet. Anita McAlister offered her services free of charge to conduct this orientation.
***Jamison:** We need to do a monthly orientation for all new WFV residents which would not only include pet rules and regulations but also other relevant issues at WFV. Access to the Clubhouse would not be granted until new residents attended an orientation session.*
4. Should there be a deadline for new owners and/or residents with pets to register them?
***Jamison:** Within three days from when they move in or acquire a new pet.*
5. These new rules and regulations will replace Resolution 7—this resolution dealt with pets, but was never filed so it was not official.

D. Resolution 12—RULES ENFORCEMENT PROCEDURES

- *Adding point J. and it would read something like this—"After a one-year lapse, any violations either by warning or fine, it would revert back to a second warning if there is an additional written complaint."*

MOTION: It was moved and seconded to approve Resolution 12 with the addition of point J.—Motion passed.

E. Deck Wall Cap Estimates to Replace

MOTION: It was moved and seconded to accept the job estimate for deck wall caps using Granitex for \$205.—Motion passed.

F. Pool Deck Estimates

Travis explained that the cement under the swimming pool deck is sinking. He received three bids but explained that the only bid indicating they could raise the deck back up to the original position is Colorado Mudjacking Inc. The other two could stabilize the deck but not raise it back to its original position.

MOTION—It was moved and seconded to accept the bid from Colorado Mudjacking Inc. to back fill the void under the swimming pool deck.—Motion passed.

G. Finalize the Clubhouse Rules—Done in May.

H. Budget Reserves—See item J.

I. Annual Meeting BBQ—*We have one volunteer so far. Should the Association buy everything since there is no one willing to volunteer to bring any side dishes? Should we make a sign-up list for everyone and see if owners would like to bring something?*

Discussion ensued regarding the BBQ and the fact that we have no idea how many people may attend. Since it will be a long meeting to begin with, Jamison suggested the following:

Jamison: *Let's make it an open house and pool party. This would give us an opportunity to get to know attendees and residents a chance to get to know the Board, give a tour of the Clubhouse (including the suites), and have cake and socialize. Residents may bring their swimsuits, their own lunch, we can fire up the grill and swim or try out our new hot tubs.*

It was decided by consensus that Jamison's suggestion is a more feasible idea and those Board members able to will remain for an hour or so beyond the Annual Meeting.

J. Budget Reserves:

Fannie Mae is needing the Association to change the Chase—High-yield Savings Account to Reserves on the Balance Sheet (Bruce, our CPA, has recommended changing both Savings Accounts to be labeled as Reserves). Change Budget to have a Reserve line item and receive minutes of the meeting and this is so they can finance a buyer.

Travis explained that Fannie Mae has once again changed their criteria for a loan request. It was noted that we have two savings accounts and can change both or one of the balance sheets showing our savings accounts as reserves. Following the explanation of the request and discussion, the following motions were made:

MOTION: It was moved and seconded to change the Chase savings account on the Balance Sheet to read "Reserves" instead of "Savings".—Motion passed.

It was decided that we would leave our other savings account labeled as savings.

MOTION: It was moved and seconded to add a "Reserves" line item in the Budget.—Motion passed.

NEXT MEETING: Annual Meeting, Saturday, July 19, 2014, 10:00 am

**UPCOMING MEETINGS: Thursday, September 18, 2014, General Meeting, 6:30 pm;
Thursday, November 20, 2014, General Meeting, 6:30 pm**

Meeting Adjourned at 8:15 pm.

Respectfully submitted,

Cathy Bohannon, Secretary