

West Fork Village Homeowners Association  
October 24, 2019  
Meeting Minutes

General Meeting

Owners in Attendance:

Travis Ryan, Onsite Manager  
Raymond Patch, President  
Michael Montoya, Vice-President  
Carrie Huenink, Treasurer  
Dottie DeMark, Secretary  
Nancy Hall, Voting Member  
Joel Lewis (during applicable part of Executive Session only)  
Johnny Brown (during applicable part of Executive Session only)

Meeting start time 6:03pm

- 1) Roll was called.
  
- 2) Meeting with Scott Gablehouse and Jayden, representatives of FLM. Members expressed the opinions of several owners about the quality of landscaping provided to the complex this past year, including: overall it was way better than the prior year, how short or uneven the grass is cut, crab grass, sand burs and other weeds (takes a couple of years of spraying to get rid of), and mower blades (sharpened daily). The Board asked that FLM encourage their employees to work with Travis directly on any issues that an owner brings up to FLM employees onsite, with rather than trying to resolve with an owner. Discussion of the details of FLM's snow removal contract followed; the attorney is reviewing the contract. A short discussion of the advantages of a 3-year contract followed.
  
- 3) Meeting Minutes. Nancy moved that the **September 22, 2019 minutes be approved**, Carrie seconded and the **motion passed**.
  
- 4) Open Discussion. None, no owners present.
  
- 5) Old and New Business
  - a. Amendment to Reduce Voting Requirements for a Merger. Travis advised that both the condo owners and the garage owners voted to approve the amendment. Next step is Ray and Dottie sign amendment and get it notarized before sending it to the attorney for handling.
  - b. Garage Owners Association. The Board members for this association are Ray Patch, Rosann Holman, Mike Montoya and Rick Bowen. They need to meet to elect officers and approve the merger with WFV condo owners.

- c. Ballot for Amendment to Merge HOAs of Owners and Garage Owners. A combined budget meeting and Q&A for owners to explain the merger and answer questions in November was discussed but it was agreed that there was not sufficient time to get Garage Owners Board approval and get attorney approval for ballot, amendment and cover letter prior to that meeting, so no owner Q&A meeting was scheduled.
  - d. Lawn Care Estimates and Snow Removal Quotes for 2020-2021. Discussion was held about the estimates that Travis provided. The Board approved signing the snow removal contract with FLM at a previous meeting, and Travis will contact FLM and ask for their best offer for a 3-year contract.
  - e. Trash Estimates 2020. Following a discussion, the Board agreed to go with Waste Management. Travis will ask Waste Management if they will do a 3-year contract and at what fee. Ray moved that **we enter into a contract with Waste Management for trash removal in 2020**, Nancy seconded, and the **motion was passed**.
  - f. Fee Agreement for 2020 with Altitude Community Law. Travis advised that our current contract with Altitude is for General Legal Services (non-retainer) and we are charged an hourly rate for each telephone call plus any legal work. Some members suggested we stay with the non-retainer service. Discussion was held about having Altitude create a standard/general contract for our use with all contractors. Travis will find out the cost to create this document. Discussion followed about the possibility of needing an attorney for the hail insurance matter and Mike advised that the umpire's decision is final. This matter was tabled until the next meeting for members to think about retainer versus non-retainer contract.
  - g. Pool Rules Resolution (Version 2). All Board members signed the Resolution.
  - h. Insurance Quotes for 12/2/19 to 12/1/2020. Discussion was held regarding the insurance quotes that Travis provided. Travis will contact State Farm and get other quotes for \$100,000, \$150,000, and \$200,000 deductible and advise them of the class 4 shingles we now have. This matter was tabled until the next Board meeting so Travis can get other quotes.
  - i. Alterations to the Building Letter. Discussion was held on the letter which advises owners of the rules regarding altering the outside of the buildings. Travis will add a sentence to the beginning of the letter saying that the buildings are painted every ten years, and the letter will be sent to all owners, not just the newly painted ones. Travis will mail to all owners along with the Pool Rules Resolution (Version 2) and the December budget meeting letter.
  - j. Complaints Regarding Trespassing on WFV Property. Travis updated the Board on the complaint from the owner of Building 12 and what advice he received from the attorney and the City. After discussion the Board asked Travis to put a No Trespassing sign at the west side of the complex where the sidewalk begins
  - k. Best of Greeley Award. Discussion was held concerning purchasing a plaque for display of this award. Carrie moved that we **purchase a plaque for the "Best of Greeley" award for up to \$150.00**, seconded by Nancy, and the **motion passed**. Travis will notify owners of this award through email, website and letter.
- 6) Executive Session. The Board went into Executive Session at 7:08 pm to conduct the Hearing on the pet violation by J. Lewis, Unit 1310. This is the second complaint received by the Board against Mr. Lewis for having his dog off leash on the property. The first complaint resulted in a warning. Mr. Lewis explained the circumstances around the complaint and stated he was at

work at the time the complaining owner contacted Travis and he could provide proof of that. It couldn't have been his dog because his dog was inside the garage with the door closed when he left for work. No proof of the loose dog was given by the complaining party. Mr. Lewis suggested that the policy should require the complaining party to provide proof; the Board will take this under consideration. The Board asked several questions of Mr. Lewis. After Mr. Lewis left the building, the Board discussed the incident and decided that no further action will be taken on this incident because there was not adequate evidence provided that the dog was, in fact, Mr. Lewis' dog. Travis will send a letter to the complaining party saying that we have addressed the situation and if there are other incidents in the future, please provide proof, like a photo of the dog. The Executive Session ended at 7:36 pm.

7) Reports.

- a. The Board reviewed the Accounts Payable Report for September 2019.
- b. The Board discussed the Profit and Loss vs. Budget and Balance sheet for August 2019.
- c. The next Budget Committee meeting will be held at 6:00 pm on November 12 at the clubhouse.

8) Executive Session. The Board went into Executive Session at 7:39 pm.

- a. Hail Insurance Claim. Discussion was held about the next step we need to take on the insurance claim. Travis advised the Board that Liberty was willing to put something in writing that they will pay the umpire fee. Dottie moved that **we proceed with the process of hiring an independent appraiser**, Mike seconded, and the **motion passed**.
- b. Unpaid Charge Summary. This report relates to the monthly HOA fees and was reviewed. Travis advised that there are no red flags, all of the charges are being handled.
- c. Unpaid Special Assessment. This report was reviewed and all of the charges will be paid or written off (#705).
- d. Late Fee Appeal, M. Moenkhaus, #809. Travis advised that the payment was late because the owner was in the hospital for 2 weeks and that this owner has no prior incidents of being late in paying. Nancy moved that **the late fee for Unit 809 be waived**, Carrie seconded, and the **motion passed**.
- e. Request to Purchase a Garage through a Payment Plan, Johnny Brown, #411. Mr. Brown joined the meeting at this point. He advised that he would like to purchase the garage that he is currently renting for \$125 per month and he would like the Homeowners Association to allow him to pay the \$6,500 purchase price on a payment plan. After discussion the Board advised Mr. Brown that the HOA is not in a position to finance any real estate transactions and explained the process he would need to follow to purchase the garage; hire a realtor, arranged financing, and have a closing to receive the deed for the property. Travis agreed to give Mr. Brown the name of a realtor he could use. Mr. Brown left the meeting at this time

A **motion for adjournment** was made by Dottie, seconded by Carrie, and the motion **passed**. The meeting was adjourned at 7:56 pm.

Respectfully submitted,  
Dottie DeMark  
Secretary