

West Fork Village Homeowners Association

February 20, 2020

Meeting Minutes

General Meeting

Owners in Attendance:

Travis Ryan, Onsite Manager
Raymond Patch, President
Carrie Huenink, Treasurer
Dottie DeMark, Secretary
Nancy Hall, Voting Member
Mike Martinez, Voting Member
Zulema Ryan, Assistant Manager
Pauline Anderson - 1502
Jim Kepler - 404
Donna Mordini - 1509
Siri Willis - 1112
Lisa Shewmon - 703
Linda Barber - 101
Amalia Johnson - 1102

Meeting start time 6:00pm

- 1) Roll was called.
- 2) Meeting Minutes. Ray moved that the **January 23, 2020 minutes be approved**, Nancy seconded and the **motion passed**.
- 3) Open Discussion. Ray advised attendees that each would be allowed to speak now on any matter not on the agenda. Jim Kepler (404) advised the Board that he would be selling his unit that he has owned since the inception of West Fork Village for health reasons. He is in the process of completely refurbishing the unit with new appliances, flooring and paint and the unit is ADA compliant. Pauline (1502) asked if the new caps for the furnaces on the lower level have arrived. Travis advised that they have all been replaced. Donna (1509) requested that when the HOA does its spring cleaning that attention is paid to the rusty broken edging and the oil stains in the parking areas. Travis advised that it would be addressed with the upgraded landscaping that has been suggested by some unit owners and that is on the agenda. Lisa (703) advised about the abundance of dog poop she has noticed on the property and suggested it may be coming from residents of the apartment complex across the street. The Board advised they are working on it and gave some details of what is being done.

4) Old Business.

- a) Paying Assessments with a Debit Card. Zulema referred to her handout and explained the details of the 2 options she researched that will work with QuickBooks, Option 1 (Pay as you go) and Option 2 (Pay monthly). Carrie moved that **Travis be authorized to implement Option 1 – Pay as you go – to allow owners to use a credit card to pay their monthly Homeowners Fees**, Nancy seconded, and the **motion passed**.
- b) Parcel Boxes. Zulema explained the time used by staff when a package is lost and referred to the handout showing costs for parcel boxes, excluding installation. Ray suggested that we get the opinion of the owners. Travis noted that we need to get the parcels out of the clubhouse. The Board disagreed on whether there is a liability issue by keeping parcels in the clubhouse. The Board discussed the options available and some questions that only the post office can answer. Ray asked the opinion of the public present. Dottie noted that if the whole project cost \$6,000 and a special assessment was given to owners, the cost would be around \$33 per owner. After various solutions were discussed it was agreed that the matter would be tabled so Travis can get more information from the post office and more quotes.
- c) Storage Unit Comparisons. It was agreed that this issue would be tabled until after the merger is completed.
- d) Ice Damming Research Update. Travis advised that solar option is not workable and Xcel Energy agreed to come out and inspect and determine the cost to install new outlet meters on each building. It was agreed that this issue would be tabled until Xcel provided that information.
- e) Clubhouse and Pool Rules. Mike signed the document.

5.New Business

- a. Newell Bros Tree Services Quote. Travis explained the contents of the quote from Newell Bros. and advised that 2-inch trees have more success growing. The budget for this item is \$15,000. No other quotes were obtained because Travis feels Newell does a good job and quotes a fair price. Dottie made a motion that we **accept Newell Bros's quote to remove 11 ash trees and replace with 2-inch Maple or Linden trees**, Carrie seconded, and the **motion passed**.
- b. Merger Documents for March 1 Mail Ballot. Travis advised that the attorney is still working on the documents and she would like to have a conference call with both Boards. Owners will be mailed ballots on March 1 and if they have questions, they can attend the March 26 informational meeting. Travis will ask the attorney to attend that meeting also.
- c. HO-6 Insurance & Loss Assessment Coverage revised letter. Travis advised that the revised letter in the packet will be sent to owner with the ballots. Travis will remove the 3rd paragraph (Why did Association select a percentage deductible) from the letter and put our State Farm contact person's name at the end of the letter. Carrie moved that we **accept the HO-6 Insurance Policies letter to be mailed to owners, with changes**, Mike seconded, and the **motion passed**.

- d. 2021 Evaluations done online. Currently evaluations of staff have been done in person with a meeting. Members will have access to the evaluations online. It was agreed that future evaluations of staff can be done online.
- e. Two garages available for Sale or Rent. Travis advised that we need to sell 2 garages this year for the budget and there will be 2 rented garages coming up soon for rent or sell. The cost to sell is \$6,500. Travis advised that there is interest from owners to rent and buy a garage. After discussion, the Board agree to sell both of the available garages which are garage #24, #36.
- f. Owner's Request, Unit 14. This owner requested clean up around building 14 including new bushes and clean up rocks and advised he would be willing to pay for it. Travis advised that he has had similar complaints from owners over the past few years. Discussion was held about the need to fix falling borders and rusted borders, and replacement of ornamental grasses. Travis will obtain a bid for the entire property that is broken down by buildings so it could be done in phases. The bid should designate the type of bushes that will be used as replacements.
- g. Complaints about Construction and Garage Door Noise. Garage noise has always been a problem for the upstairs units that are situated over three garages. Nancy advised of a good solution for the garage door noise is to replace the lift with a belt. Travis advised that these are constant complaints and he usually sends letters to owners about both. Discussion about what restrictions should be put in place regarding construction within units. Travis will get the attorney involved in drafting a policy addressing construction within units and will include specific penalties for violation.

6. Reports.

- a. The Board reviewed the Accounts Payable Report for January 2020.
- b. The Board discussed the Profit and Loss vs. Budget and Balance sheet for January 2020. At Nancy's request Travis explained the Comcast revenue.

7. Executive Session. The Board went into Executive Session at 7:34 pm.

- a. Insurance Claim Update. Travis advised that things are still in limbo. He sent the public appraiser a letter today requesting a status. Travis discussed with the attorney today who said we need to find out who is causing the delay, the public appraiser or the insurance company. She said that our options at this point are to walk away or start litigation. She gave Travis a referral of a law firm that does this type of litigation who may give us a free consultation. Travis will ask the attorney to call the appraiser.
- b. Unpaid Charge Summary. Travis will get a lien on the Freedom Mortgage property. Hockett has moved out but still owns the property. Travis will get a lien on the Hockett property.
- c. Unpaid Special Assessments. The Board reviewed the Unpaid Special Assessments Report.
- d. Threshold for action on unpaid charges. Dottie **moved that if any unpaid charges reach \$300, the owner and/or tenants will be locked out of the clubhouse; and if any unpaid charges reach \$600, a lien will be placed on the property,** Nancy seconded, and the

motion passed. Travis advised that we cannot foreclose on property unless an owner is 6 months or more behind in fees.

A **motion for adjournment** was made by Ray, seconded by Carrie, and the motion **passed**. The meeting was adjourned at 7:54 pm.

Respectfully submitted,
Dottie DeMark
Secretary