

West Fork Village Homeowners Association

Board of Directors

Special Meeting Minutes

September 11, 2020

Special Meeting

Owners in Attendance:

Travis Ryan, Onsite Manager
Matthew Shewmon, President
Carrie Huenink, Treasurer
Dottie DeMark, Secretary
Mike Gantz, Voting Member

Owners:

John Watts, #410
Lisa Shewmon #703

Meeting start time 6:02 pm

- 1) Roll was called.
- 2) Open Discussion. Carrie advised that Bonnie in building 10 has a barely used Nordic Trac exercise bike that she's selling for \$200 if we're interested. Discussion followed about the condition of current equipment. Travis said that the person who regularly maintains the workout equipment says the 2 bikes are the next thing we need to replace but if it has a cord, that would need to be taped down. There might be money in the budget to replace some equipment this year. It was agreed that Travis will get an opinion on Bonnie's bike from the equipment maintenance guy. Matthew started a conversation about the electricity use restrictions on the garage owners, and specifically garage #40. Travis owns that unit and will talk to the renter. Travis would like to do an analysis of what we're spending on utilities for the garages and he will bring numbers we pay for insurance, painting, trash, etc. for the budget meetings so the Board can analyze if changes are needed. Matthew also asked about the future proposed increase of \$10 per month in HO fees coming up in 2021. Carrie advised that the Board had agreed last fall to a \$10 per month increase in 2021 and the community was advised of this potential increase in the 2020 budget notes.
- 3) Meeting Minutes. The minutes for the July 11, July 16, and August 27, 2020 meetings were tabled until the next meeting. The Board agreed that it was not necessary for the Secretary to read the prior meeting's minutes during a meeting. A **Motion** that the **June 25, 2020 minutes**

be approved with the change of date in Item 4, Meeting Minutes, from June 25 to May 28 was made by Matthew, and seconded by Carrie and the **motion passed**. Carrie requested that prior meeting minutes be distributed to the Board prior to the meeting to allow the Board time to review in advance.

4) Old Business.

- a) Asphalt and Concrete Estimates. Travis provided 3 estimates to the Board for their review and recommended that Estes Valley Asphalt be used because we have been satisfied with their work in the past and they were proactive in providing their bid. The budget limits our ability to do all needed areas shown on page 2, and Travis recommended that the areas numbered 2 (\$444) and 6 (\$1,372) and the drain area in blue north of building 3 (has ice issues) (\$2,569) plus all of the “crack fill” items (\$3,969) be done this year. Total is \$8,354 which will run about \$4000 over budget. Chris has been cold patching some areas and could possibly do more of that. Travis recommended that the crack fill take priority this year followed by the concrete drain north of building 3 with ice issues. Carrie advised there was extra money in the fitness equipment line for 2020. Travis will contact Estes Valley to get their schedule for doing the work. It was agreed that the matter will be tabled until the 9/24 meeting when we have an updated P&L.

5.New Business

- a. Budget Meetings. The Budget Committee will include Carrie, Dottie, Matthew, Mike G., and Anita McAllister. Budget meetings were scheduled for October 13 and November 10 at 6:00 pm.
- b. Snow Removal Contract. A discussion was held regarding ways to reduce the snow plowing bill since we're several thousand dollars over budget this year already for this item. Travis recommended that he and Chris handle the warmer months. After a discussion, Travis agreed to do more supervision of FLM's crew when they are onsite and to discuss with FLM having one supervisor on the job all season and other issues. A discussion followed about ways to lower this cost. The Board went through the proposed contract and decided which boxes should be checked and noted that item 5 should have the “other” box checked with the note that we will contact them on the days we need service. Travis will use his discretion as to when to call FLM out to remove snow, and he will not call FLM out in instances where there is only a small amount of snow that he can handle. **A Motion that the contract with FLM for snow removal for the year beginning October 1, 2020 be signed as discussed** was made by Carrie, **seconded** by Dottie, and the **Motion passed**. Travis will send a letter to owners explaining the new arrangements, including the change that during the warmer months (October, November, March, April and May), only the north side of the complex will be cleared by Travis and Chris.
- c. Pool Closing. A discussion was had regarding the cost of keeping the pool open and the number of hours that Chris was working. It was agreed that the last day the pool will be open will be September 20, 2020, and the hot tubs will remain open except from January 2, 2021 to March 1, 2021.
- d. Merger Ballots. Travis advised that we have received 20% in favor of and 2% against ballots to date for the Merger and we need a total of 67% in favor for the Merger to

pass. Garage owners require 50% in favor. All votes need to be received by October 19, 2020. It was agreed that the project of getting ballots in based on lists provided by Travis would be threefold: Knocking on doors of onsite owners; calling offsite owners, and manning a table placed outside the mailroom for a few days before the deadline. Volunteers were as follows: Matthew will do offsite owner calling and door to door canvas of buildings 11-15; Dottie will do door to door canvas of buildings 9-10 and do shifts at the table; and Carrie will do door to door canvas of buildings 1-5. If there is no answer when you knock on the door, you can place the ballot on the garage door with a note that Carrie will create.

- e. Condo Questionnaires. Travis reviewed the information in the agenda about this issue. Several owners have asked if the \$250 charge per questionnaire can be reduced so a new form was created that would cost \$100. The Board agreed that the \$100 form could be implemented.

6. Reports.

- a. Insurance Claim Update. Travis advised that the Court has now named an umpire who was one of the people recommended by our attorney. Both appraisers now need to get with the Umpire. The current extension to file a lawsuit is September 18, 2020 and the attorney advised that the insurance company is willing to extend the deadline again with no charge as many times as needed.
- b. FHA Approval Update. Travis advised that the information contained in the agenda on this issue was provided for the Board's information.

7. Executive Session. The Board went into Executive Session at 7:53 pm and all public members exited the meeting. Minutes of this Executive Session are recorded separately from these minutes.

The Board reconvened from Executive Session at 8:08 pm. Matthew asked Travis what he needs to do to become a bank signatory. Matthew also asked Travis to update his job description. Zulema's duties are whatever needs to be done. Travis will get a list from her of the duties she can perform. All 3 employees keep a log of when they worked. Board asked Travis to send copies of his log to Board members monthly.

Matthew brought up people entering the clubhouse through the back entrance into conference room. Travis advised that no one has keys to the back door any more but people can leave the building that way. Travis apologized for the incident reported by Anita McAllister when his niece entered the building without Travis being present. He confirmed that his niece has not been put into fingerprint system and explained that he and Zulema arrived at the clubhouse shortly after his niece did.

A discussion was held regarding who has access to the clubhouse's keyed doors in case Travis isn't available in an emergency. Travis advised that he is the only one with those keys. Chris can get in office closet but not safe. Travis will give a master key to the back door into the conference room to Matthew for backup in emergencies in Travis's absence. Travis advised that items kept in the safe include money, logs of transactions on assessment, social security numbers, and bank statements. Carrie will be given a key for the closet.

Travis advised that the window in mailroom has been covered to encourage residents to come into the office with their questions and requests. He will remove the covering and will put up a sign to come into

the office. The Board agreed that Travis could place a shower curtain at the front counter of the office for COVID safety reasons until the pandemic is over.

Following the Executive Session, a **motion for adjournment** was made by Dottie, **seconded** by Carrie, and the motion **passed**. The meeting was adjourned at 8:28 pm.

Respectfully submitted,
Dottie DeMark
Secretary

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Start time: 7:53 pm.

Employee Discussion. The Board addressed the email received from Zulema regarding her new real estate position and whether it would be a conflict of interest since she works part time as an employee of West Fork Village. After discussion, the Board agreed that there would not be a conflict of interest for Zulema to work both jobs as long as she doesn't solicit clients living at West Fork and does not access the records and/or resources of West Fork Village in her real estate activities.

Oil Stain Violation. Travis advised that this tenant in Unit 503 has previously received a fine of \$100 for the oil stain violation and he didn't respond to the second notice to get the stain removed by August 30 deadline. Travis talked to a company that will remove almost 100% of the stain for \$50-75. A **Motion to send the next notice that advises #503 of a \$200 fine for oil stain violation and hire the company Travis mentioned to remove the stain was made by Mike Gantz, seconded by Dottie, and the Motion passed.** Travis will charge the cost of removing the stain to Unit 503.

End time: 8:28 pm

Respectfully submitted,
Dottie DeMark