

West Fork Village Homeowners Association

Board of Directors

General Meeting

September 24, 2020

General Meeting

Members Present:

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

Also Present:

Donna Mordini 1509
Pauline Anderson 1502
Lisa Shewmon 703
Jan Massey 1405
Amalia Johnson 1102

Meeting start time 6:00 pm

- 1) Roll was called.
- 2) Open Discussion. Donna Mordini requested a status on the replacement of the rusty edging in front of the rocks near Units 11, 14 and 15. Travis advised that it will be included in next year's budget and it will be done by Travis next year. Jan Massey requested a status on the handrails. Travis advised that this item will be in next year's budget but Chris may be able to get to them this fall if we have enough wood for the missing wood pieces. He will have Chris look at Units 1502 and 1504.
- 3) Approval of Minutes for July 11, July 16, August 27, and September 11, 2020. The following changes were noted: July 11, remove Carrie as an attendee and add Donna Mordini and change ending time from am to pm; July 16, add pm to starting time; August 27, correct McQueeney spelling, add Lisa Shermom to attendees, correct Jan's unit to 1504, obtain recording of this meeting from Zulema to add subjects addressed in Q&A session; September 11, correct Matthew's name, in section 5b change last sentence to reflect that Travis will not be calling FLM in instances where there is only a small amount of snow that he can handle, in section 5e change \$50 to \$100, and in section 6a change in last sentence from 'if needed' to 'as many times as needed'. It was agreed that the approval of all minutes presented would be tabled until the next meeting to allow changes to be made and emailed to Board.
- 4) Old Business.

- a) Asphalt and Concrete Bids. Travis recommended that we stick with the budget and only do the crack fill for \$4,200 and then include the rest of the items in next year's budget. He advised that Chris can fix the concrete areas without the use of an outside contractor. Donna objected to doing the crack fill without following it with a sealant so it would last longer. Mike G. advised that it is a preventative measure to keep it from cracking more until the next time we apply sealant to the whole complex. Amalia advised that there was information in the newspaper that Weld County was having water issues. Travis will contact Weld County to get more information. A **Motion to sign the Estes Valley contract to only include the crack fill per their estimate was made** by Dottie, **seconded** by Matthew, and **the Motion passed.**
 - b) Update on Merger Vote and Owner Contact Information Given to Board Members. Travis referred to his chart of ballots received for the Merger showing Condo results at 53 for (29.44%) and 5 against (2.78%) and garage results at 22 for (40%) and 1 against (1.82%). Discussion was had to organize a plan for contacting owners to help get ballots returned by deadline. It was agreed that the due date would be added to the note created by Lisa that would be left on resident owners doors, ballots would be available in the mailroom, Travis and Matthew would contact offsite owners by phone, door knocking would begin this weekend with the following building assignments: Carrie for buildings 1 through 5, Dottie for buildings 6 through 10, and Matthew for buildings 11 through 15. Travis will send an email advising Board members when sufficient ballots have been received to either approve or deny the merger so canvassing for votes can be stopped.
 - c) Painting Update on Buildings 10, 11, 13 & 14. Travis advised that the contractor's workers walked off the job for a longer and better paying job. Only building 15 has been painted but still needs the trim done which the contractor promised will be done on Monday. The contractor is trying to get part of his Denver crew to finish the job. Travis suggested if it doesn't get done this year, it could be rolled into next year's budget. Jan suggested that the money not used on painting this year be put into reserves for next year. Amalia started a discussion on the quality of the contractor's work.
- 5) New Business.
- a) Change signatories on bank accounts with BBVA, AXOS, and BofC from Nancy Hall to Matthew Shewmon. A **Motion to remove Nancy Hall as a signatory on the bank accounts at BBVA, AXOS, and BofC, and to replace her with Matthew Shewmon on all accounts was made** by Carrie, **seconded** by Mike G, and **the Motion passed.**
 - b) Transfer Money from Reserves. Travis advised that we need to transfer over \$50,000 of reserves from AXOS to Bank of Colorado into the operating account to pay for the painting and to recover money paid for the deck improvements. Jan brought up the fact that the covenants say that deck owners should help pay for deck repairs, that it is a continuous thing that never ends and a discussion followed. Matthew advised that the money could be transferred back to reserves if the HOA doesn't need to use it. A **Motion was made to move the money needed to pay for the painting and deck improvements done from the reserve account at AXOS to the operating account at BofC was made** by Matthew, **seconded** by Carrie, and **the Motion was approved.** The Board agreed that Jan's suggestion will be discussed at the upcoming budget meetings.
- 6) Reports.

- a) Accounts payable for August 2020. Matt noted two irrigation water charges in June. Travis advised that there are 2 meters and therefore 2 bills. There was a significant increase probably because of hot weather and/or price increase by Weld County. The sprinkler system is controlled by either the landscaping company or Travis when issues arise. Mike advised of the water deal he has with the County and Travis will check with the County about it. A discussion followed as to when the sprinkler system is shut off and blown out for the winter. Travis will decrease or shut off the system next week and then watch the weather and adjust accordingly. Matthew suggested training on sprinkler operation or repair and Travis advised that Chris would be willing to take that training. This issue will be discussed at the next budget meeting. A discussion followed about the spongy area of the grass. Carrie requested that comments be added to the memo column for expenses paid to vendors like Safeway, Sprouts and Sam's Club for clarity.
 - b) Profit and Loss and Balance Sheet for August 2020. Referring to the Balance Sheet, Matthew asked what item 2108 for \$17,000 represents and for clarification for item 1605 and 1700. Travis will research. Matthew asked where the upstairs suites are on the balance sheet and a discussion followed on how the suite and apartment are taxed. Matthew asked what miscellaneous income represents on the P&L and Travis advised it is fees received from title companies when a unit is sold.
- 7) Executive Session. The Board went into Executive Session at 7:48 pm and all public attendees exited the meeting. Minutes of the Executive Session are recorded separately from these minutes.

The Board reconvened from Executive Session at 8:35 pm.

A **Motion for adjournment was made** by Matthew, **seconded** by Carrie, and the **Motion passed**. The meeting was adjourned at 8:36 pm.

Respectfully submitted,

Dottie DeMark
Secretary