

West Fork Village Homeowners Association

Board of Directors

General Meeting Minutes

October 22, 2020

General Meeting

Owners in Attendance

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

Also Present:

Jan Massey 1504
Donna Mordini 1509
Amalia Johnson 1102
Pauline Anderson 1502

Meeting start time 6:05 pm

- 1) Role was called.
- 2) Open Discussion. Pauline asked when the leaves will be picked up. Travis advised they are supposed to come tomorrow. Donna asked what kind of light bulbs are used on the walking path. Travis advised we are now using LED bulbs to save money; he got rid of the ballasts. As they are replaced, Travis will use higher level of light. Amelia asked if the cold we have now would affect the painting that is being done and how long before it is dry. Travis advised the paint is good for 35 degrees and it has a lifetime warranty; he said 24 hours is enough time.
- 3) Meeting Minutes. The 8/27/2020 minutes were tabled until the next meeting to give Dottie time to listen to the recording which didn't work on her laptop. A **Motion was made to approve the meeting minutes for July 11, July 16, September 11, and September 24** by Carrie, seconded by Matthew, and the **Motion passed**.
- 4) Old Business.
 - a) Final Count on the Merger vote. Travis advised that the garage owners passed the Merger with 76%; the condo owners passed the Merger with 73%. The President, Vice President and Secretary need to go to a notary to have Merger documents signed. Mike has a notary at his work behind Garrisons on 10th Street. A time will be set by the 3 officers when to meet there.

- b) 2021 Garage Assessments. Travis recommended that the garage owners annual dues (\$200 per year) go into a separate bank account based on some of the garage owners' concerns. That money would go towards garage electricity, insurance and maintenance. Jan brought up the roads within the community, garbage, and Board compensation which weren't included in Travis' worksheet; and she suggested that the garage dues be increased based on Travis' worksheet of garage expenses for 2019 and 2020. Matthew suggested it could be handled with changes to current bookkeeping. After discussion it was agreed to table the issue to give Board time to think about it.
- c) One Year Analysis of Expenses for Garages. This handout was discussed.
- d) Assessing Owners for Deck Improvements. Mike advised that this is a common expense and all expenses relating to common elements should be shared; all condos were purchased under the pretext that all outside maintenance would be handled by the HOA. If upper balcony owners are assessed for maintenance, it would affect the re-sale price. Jan explained the difference between common elements and limited elements and what the covenants allow assessment for. Donna brought up that the gutters on corner units aren't properly installed and water is going everywhere. Matthew suggested we table the issue until we get an opinion from the attorney.
- e) CCIOA Prohibitions regarding Political Signs. Travis explained the information contained in the agenda regarding the Colorado Common Interest Ownership Act ("CCIOA"). Matthew suggested amending Bylaws to align with CCIOA. Travis said that having it in the minutes would suffice and we wouldn't need to amend Bylaws which is more of a hassle. A **Motion was made to follow the CCIOA regulations regarding display of political signs** by Dottie seconded by Mike M., and **the motion passed**.
- f) Improving Landscape in 2021. Travis referred members of the common concerns he has heard from owners. Matthew noted that we need to get an estimate before we can put any of these items into the budget. Matt Newell suggested to Travis that Eaton Grove would be a better choice to do this work than him. Eaton Grove could assess the whole area. Travis will try to get a bid before the next budget meeting.

5) Reports

- a) Update on Insurance Claim. Travis reviewed the issues being discussed by both appraisers. They have come to an agreement over the phone on the things that need to be done. Our appraisal will give us a list tomorrow. If the insurance company doesn't agree, then it would be referred to the umpire. Discussion followed on the payment of our appraiser.
- b) Transaction list by Vendor/Accounts Payable. Donna advised Travis of a sprinkler head broken by the big spruce tree. Dottie asked what the payment to Amazon was for, and Travis advised it was for supplies for the guest suites. A discussion was had on the water use in Building 13. Matthew asked for an analysis of each building use by month, and suggested that if one building sticks out, we need to take action to see if there are leaks, etc. that need to be addressed.
- c) P&L vs Budget and Balance Sheet. P&L: Discussion on deck repairs. Travis advised they have been paid, and noted what has been finished. This item will come in under budget. Jan asked for a total on Unpaid Charges. Travis said it is \$1,935.00 but recent payment will reduce it to around \$1,700. Balance Sheet: Matthew asked for explanation of line items 2108 and 1700 on the balance sheet and Travis advised that he will have that information at

- the next meeting. Matthew also asked about line items 1026 and 2102 and it was discovered that no one understands those items. Travis suggested a conference call or meeting with the CPA to get explanations and suggested we do it in January when we normally meet with the CPA. Travis advised that line item 1023 is the insurance money we have received. It was agreed to ask Anita to explain the items at the next budget meeting.
- 6) Executive Session. The Board went into Executive Session at 7:11 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 7:35 pm

A **Motion for adjournment was made** by Dottie, seconded by Carrie, and the **Motion passed**. The meeting was adjourned at 7:35 pm.

Respectfully submitted,

Dottie DeMark
Secretary

West Fork Village Homeowners Association

Board of Directors

Executive Session Minutes

October 22, 2020

Executive Session

Members Present:

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

Executive Session began at 7:11 pm.

1. Unpaid Charge Summary. The Hockett account was discussed and Travis advised that he is paying \$220 each month for dues and the extra \$50 goes toward the overdue balance. Travis advised that Units 1005, 708, and 104 have paid their charges before the creation of this summary.
2. Email Vote on Unit 503 Violation for Oil Stains. **The Board voted and approved unanimously on October 5, 2020 to serve the owner of Unit 503 with a Final Notice of Violation, the Collection Policy and Procedures, a 6-month payment plan, and his current ledger and it was agreed that the HOA would pay the \$40 fee for this process service.**
3. Apartment 1602 Update. The tenant in apartment 1602 notified Travis that his brother who is addicted to meth is now living with him. The brother had a relapse and went into the hospital but has since been released. The tenant showed Travis the drugs that the brother had in the apartment. The tenant asked if his brother could rent a suite to which Travis declined. The tenant told Travis that to his knowledge the brother has not used the drugs in the apartment. Travis advised that the lease on the apartment has a clause that the tenant is responsible for damages up to \$25,000. The brother is on a waiting list for rehab. The lease on the apartment is a 30-day lease. Discussion was had whether Travis feels safe having the brother here and Travis advised that he is acting normally now. Travis was requested to talk with the attorney about the matter and advise the Board via email of the results.
4. Unit 106 Complaint. Travis received a noise complaint against unit 106 that included stomping and doing laundry at midnight. Travis sent a soft letter to the tenant offender and the unit owner. The Property manager will talk to the offending tenants and has posted a notice on their door to fix the matter within 30 days or an eviction will be filed.

Executive Session ended at 7:35 pm.

Respectfully submitted,

Dottie DeMark
Secretary