

WEST FORK VILLAGE HOMEOWNERS ASSOCIATION

BOARD OF DIRECTORS

GENERAL MEETING MINUTES

November 19, 2020

Attendees:

Owners in Attendance

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

Also present:

Lisa Shewmon #703  
Jeffrey Yeager, CPA (for executive session only)

Meeting start time 6:04 pm

- 1) Role was called.
- 2) Open Discussion. None.
- 3) Meeting Minutes. The minutes for the Q&A Session on August 27, 2020 and the general meeting on October 22, 2020 were discussed and following revisions were noted: 8/27 minutes, page 4, first question by Unidentified Questioner, add the word “do” after “Can’t the garages”; 10/22 minutes, 4a, correct the spelling of Garretson’s, 4e, include more detail indicating the beginning and end of the period when posting of political signs may be done. **A Motion was made to approve the minutes from August 27 and October 22, 2020 with the revisions discussed** by Matthew, **seconded** by Mike M, and the **Motion passed.**
- 4) Old Business.
  - a) Ice Damming issues. Travis described the specific areas where the snow is accumulating over the winter and creating damming issues when the spring melt happens. Travis proposed this be corrected by placing heating units near the accumulated snow areas that could be turned on to melt the accumulated snow after each snowstorm, but there are no outside outlets to use. Travis proposed that we tie an outside outlet into the electricity provided to a nearby unit owner. He received a quote between \$500-700 from an electrician to tie into the electricity and provide an outside plugin outlet. Travis has been advised of two issues this year already from Buildings 11 and 15. The snow melt seeps into

the unit and causes drywall damage. Travis is now waiting for a proposed solution and cost from another, different electrician. Matthew asked how we would figure the amount of money used for the heat and how we would tie that into the unit providing the power. Mike estimated that it would only use about \$5 per month. A discussion followed and it was agreed that the unit owner would pay it and then be reimbursed by the HOA. Travis advised that the attorney recommends that we get a written agreement with the unit owner.

5. New Business.

a) Altitude Community Law 2021 Contract. Travis advised that this contract cost has already been included in the 2021 budget and suggested we select the \$2,400 annual retainer level. In 2020 Attitude Community Law was paid \$8,000 which included the retainer plus, among other things, the merger documentation and advice. Matthew noted that it would definitely be worth the money. **A motion was made to sign the contract provided by Altitude Community Law and choose the \$2,400 retainer option by Matthew, seconded by Carrie, and the Motion was passed.**

b) Waste Management 2021 Quote. The board reviewed and discussed the quote provided by Waste Management for trash removal in 2021. Travis advised that this amount has already been included in the 2021 budget and he has found in the past that most other vendors were usually higher than Waste Management. **A Motion was made to sign the service agreement provided by Waste Management of Colorado, Inc. by Dottie, seconded by Carrie, and the Motion passed.**

c) Painting Bids for 2021. The Board discussed the painting bids summary provided in the Board packet. Travis advised that we have used Elite Painting and Contracting for the past 3 years and overall have been happy with them. They have increased their charges by 30% this year. Elite recommends that we get the painting done mid-season instead of the end of the season. The possibility of changing from super paint to emerald paint was discussed by the Board. The Reserve Study recommends that painting be done every 7 years but we usually paint every 9 years. Carrie requested that Travis obtain a quote from Elite for a paint upgrade before the next meeting. **A Motion was made to select Elite Painting and Contracting to perform the building painting planned for 2021 and to obtain a quote for a paint upgrade by Dottie, seconded by Carrie, and the Motion passed.**

d) Board Meeting Schedule for 2021. Matthew noted that not all of Board meeting dates listed on the proposed schedule were on a Tuesday. It was agreed that the following dates should be changed: February 27 to February 25, March 26 to March 25, and April be changed to April 22. The July meeting is held earlier in the month because it follows the annual meeting which elects new Board members and new officers are elected at the July Board meeting. **A Motion was made to approve the 2021 meeting dates with the revisions listed above by Matthew, seconded by Mike M, and the Motion passed.**

e) Budget Approval. **A Motion to approve the 2021 Budget as proposed by the Budget Committee was made by Dottie, seconded by Carrie, and the Motion was approved.**

5) Reports.

a) Transaction List by Vendor for October 2020. A discussion was held regarding the transaction list and specifically the water usage. It was agreed that Dottie would draft a letter to unit owners about the water usage cost increases this year and request that they inspect their property for issues with leaking water pipes, dripping faucets, and anything

else that may be wasting water in the unit. Matthew asked if we should end the use of Zoom at this time and it was agreed that Zoom be used during the annual Budget Meeting next month, similar to the arrangement for the Merger Q&A Session held this summer, and then our Zoom contract should be ended by Travis. Whereupon Mike Martinez left the meeting at 7:05 pm. It was also agreed that instead of including the water payment chart provided by Travis in the Board packet, an attachment should be included showing the range of costs each year instead of breaking it down by building.

b) Profit & Loss and Balance Sheet for October 2020. The Board reviewed the P&L and Balance Sheet provided.

- 6) Executive session. The Board went into Executive Session at 7:12 pm and all public attendees left the meeting. The minutes from the Executive Session are contained in a separate document.

Whereupon the Board ended the Executive Session at 8:39 pm.

A **Motion was made to adjourn** by Dottie, seconded by Mike G, and the **Motion passed**. The meeting adjourned at 8:39 pm.

Respectfully submitted,

Dottie DeMark  
Secretary