

**WEST FORK VILLAGE HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS**

**GENERAL MEETING MINUTES
January 28, 2021**

Attendees:

Board of Directors:

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

Also Present:

Amalia Johnson

Meeting start time: 6:02 pm

1. Teleconference Call with Leighanne Gray, Xfinity Communities Account Associate. Travis advised that Ms. Gray is our new representative with Xfinity. We have a 12-year contract with Xfinity that started in 2017. Under said contract we are currently receiving money from Xfinity only on data usage by condo owners at the rate of 5% since there is 80% penetration in data at this time. We do not have enough penetration on video (TV) and voice usage to receive any revenue sharing from Xfinity on that usage at this time. Currently we receive about \$1,100 per quarter as a result of this arrangement. After discussion, the Board agreed that a teleconference call with Ms. Gray was not necessary at this time.
2. Open Discussion. Amalia brought up snow removal and advised that she noticed that the sidewalk in front of her condo had been shoveled this morning but she had to shovel the area from her condo door to the sidewalk. She is concerned about someone falling and the subsequent liability; the north side of the building is always icy. Matthew explained the 2-inch minimum snow requirement to contact the snow removal service instituted by the Board for budgetary reasons; we also provide ice melt for residents and owners in the mailroom. Travis asked Amalia to advise her daughter again to move her car when it snows so the plow can get in and we can put ice melt in those areas. Also, there is a 3-foot high drum sitting by the dumpster located straight back from building 11. Travis will have the drum put into dumpster the next time the dumpster is emptied. Dottie suggested putting individual barrels around the community containing ice melt. The Board agreed that this would create a high expense and the current location is good enough.
3. Meeting Minutes. Travis asked for discussion on the November 19, 2020 and December 11, 2020 minutes or any additions to the next agenda as a result of input received from owners during the December 11 Budget Meeting. Travis advised that minutes and budgets are now

up to date. As a result of the Budget Meeting, Matthew suggested that agenda items be added to the next meeting to discuss more particulars about the trees issue and the water issue. Matthew requested that Mike M.'s comment that his condo garage rental dues were increased by 100% be added to the December 11 minutes after Jan's second sentence in the Q&A portion of the minutes. **A Motion to approve the November 19, 2020 minutes as written and to approve the December 11, 2020 minutes with the addition in Jan's comments under Item 3, Q&A Session of Mike M.'s comment that his garage rental dues have gone up 100% was made by Matthew, seconded by Carrie, and the Motion passed.**

4. Old Business.

- a. Ice Damming Issues. Travis referred to the bid received from Leading Edge Electric, LLC for installing a new meter and house panel to only one building in the complex to address the ice damming. The Board agreed it was not necessary to call Michele at Leading Edge with questions. Travis advised that Building 14 is the only one that has a house meter for electricity on the outside of the building and we could use that meter to bring heat tape to both sides of the building. Travis advised that ice buildup occurs in the middle of the buildings, mostly on the north side. When the ice and water accumulate there, it is causing the siding to deteriorate and crumble. When we have multiple snows involving melting and freezing multiple times, the ice buildup pushes the shingles up and water gets under them and into the building, causing damage to the upper middle units and lower units. The owners are frustrated with the situation. In 2020 we spent \$1,000 to fix one unit but there is a second unit that still needs drywall fixed. Siding repairs last year cost \$2,000. Workers have added flashing to the shingles which helps. The estimate seems high. We could try putting heat tape on just one side of the buildings. Travis estimates there have been about 12 instances of damage since he's been employed by the HOA. Mike M. suggested talking with owners about doing a trial where they tap into the owner's power and we monitor the results over time. Travis advised that one owner has gotten a bid for \$400-700 to just run a line from their interior to the outside and put a meter and heat tape outside. Discussion followed about alternate methods to fix it (solar, high pressure steam, a switch with a thermostat, C&S Rain Gutters) before going to the owners. Mike G. advised that he has received a wide range of prices from different electricians for the same work, and he is now using Briar Electric. Travis will contact them.
- b. Painting Estimate from Elite Painting. The Board discussed the options provided in the bid from Elite Painting. Matthew suggested painting every 9 years vs 7 years. Travis thought we could try that and watch how it goes but the units with ice damage need to get painted asap. Another consideration could be rotating buildings based upon need. The Board agreed to finish the current painting project and then re-address the issues at the beginning of the next painting project.

5. New Business.

- a. CPA Meeting. Travis advised that the CPA has completed some of the cleanup of the books. Travis and Carrie feel we still need input in the future during the process since we no longer have someone with expertise we can contact for questions. Carrie noted that with the turnover on the Board, we need a consistent professional who knows our situation for continuity. Travis would continue doing entry, Carrie doing reconciliation, and a CPA could help with the journaling and provide oversight. Different arrangements were discussed and it was agreed that Travis and Carrie would meet with the current CPA to determine all necessary functions.

- b. 13-inch Drain Pipe on NE Side of Complex. Travis advised that the pipe is on 4 feet of our property and 9 feet on the adjacent property owner's side. The only cost to us to remove the pipe would be landscaping finish work after the pipe is removed. The City is going to come out to make sure it was a temporary site. **A Motion to sign the agreement was made** by Dottie, **seconded** by Matthew, and later the **Motion was withdrawn.** The Board agreed to remove the second sentence in the second paragraph as it contains assumptions, and language should be added into the agreement as to who will provide the fill dirt and fill the hole. The issue will be addressed again once the City comes out.
 - c. Resolution 15 Amendment. Travis has suggested the following changes to Resolution 15: Section 2 title shall add "...and Quiet Hours for Clubhouse and Condos" to the end of the title; Section 2.F. shall add "...for all condominium residents and their guest(s), and those staying in the clubhouse" at the end of Section F; add new Section G to the document that reads "Quiet hours for annoying construction sounds are from 6:00 PM to 8:00 AM." **A Motion to Amend Resolution 15 with the changes noted above was made** by Dottie, **seconded** by Matthew, and **the Motion passed.**
6. Reports.
- a. Transaction List by Vendor for November and December, 2020. Regarding the \$10,727.50 payment to FLM on December 8, Travis advised that we will be receiving a credit of \$5,000 to that account. The Board agreed that Travis could use day labor to shovel sidewalks when snow is less than 2 inches and not melting instead of FLM to save money. Travis will check into having the snow blower fixed and he advised that he could use the leaf blower when there is only a dusting of snow.
 - b. P&L and Balance Sheet. On the P&L, item 3504 should indicate 4 buildings instead of 5. On the Balance Sheet, Matthew asked what item 11000 – Accounts Receivable represents and Travis will check into it. Travis advised that item 2108 – Assistant Rent Receivable, is supposed to go away but the CPA hasn't gotten to it yet.

Where upon, the Board went into Executive Session at 7:36 PM and returned at 8:21 PM. The minutes of the Executive Session are contained in a separate document.

A Motion to adjourn was made by Dottie, **seconded** by Carrie, and the **meeting was adjourned at 8:22 PM.**

Respectfully submitted,

Dottie DeMark
Secretary