

WEST FORK VILLAGE HOMEOWNERS ASSOCIATION

BOARD OF DIRECTORS

GENERAL MEETING MINUTES

April 22, 2021

Attendees:

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

Also Present:

Donna Mordini
Jan Massey
Amalia Johnson

Meeting start time: 6:10 pm

1. Roll Call.
2. Open Discussion. Jan asked whether the deck rails will be finished before starting the power washing for the painting scheduled to start on Saturday, 4/24/21, and Travis advised that yes, Chris is working on it. Jan noted that hers has not been done. Travis noted that it will be done and they have just finished building 6 today. Amalia has concerns about the drainage from our rooftops where the gutter arms are laying down on the ground. She saw one of those arms out by the trash can and Travis noted that it has been put in the garage. Amalia's concern is that they are flimsy and the edges are razor sharp, so she raises the arm up when it's nice out and puts it back down in bad weather. Travis noted that the snow plowing damages these arms. Amalia asked if there is going to be a community garage sale this year and Travis advised that it is up to the Board. Carrie noted that we plan these garage sales and not many participate. Do we need to advertise more? None of the board is opposed to scheduling a spring sale. Jan asked does it cost the Board money and Travis advised that we used to advertise in the Thrifty Nickel. It was agreed to schedule the community garage sale for Friday and Saturday, June 4th and 5th. Travis asked Amalia if the lights that have been staying on during the day were just her light or all the lights by the garages. Amalia thinks it is all or most of them. Jan advised that the upper unit on her building has the porch light on at all times. Travis doesn't think this is a photocell problem because the photocells are all located in a shady area. Amalia will watch the lights closer. The Board asked for a volunteer from the public that are present to act as an

independent to observe the opening of the bids on the sale of Garage 18 which will be done before Executive Session this evening. Jan agreed to do it.

3. Meeting Minutes. The board reviewed the minutes from the April 1, 2021 meeting. A **Motion to approve was made** by Matthew, **seconded** by Carrie, and **the Motion passed.**
4. Old Business.
 - a. Update on pool, clubhouse related to COVID virus. Travis advised that our attorney attended a webinar about the State's actions at this time regarding COVID. The restrictions are the same as last year; i.e, all surfaces that are frequently touched should be wiped down with disinfectant every hour, including the bathrooms. The only changes were capacity restrictions and the Board was referred to the handout showing different capacity restrictions based on the color level. Weld County is currently at the blue and green level which is 100% capacity which does require 6 feet of social distancing. A discussion was held about last year's use of the pool. The rules for the workout area will still require a face mask, a record of the cleaning and disinfecting done to the area should be posted for patrons and staff, maintaining a reservation system, and limiting nonessential groups. The attorneys present at the webinar could not agree on whether clients should be advised to open or not. Our attorney recommended that we not open at all because of the liability. They haven't seen any lawsuits but that doesn't mean there won't be any in the future. A suit against us would probably cost a minimum of \$100,000 and insurance does not cover viruses. Carrie noted that proving a case would be very difficult and suggested that we should put some of the onus on the people using the area to be responsible and wipe down stations before and after using. Travis advised that it takes about 20 minutes to disinfect the whole clubhouse. Amalia thought that the sign-up process used last year for the pool was a good thing. The Board agreed to take last year's rules and modify them as necessary. Travis will gather the documents and circulate through email. Travis advised that the attorney said you can't expect owners to do self-cleanup.
 - b. Pool Opening. Travis advised that the pool will open on Saturday, May 29, 2021.
 - c. CPA Quote for Quarterly and Annual Work. The Board discussed the proposal for providing financial reviews and tax filings from J. Stuart Yeager, CPA. This item is budgeted at \$600 based on a consideration of \$450 for the CPA and \$150 for Anita. The Board agreed to limit the CPA work to annual reviews only, not quarterly, and Travis will get a price for an annual review plus attendance at one Board meeting.
5. New Business.
 - a. Structure Coatings Estimate. The budget for this item to repair and coat one deck and recoat the remaining decks is \$12,525. Travis advised that not all decks have been repaired. As of last year, all corner decks were inspected, and Structure Coatings worked on the worst ones leaving the remaining decks for this year. He also noted that we need to start inspecting the middle decks this year; this includes the upper decks between two corner decks. We have never found any damage on the middle decks yet. **A Motion to approve the bid from Structure Coatings was made** by Matthew, **seconded** by Carrie, and **the Motion passed,**
6. Reports.
 - a. Transaction list for March 2021. Carrie asked why BCS was paid the same amount twice, once with a check and once with a debit. Travis advised that we never pay BSC by check so

he will look into it. Matthew confirmed that EFTPS, which includes federal and state withholding, is done quarterly. The charge from Leading Edge Electric involved a wire that was accidentally cut when they were cleaning the apartment and removing duct work in the attic. The wire was sparking.

- b. Profit and Loss and Balance Sheet for March 2021. The Board reviewed these documents and had no comments.

Whereupon, the Board went into Executive Session and the public, except Jan Massey, left the meeting at 7:03 pm. The minutes for the Executive Meeting are recorded elsewhere. The Board returned from the Executive Meeting at 8:53 pm.

A Motion to Adjourn was made by Dottie, **seconded** by Matthew and the **Motion passed**. The meeting was adjourned at 8:53 pm.

Respectfully submitted,

Dottie DeMark, Secretary