

**WEST FORK VILLAGE HOMEOWNERS ASSOCIATION**

**BOARD OF DIRECTORS**

**GENERAL MEETING MINUTES**

**February 25, 2021**

Attendees:

Board of Directors:

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

Also Present:

Jan Massey  
Donna Mordini  
Lisa Shewmon  
Amalia Johnson

Meeting start time: 6:00 pm

1. Roll Call.
2. Open Discussion. Travis asked attendees to notify him prior to the meeting of anything they want to discuss and he'll put it on agenda. Jan had a suggestion for the problem with the ice accumulating at the northwest corner of the complex. She suggested that rather than consistently piling the snow on the same pile on that corner, just leave the snow where it is and don't pile it into that corner and let it melt on its own. The problem is that the snow melts and makes a huge ice puddle. Travis noted that at last snow they put in rocks but they didn't do that on the west end. Donna Mordini lives in 1509 and advised that she has been noticing a smell of pot coming from 1501. She can smell it when in her bathroom and bedroom and can smell it coming out of the garage. It doesn't happen every day but it is sometimes very wicked and she is getting affected by it. Donna never sees the tenant in 1501 to talk to them. Lisa noted that if they are smoking in their garage, there is an uptake in the garage that will take the odor upstairs. Travis suggested that Donna document the times that she smells the odor and the board will send them a letter of violation. Travis advised of a similar problem in Unit 509 with cold air rising up from the garage; they resolved it by cutting into the vent and placing insulation in it and then resealing it. Amalia Johnson noted an error in the December 11, 2020 minutes in her statement that she was concerned about lights being on all night; it should read "all day." Travis advised that he

would check it out and replace the photocell for her unit. If that doesn't fix it, we may need to get an electrician. Travis advised that the approximate electricity cost of those lights is \$8 per year and the photocells are located on the north side of the building.

3. Meeting Minutes. The Board agreed to make Amalia's correction to the December 11, 2020 minutes. The Board also agreed to revise the statement by Mike Gantz in Item 3 to clarify he was talking about "garage rentals" in the minutes from both December 11, 2020 and January 28, 2021. It was agreed that the January 28, 2021 minutes should also be revised to reverse the "am" and "pm" for the quiet hours stated in Item 5c. **A Motion to approve the revisions above to the December 11, 2020 minutes and to approve the January 28, 2021 minutes with the revisions in Item 3 and 5c above was made by Matthew, seconded by Carrie, and the Motion passed.**

4. Old Business.

- a. Tree and Bush Budget Line Item. Travis read the notes on the agenda for this issue and noted that in the December 11, 2020 meeting, members talked about not replacing the ash trees that are being removed. A discussion followed regarding the tree classification chart provided in the Board packet. Matthew began a discussion of what would happen if we didn't replace the ash taken out and noted that he would like to see at least some of the fruit trees be gone because they are drop berries and are a nuisance, maybe with Chris using a chain saw and have the stumps removed professionally. A discussion followed about the fruit trees. Regarding the removal of ash trees, Carrie suggested we replace them discriminately by replacing only those providing shade or privacy to residents. It was noted that once the emerald ash beetles hit one tree, then all of the ash trees will get the beetles. The Board agreed to remove the 7 ash trees recommended by the City for \$2,800, treat 26 of the remaining ash trees for \$3,460 (an updated quote will be obtained), and to not do any ash tree replacement until 2022 after the painting is completed in 2021. Travis will work on a plan based on suggestions made in the discussions in this meeting.
- b. Ice Damming. Travis described the problem and possible solutions. He advised that the cost was too high in the bid we received last month. Choosing the heat tape option using power from the unit owners is estimated at a \$2-\$4 increase per unit per month for electricity charges to the owner. C&S's bid is to do Hotsy pressure washing to the north, east, and west side of the middle units, up and down, of the buildings. Matthew asked about the cost of the water they use and any increase it will create on storm water costs. Lisa noted that heat tape is preventive. Hotsy washing might need to happen several times a winter. Jan offered to do a test on heat tape experiment and will plug and unplug as needed and we can compare the electricity use to the prior year. If hotsy wash is used, where does water go after melting the ice. Matthew asked if you would only need to inconvenience one owner in each building for the heat tape solution. Travis was unsure. Travis noted that there will probably be no ice damming for rest of the winter but we will install the heat tape in Jan's unit soon so we will be ready for next year. The Board agreed to use Jan's unit as a test case. Travis will come up with a list of one unit in each building at risk for the ice damage that we could use to approach unit owners about doing the heat tape for their building. Jan is willing to do the heat tape on north side of her building at the locations determined by Travis.

5. New Business.

- a. Meth in Clubhouse Apartment. Travis explained the situation and noted that the testing resulted in several areas being positive for meth. We sent the tenant a letter advising that none of their security deposit will be returned to them and it will be used toward the cleanup of meth from the apartment. We are considering legal action once the problem is fixed. We cannot rent the apartment until it is cleaned up. We have 3 bids from contractors: One bid was \$12,800 for 2 cleanings and if they missed some and they have to come back; a second bid is for \$8000-9000 for 2 cleanings; and the third bid is for one cleaning. Travis described what areas will be fixed and how. This may or may not be covered by insurance, but there would be a \$20,000 deductible so a claim probably won't be filed. The tenants do not appear to have assets to pay for the cleanup. This item is not included in the 2021 budget.
- b. Pool Sand Filter Removal and Replace Quotes. Travis advised that the sand that is used in the filter for the pool needs removed and replaced. This needs to be done every 2 years; he has obtained 2 quotes; and we budgeted \$1,058.24 for this item in 2021. Travis recommends that we use Aqua Pro. **A Motion to sign the agreement with Aqua Pro was made** by Dottie, **seconded** by Mike G, and the **Motion passed.**
- c. March meeting date. Travis will be out of town on the March meeting date and he suggested it be changed to April 1. **A Motion to Amend Resolution 15 changing the March meeting date to April 1 was made** by Dottie, **seconded** by Carrie, and the **Motion passed.** Travis will send a postcard to notify owners of the changed date and will also include the quiet hours changes.
- d. Annual Review for Travis, Chris and Zulema. Travis advised that this review is done online and suggested the Board meet in person after the President completes the online review and the Board will decide. Travis will then meet with the employees. It was agreed that the Board would meet about this issue at the April 1, 2021 meeting.
- e. Owners Selling Garages Separately. Travis advised that some owners want to sell their garages separately from condos. He asked how this should be done. Travis suggested that a sign be placed on the mailroom board, since the garage must be sold to someone who already owns a condo at WFV. A sign can also be placed on the garage for sale but it must be on the inside of the window. Travis will include this information on the postcard he is sending out and advise owners that anyone interested should contact Travis. It can also be posted on the Facebook site. Travis would have the final approval on a purchaser. Lisa suggested that we make our website our major means of communication. A discussion followed.

6. Reports.

- a. Schedule for painting. Travis advised that buildings 2, 6, 15, and the clubhouse will be painted in 2021. It will begin sometime in April. Travis and Chris will replace the rotten handrails on those units before the painting starts.
- b. Transaction List for January, 2021. Travis advised that the snowblower has now been fixed. Regarding the check for \$835.00 to FLM, this amount includes the refund of approximately \$4,800 that FLM agreed to. Travis advised that using independent shovelers has saved \$2,000-3,000 per event since we are paying

the shovelers around \$500 per event. He needs to have the shovelers sign a waiver and release of liability and he also needs to figure out any workers compensation costs.

- c. P&L, Budget, Balance Sheet for January, 2021. Travis advised that Federal Income taxes for the apartment and suite rentals is included in the budget but was not added as a line item.

Whereupon, the Board went into Executive Session at 7:52 PM and returned at 8:10 PM. The minutes of the Executive Session are contained in a separate document.

**A Motion to adjourn was made** by Dottie, **seconded by** Matthew, and the **meeting was adjourned at 8:10 PM.**

Respectfully submitted,

Dottie DeMark  
Secretary