

**WEST FORK VILLAGE HOMEOWNERS ASSOCIATION**

**BOARD OF DIRECTORS**

**GENERAL MEETING MINUTES**

May 27, 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:

Bonnie Stauffer #1012  
Lisa Shewmon

**Meeting start time: 6:08 pm**

1. Roll Call.
2. Open Discussion. Bonnie Stauffer in Unit 1012 advised the Board that a family in her building has a kiddie pool that is emptied and refilled daily for their children to play in. They also have a spraying toy attached to the hose which sometimes runs all day. The family lives 2 doors down from Bonnie in a downstairs unit. Bonnie's concern is the cost of the amount of water being wasted. She said this happened daily last summer. Matthew requested that Bonnie advise Travis the next time she sees this happening; he feels this is something that could be fixed by educating the residents. Travis advised that there is nothing in writing in the covenants concerning tenants wasting water. It was agreed that Travis would talk to the residents, educate them on the cost to the HOA that this practice creates, and advise them that it is okay to have the pool but it should be placed on their patio with the water being changed in the pool only every few days. Travis will also include an article on this issue in the next newsletter.
3. Meeting Minutes. The Board reviewed the minutes from the Board General Meeting and Executive Session held on April 22, 2021. **A Motion to approve the minutes of the April 22, 2021 Board General Meeting and Executive Session was made by Carrie, seconded by Matthew, and the Motion passed.**
4. Old Business.
  - a. Update on Pool, Clubhouse related to COVID Virus. The Board reviewed and discussed the update from the attorney contained in the Board packet. Weld County is currently at 100% capacity (including the pool capacity), has no requirement to wear masks, does not require that we certify vaccine records, and cleaning requirements are the same as they have been.

The County's Order will expire on May 31 and we will hear on June 1 of any further changes. It is still recommended that Waivers be signed and Travis has been putting blank waivers in all new unit owners packets. The Waivers signed last year are still in effect. A combined list of waiver signers from last year and this year will be created to use this year. Travis read through the Pool and Common Elements Update included in the Board packet and the Board commented. Matthew thinks we should still maintain sign in sheets and we need to update our rules to avoid liability. Dottie will update last years rules for Zulema's use in making a new poster.

- b. Bids for the Pool Lights. Travis advised that we don't have budgeted money to fix the pool lights and there are 2 ballasts that might go out. He recommended that we use one of the companies that submitted bids to replace 2 of the old fixtures with LED lights and then use that same company to finish the job next year. Matthew initiated a discussion on the money budgeted and used so far this year for the apartment/suites rentals. Carrie advised we budgeted \$8400 for the apartment and \$10,000 for the suites. Through April, rental income is \$5,965 with \$3,333 budgeted. Travis estimated rental income would be roughly \$11,600 by June 1 and Matthew noted that this could help us on the pool lights. Matthew is in favor of asking the bidders if they would do some of the project this year and the rest next year. Travis has already talked to Dunham about it and they're okay with it. He will get another quote for doing the project in 2 parts.

5. New Business.

- a. Annual Meeting. The Annual Meeting will be held at 10:00 am on Saturday, June 26, 2021 in the clubhouse. The following agenda items were suggested by the Board for the Annual Meeting: the approach change we made in trees and shrubs expenses; snow removal plans for next year; an update on the budget; reiteration of what was included in the newsletters; the year in review; review on the water audit; update on the painting plan; and the decks that we are working on. Travis will do the agenda and circulate it. It was determined that no director terms are ending and no current board member is planning to stop serving on the board, so no elections are necessary at the annual meeting.
- b. Newell Brothers Tree Trimming Quote. Travis presented a bid from Newell Brothers for maintenance work on trees and advised that for budgetary reasons, the item labeled T-7 on the bid to elevate trees and move away from the building for \$3,500 is not needed right now but may need to be done later. The budgeted number is \$22,740 for trees for this year. A discussion was had on the breakdown of that budget number. Travis advised that he probably won't remove any ash trees this year and the only thing scheduled now is ash tree injections for \$3,416. Travis recommended that \$3,500 be approved now. The issue was tabled.
- c. Update on Pool Garage Door. Travis advised that Vortex came out and fixed the problem with broken pulley system on the garage door. Then about a month later, the air pressure was too high and the door came up, bounced, then tried to shut again. It then came off the rail and is now wedged to stay up. For now, he has put 4x4s attached to the rails for security purposes and he suggests we fix it in the fall. Vortex gives no warranty on their work. Mike M suggested that Travis contact Clint Searl to come out and look at the door. We won't be able to lower the door until it's fixed later. A discussion followed about mounting the motor on the side of the door. The cover of the pool has not been fixed yet.

- d. Section CC&R 15.11.7, Trailers, RVs, etc. Travis advised that a resident wants to park his RV in his driveway for 4-5 days to get ready to go camping. Travis would like the Board to determine a policy for residents parking RVs/trailers on site. The Board currently has the ability to grant permission on a case-by-case basis, and a written policy would avoid bringing individual requests before the Board over and over. The Board agreed that the policy should provide that the vehicle must be fully contained on the driveway area; cannot create a hazard; cannot be lived in while on the driveway; the maximum stay must align with the City's guidelines; and the vehicle should be here for cleaning and maintenance purposes only. Travis will check City guidelines and will draft and circulate a policy to the Board for an email vote. The policy should give Travis authority to approve resident requests that fall within the guidelines and bring any exceptions to the Board for review.
  - e. Transfer \$26,535 from AXOS Reserve account to BOA operating account. Travis advised that this transfer amount represents the cost for the deck repairs (about \$12,000) and the asphalt repairs (about \$9,000). The exact amount is yet to be determined. The Board had a discussion about using a credit card that earns points and discounts for payments made to vendors in the future. Travis will put the credit card issue on the agenda to discuss at the July Board meeting. **A Motion to approve the transfer of \$26,535 from the reserve account to the operating account was made by Dottie, seconded by Carrie, and the Motion was approved.**
  - f. Plant and bush replacement. Travis presented and explained a rough estimate from FLM for plant and bush replacement and maintenance totaling almost \$2,000 which is the amount budgeted for this item. Travis offered to get more quotes on this. A discussion followed about the maintenance of ornamental grasses and the contents of FLM's estimate. Travis was not sure when the planting would begin. Travis will get another quote based on the Board's discussion. The issue was tabled.
6. Reports.
- a. Transaction List by Vendor for April, 2021. The Board reviewed the report and had no comments.
  - b. P&L, Budget and Balance Sheet for April 2021. Balance Sheet: Travis will ask the CPA why the \$17,433.38 figure under Accounts Receivable is still on the balance sheet. P&L: Travis advised that item 4007, Pool deck – Seal, Repair, budgeted for \$1,500 will not be done this year. It is cosmetic and could get by just being stained this year. Travis was asked why item 4020, Garage Dues only equals \$9660 since the dues are paid at the beginning of the year and \$11,550 was budgeted for this year. Travis advised that West Fork garage dues need to be journaled.
  - c. Apartment 1602. Travis read the information contained in the agenda for a status on the apartment. This was provided fyi.
7. Executive Session. Whereupon, the Board went into Executive Session and the public left the meeting at 7:53 pm. The minutes for the Executive Meeting are recorded elsewhere. The Board returned from the Executive Meeting at 8:44 pm.

**A Motion to Adjourn was made by Dottie, seconded by Carrie and the Motion passed.** The meeting was adjourned at 8:44 pm.

Respectfully submitted,  
Dottie DeMark, Secretary