

WEST FORK VILLAGE HOMEOWNERS ASSOCIATION

BOARD OF DIRECTORS

GENERAL MEETING MINUTES

October 28, 2021

Attendees:

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

Also Present:

Donna Mordini 1509
Jan Massey 1504
Amalia Johnson 1102

Meeting start time: 6:00 pm

1. Roll Call.
2. Open Discussion. Donna Mordini advised the Board of the actions of a West Fork resident, Mike Burgess, Unit 605 who got a dog about a year ago and who doesn't like putting the dog on the leash and who usually ties the dog to a tree. Donna has many times witnessed the dog loose and he's growling and lunging at people. She said that Jan Massey has witnessed this behavior also. Donna is living in fear and proceeds cautiously when she's outdoors anticipating an attack from the dog. When the dog is let out of the owner's truck, it always charges and usually stops short of attacking. Mr. Burgess can't control the dog and he doesn't try to. There was an incident she witnessed last Thursday where the dog jumped from the car and tried to get into a nearby car to attack another dog. Matthew suggested that the Board send the appropriate notice and Mr. Burgess can appear before the Board, and a fine could possibly be imposed. Donna suggested that a meeting be held of all pet owners to go over the rules. The Board agreed that the pet rules would be sent out to owners via our next postcard mailing which will happen after the November Board meeting. Amalia advised those present that someone recently came to her door giving out paperwork on the water issue on the current ballot. They said that the wording on the ballot isn't correct and is confusing. If you vote 'no', the city can increase the water rate, especially on businesses. To avoid this, you should vote 'yes' next week.

3. Meeting Minutes. The Board reviewed the minutes for the September 23, 2021 Board meetings. Travis pointed out the following corrections on page 1, item 2, Open Discussion. At the end of the second sentence, remove the words “got no response” and replace it with “blew me off,” and in the 7th sentence, remove “payment” and replace it with “paying.” **A motion to approved the minutes of the September 23, 2021 Board meeting and Executive Session with the corrections pointed out by Travis was made by Carrie, seconded by Matthew, and the Motion Passed.**
4. Old Business.
 - a. Flag and Sign Policy Draft. Travis explained that this new policy is being created in response to a new law recently passed. Jan stated that she likes the draft; it is plain and simple, covers our butts, and easy to understand. Mike G drafted the policy generic so we could make the changes we wanted. The Board agreed to make the following change to the draft policy: Section 3B shall read “The Association may regulate the size and number of signs and flags, including political ones.” Travis asked about balconies and it was agreed that the policy overrides our covenants so residents will be allowed to hang signs on their balconies. Matthew suggested time limits and it was agreed that the new law doesn’t mention them and any mention by previous laws would be overridden by this new law. Mike G will make the changes suggested.
 - b. Hail Insurance Claim. Travis and Mike M met to discuss the timing of the repair of the remaining hail damaged items. By next week Travis will have the totals of everything that needs fixed, including the windows which will be repaired by Mike’s friend. Travis and Mike will walk through the complex and count windows and give numbers to Mike’s friend. Remaining items include garage doors, possible air conditioning units, and the metal roof over the clubhouse. Travis advised that the metal roof has cosmetic damage only because he doesn’t feel the seal was broken. An expert, Mike’s friend, will have a look at it.
5. New Business.
 - a. Employee Annual Reviews. Travis advised that the employee annual reviews must be completed prior to finalization of the budget. Travis suggested we do them in the executive session of the November Board Meeting and the Board agreed.
 - b. Traffic Accident Update. Travis has received the police report on the accident but he hasn’t gone through it yet. The driver does have insurance coverage. Jan added that the driver did hit 4 light ballards because the lights were on prior to the accident and off after it. A discussion followed about the ballard lights. Mike M suggested that Travis get estimates to repair right away
 - c. Altitude’s 2022 contract. The Board was given Altitude’s proposed contract for next year. Travis has been having difficulty with Altitude’s response time to our requests since June. Travis has contacted another law firm he has worked with before but hasn’t received a response yet. They specialize in HOAs and they are out of Denver. Jan asked how the contract works and Travis and Matthew explained. A discussion followed between Travis and Mike M about Altitude dropping the ball on the meth reimbursement letter. The Board agreed to look at the other firm and, in the meantime, put pressure on Melinda at Altitude to get West Fork’s stuff done. Carrie asked if we could look at the other bid before the second budget meeting, and Travis agreed we could.

- d. Waste contract. **A Motion to sign the Waste Management Contract for 2022 at the monthly rate of \$1,272.20 was made by Matthew, seconded by Carrie, and the Motion passed.** Matthew signed the contract.
 - e. Transfer of money. **A Motion to transfer \$15,000 from the AXOS Account to the Bank of America operating account was made via email on October 19, 2021 by Matthew, seconded by Carrie, and the Motion was approved.** Travis advised that nothing from reserves was transferred for the painting work that was done this year in the amount of \$46,000.
 - f. Demand Letter re Meth Apartment. **A Motion to hire Altitude to send a demand letter to the two tenants of the Meth Apartment (#1602) was made via email on October 11, 2021 by Matthew, seconded by Carrie, and the Motion was approved.**
 - g. FLM Contract. The proposed contract with FLM for snow removal during the upcoming winter was circulated to the Board for approval via email. Carrie noted that we need to make the same changes to this contract that we made to last year's contract with FLM. Matthew and Travis will get together after tonight's meeting to find those changes, write them in, and sign the document. Travis talked about the things he will be doing to watch FLM employees' work and make sure they don't do things outside of our request in the contract. Travis advised that FLM does not come out to plow after a snow storm unless requested by Travis. **A Motion to approve the FLM contract with the changes discussed above was made by Dottie, seconded by Matthew, and the Motion was approved.**
6. Reports.
- a. Transaction List by Vendor for September, 2021. Jan asked if we used to get clubhouse internet for free from BPS. She was advised that we get Direct TV for free in the clubhouse, not for internet. Two checks were written for water because we have two meters. Matthew asked how many bushes we will be replacing, and Travis advised over 40. Carrie asked if the stuff on the east side of building 2 was cleaned up and Travis advised that Chris has done it. A discussion followed on the FLM bill. Matthew reminded Travis to enter notes on the transaction lists in the future about what was purchased at places like Lowes, etc.
 - b. P&L Actual vs Budget and Balance Sheet for September, 2021. Matthew asked if the stone being used on the building 13 repair was budgeted for. Travis answered yes, \$12,000 was budgeted for decks this year and we only used \$7,000 so \$5,000 is available for building 13. Matthew asked if the \$1.2 million in the PNC Money Market reflected the money we received from the resolved insurance claim and Travis said no. The balance sheet is dated September 1 and Travis updated the current money market balances as just under the \$250,000 threshold with PNC; and \$220,000 was transferred over to the Bank of Colorado so we are just under the \$250,000 threshold at the Bank of Colorado. The total is around \$460,000. The 2nd budget meeting was rescheduled to November 2 at 5:00 pm.

Whereupon, the Board went into Executive Session and the public left the meeting at 7:20 pm. The minutes for the Executive Meeting are recorded elsewhere. The Board returned from the Executive Meeting at 8:17 pm.

A Motion to Adjourn was made by Dottie, seconded by Carrie and the Motion passed. The meeting was adjourned at 8:17 pm.

Respectfully submitted,

Dottie DeMark, Secretary