

**WEST FORK VILLAGE HOMEOWNERS ASSOCIATION**

**BOARD OF DIRECTORS**

**GENERAL MEETING MINUTES**

**February 24, 2022**

Attendees:

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

Also Present:

None

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

1. Roll Call (or check procedure).
2. Open Discussion. Carrie stated a question she received from Mallory in Building 1; Why the monthly dues checks are not deposited timely. She asked Matthew the same question. Travis advised that they were late this month because of the snowstorm, but they are usually deposited within a week. Travis suggested that she could pay in advance or pay several months at a time. Travis checks the dues drop-off box every few days before 10<sup>th</sup> of the month, and after the 10<sup>th</sup> he checks it every day.
3. Meeting Minutes Amended December 10, 2021 Budget Meeting and January 27, 2022. **A Motion to approve the revised December 10, 2021 Minutes** was made by Matthew, **seconded** by Mike M, and **the Motion was approved.** Matthew pointed out the following corrections on the January 27, 2022 minutes. *General meeting:* Item 2-in the sixth line change BRBO to VRBO, Item 5a-in the 7<sup>th</sup> line change both \$300,000 figures to \$250,000, Item 5b-in the 1<sup>st</sup> and second line remove the words 'is his brother-in-law and he', Item 5b-in the 4<sup>th</sup> line from the bottom change Milgrade to Milgard, and Item 6b-in the third line remove the 's' from Carrie's name. *Executive Session:* Item 4-in the fourth line insert the words ' , the owner of Unit 503' after David Batts. **A Motion to approve the January 27, 2022 Meeting Minutes with the changes noted above** was made by Carrie, **seconded** by Matthew, and the **Motion was approved.**
4. New Business.
  - a. Options for Changing Quickbooks from Desktop version to online version. Travis read from the agenda the reason he is requesting this change. Using the desktop version, Travis takes a zip drive to the CPA and he can't work on anything on the computer until he gets it back.

With the online version, the CPA can access our information online at any time and enter their corrections themselves. There has been a problem in the past when our office inputs the corrections. The CPA recommends changing to the online version and selecting the “Essentials” plan. Zulema will figure out how to transfer records to online. Payroll isn’t listed as a service included with the Essentials online plan. Carrie noted that there may be additional cost because we would have to update every time a State regulation changes. A discussion followed about when to do the upgrade and how the payroll would work. Carrie is willing to continue reconciling thru July if needed. The issue was tabled so Travis can obtain the following information: The cost to make the change now, whether payroll is included in the online plan, the cost to do reconciliation, and make sure our tax liabilities are recorded so we have true data at all times.

5. Reports.

- a. Transaction List by Vendor for January, 2021. Travis provided the following information in response to Board members’ questions. Alcadio Urbine is a person who does snow shoveling. Almighty Landscape was used because they are cheaper for the skid and FLM couldn’t come out until the following week. Eva Mendoza does cleaning in addition to Karen; Eva does monthly cleaning in the clubhouse. The check to Domain Hosting Services is for website emails that we receive. HouServv is a company name under which one of the shovelers wants to be paid. The Tri City Garage Doors payment was for a rental garage. Carrie asked that Travis obtain a W9 for 2022 for all snow shovelers.
- b. Profit and Loss Actual vs. Budget & Balance Sheet for January, 2021. Travis provided the following information in response to Board members’ questions. *Profit & Loss Statement:* The garage dues number is under budget because it’s not showing the receipt of dues from the 8 garages owned by the HOA plus one garage owner that hasn’t paid yet. A journal entry needs to be done for the HOA owned garages from the expense line item #6505 to the income line item account #4020 for 8 garages at \$210 each totaling \$1,680. There is a zero entered for the Comcast-Revenue Sharing line item because it is a quarterly payment (\$1,600) usually received during the last month of the quarter; the last payment was received in December 2021. Travis will fix the fact that there are no budget figures entered for #5015 (water-condos) and #5016 (water-irrigation). Chris’s hours are down because there hasn’t been enough work to keep him busy so he took another job at night; they are saving for a down payment on a house to move to South Evans. He checks in every day; it is working okay for now. *Balance Sheet:* The two Bank of Colorado balances shown total over \$250,000 because the BOC can’t transfer the money to AXOS and it has to be wired. BOC wants Travis to initiate the wire and he has to go into the bank to do that.
- c. Update on Suites and Apartment. Travis advised that both suites are reserved for 3 nights each during the month of March. He is working with furnishedfinders.com to get the suites and apartment listed on their platform. A discussion followed about any minimum rental days that should be implemented for the suites. It was agreed that the larger suite (\$90/night) should be limited to monthly rentals and the smaller suite (\$75/night) can be rented nightly. Travis advised that the suites are deep cleaned every month.
- d. Pool Light. The burnt-out light bulb over the pool is covered under the manufacturer’s warranty and Dunham Electric will handle it.

6. Executive Session. Whereupon, the Board went into Executive Session at 7:19 pm. The minutes for the Executive Meeting are recorded elsewhere. The Board returned from the Executive Meeting at 7:56 pm.

**A Motion to Adjourn was made** by Matthew, **seconded** by Carrie, and the **Motion passed.** The meeting was adjourned at 7:56 pm.

Respectfully submitted,

Dottie DeMark, Secretary