

WEST FORK VILLAGE HOMEOWNERS ASSOCIATION

BOARD OF DIRECTORS

GENERAL MEETING MINUTES

March 17, 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: 6:05 pm

1. Roll (or check procedure).
2. Open Discussion. None.
3. Meeting Minutes February 24, 2022 Meeting. **A Motion to approve the minutes of the February 24, 2022 General Meeting and Executive Meeting was made by Carrie, seconded by Mike M, and the Motion was approved.**
4. Old Business.
 - a. RV Form-Variance for parking RV on the property. The Board reviewed the form being used to request a variance from the current policy for parking an RV on the property. Travis is getting ready to put the form on the website and asked for Board input. The Board agreed to the following changes to the form; add a second choice of "Other" to select under "Description of Variance Request"; add as item 3 that the waiver is granted for loading and unloading only, not to do maintenance on the vehicle; add that the vehicle will be parked within a reasonable distance from the residence; and the RV can be parked in a visitor parking space but cannot take up more than one visitor spot. Travis will make the changes and will circulate the new form via email for Board approval.
 - b. Quickbooks. Travis advised that we are not able to use the Quickbooks online version because it doesn't have the capability to fill in blanks on template forms and you have to pay an extra monthly fee for payroll. He advised that the HOA did purchase the new version for 2022 desktop

version of Quickbooks and it does have payroll capability. He needs to have the CPA update our records for February payroll. Carrie said that she could do this and Travis will get the information to her that she needs to do that.

5. Reports.

a. Transaction List by Vendor for February, 2022. Travis provided the following information in response to questions from Board members. The Atmos Energy charge of \$327.39 is higher than usual; last month's charge was around \$200. Regarding the water charges from the City of Greeley, we do not pay storm charges for Buildings 8 through 12; all other buildings include storm water charges; and the high cost of water for Building 7 of \$621.02 is probably because there are 5 families in that building. A discussion occurred about how to manage reservations for the suites and the apartment. They are currently listed on Facebook, Craig's List, and Furnished Finder. Travis is getting back into Air B&B and will block the online calendar as "not available" when he is out of town. Travis suggested adding a \$30 cleaning fee for suite rentals. This is already included in the Air B&B rentals. It was agreed that he would add a one-time \$30 cleaning fee to the non-Air B&B rentals.

b. Profit and Loss Actual vs. Budget & Balance Sheet. Travis provided the following information in response to questions from Board members. *Profit & Loss Statement:* The journal for "Garage Fees" income from the HOA hasn't been done yet and Carrie will look into this. The February payroll numbers are not included on this P&L. Travis feels we have been overcharged for trash collection for February and March and he is trying to contact the vendor. The budget number of \$2,896.25 for "Water-Condos" is incorrect; it should be around \$5,800; and Travis will correct. The line item for "Legal" is zero because we haven't received any bills yet and Travis will contact them. *Balance Sheet:* The total funds at Bank of Colorado is now slightly above the FDIC limit of \$250,000 and Travis will correct. Travis advised that a total of over \$52,000 has been transferred to date from Bank of Colorado money market to AXOS. Moffat has given a rough bid to replace the hail damaged windows but will come by to inspect and firm up the bid; once received, Travis will circulate to the Board for a decision on whether to use Moffat or Glass Doctor. The roof of the clubhouse will be replaced on March 28 at the cost of \$21,000.

c. Update on the Suites and the Apartment. See a discussion on this item in Section 5a above).

6. Executive Session. Whereupon, the Board went into Executive Session and the public left the meeting at 7:10 pm. The minutes for the Executive Meeting are recorded elsewhere. The Board returned from the Executive Meeting at 7:58 pm.

A Motion to Adjourn was made by Carrie, **seconded** by Matthew and the **Motion passed**. The meeting was adjourned at 7:58 pm.

Respectfully submitted,

Dottie DeMark, Secretary