

*West Fork Village
HOA Board Meeting Minutes
Special Meeting—August 15, 2013*

ROLL: **Board Members Present:** Jamison Walsh—President
Steve Hooten—Vice President
Cathy Bohannon—Secretary
Kelly Hoff—Treasurer
Sandi McNeely—Voting Member
Rosann Holman—Voting Member

Travis Ryan—On-Site Manager

Others Present: Jan Massey, Clybeth Carlo, Ken Eberly, Jarred Chacon, Mike Gantz, Jim Kepler

OPEN DISCUSSION: The primary topic for open discussion was the construction/repair issues.

MINUTES: Due to a misunderstanding, the minutes were not available—Tabled.

REPORTS:

- A. Mice Problem in Building 9
 - 1. Entire attic is full of mice.
 - 2. North side Teton unit—refrigerator problems.
 - 3. Travis has set up appointment with the lone holdout on inspecting units for the problem. He has contacted the owner along with our attorney. If next week's appointment falls through, continue the effort with attorney, raising the consequences.
- B. Volleyball Court
 - 1. Consider doing a mail-in vote.
 - 2. Three ideas for replacement:
 - a. Open space with some benches, picnic tables and BBQ grills
 - b. Playground
 - c. Dogrun
 - 3. Only owners have voting rights—they may grant their renters a proxy.
 - 4. If a mail-in ballot is done, include all the pro's and con's of each option.
 - 5. It does not need to be replaced—we could leave it as is.
- C. Security Cameras in Clubhouse
 - 1. We need to mitigate responsibility for HOA.
 - 2. Also consider cameras in the trash/recycling areas—dumpsters are replaced one time per year within the agreement of our contract.

Sandi McNeely—What is the monitoring system?

Travis Ryan—The camera already in the clubhouse to monitor the package pickup area is monitored by a Cloud-based system. One estimate using a DVR is ~\$6,000 which would include up to 18 cameras.

Rosann Holman—She likes the idea of additional cameras around the pool, in the sauna, in the hall, workout room, etc.

There is a monthly charge with the Cloud viewing system. We would need to compare that charge with the DVR. We would need more space than we have now. The DVR can be accessed on the computer.

D. SB 100 Compliance

1. We have a letter from our attorney, Lisa D. Harbour, itemizing what we need to do to come up to code compliance. With everything Travis has to deal with, he has not had time to pursue this issue.
2. We continue to wait for upcoming bills that may alter the criteria for compliance.

E. Association Audit—Still waiting.

F. Cigarette Smoke Smell in Unit—We can prohibit smoking on property. We can definitely prohibit everyone from smoking in all units.

Mike Gantz—He has a tenant who has had a consistent problem with smoking, noise and gas odors.

Ken Eberly—Gas travels through the pipes in the bathroom. Electrical tape has been an effective solution to reduce the smell.

Jamison Walsh--How should we proceed? Start with a letter reminding everyone that not everyone appreciates smoke and/or its byproducts.

Mike Gantz—A letter has been sent in his tenant's case—the problem continues.

Jamison Walsh—Look into our legal options right now. There is a law office in Denver who deals specifically with HOA law—it might be advantageous to check with them.

Sandi McNeely—Fire alarms are inspected once a year—is this done in each unit?

No—the clubhouse has these and they are inspected once a year.

G. Updating Clubhouse Rules

1. Sandi McNeely had volunteered to review these and bring the revised document for review and approval—she received a copy of the rough draft.
2. Review ages of children allowed into the clubhouse/pool area without a parent. One handicapped parent has children ages 17 and 13 and had requested that they be allowed to come over and swim without his supervision—his wheelchair does not fit through the regular doors into the clubhouse. We need to consider ADA guidelines. The legal age now for children without supervision to get into the clubhouse is 18. We need to check with Lisa Harbour in regard to the handicapped resident.

H. Pool Cover Needs Replaced

1. The current pool cover is ripped.
2. It would cost \$5,000 to replace the entire system. This cover would be moved only when opening the pool and closing the pool.
3. A vinyl patch might work on the torn cover.
4. The cover was replaced five years ago.
5. It takes two people to cover the pool manually.
6. Check what the cost would be to replace the cover with one like we have vs. the one that would be used only when closing the pool for the season.
7. Allow Travis to use his discretion to choose the best, most long-lasting resolution.

I. Community Complaint Report from Various Residents and Non-Residents—Tabled

J. Accounts Payable Report for July—Tabled

K. Problems with Water Leaks from Units—Encourage all owners to have all water sources and water exit points to be inspected.

Travis wants to take pictures of where these problems may occur. Insurance may cover the cost of repair.

OLD BUSINESS

A. Annual Meeting—Owners' Vote Recap

1. Garages

- a. 55 total garages
- b. Have garages appraised in current market—last ones sold for \$4,000.
- c. Market internally—direct mail
 - 1) Only owners may purchase an additional garage.
 - 2) Limit one per unit.
 - 3) Must become part of the original deed and included with the unit if sold.
- d. Renters will have first “right of refusal”.
- e. Currently 4 available garages.

2. Term Limits for Officers

- a. How can we generate turnover without having a brand new board in one year?
- b. Tiered terms until we are in sync with every position serving a three-year term.
- c. A person may not serve as president their last year on the Board.
- d. Define term limits as they correlate to each position.
- e. This could work as follows:
 - a. Three groups of two: Two positions serving one year
 - Two positions serving two years
 - Two positions serving three years

MOTION: It was moved and seconded that we adopt the tiered system for Board Members—Motion passed.

- f. Do we need to make sure this process is defined in the covenants?
Covenants may be changed at a regular meeting with 2/3 of owners present approving the change.

3. Benefits for Officers—Tabled

Due to the time and important issues still to be addressed at this meeting, Jamison proceeded directly to “New Business” tabling the remainder of “Old Business” to a future meeting.

NEW BUSINESS

A. Cell Phone for Travis Ryan—Steve Hooten has a few extra phones and offered one for Travis to use for his work phone. Travis and Jamison will go to Verizon next week to set up the phone.

B. On-Site Manager's Living Space

- 1. Since Travis's family has increased to three, the one-bedroom apartment in the Clubhouse is not large enough. Currently, part of Travis's compensation includes the Clubhouse apartment rent free. Since he now needs more living space, it was decided that we raise his salary to compensate for losing the apartment.
- 2. Options of what to do with the empty apartment were discussed:
 - a. Furnish it and offer it as a short-term rental.
 - b. Travis also needs someone to help him in a variety of areas—we could hire someone as Travis's assistant and offer the apartment as part of the pay.
 - c. Enlarge the apartment using an adjoining rental to make it a 2-bedroom apartment. Travis indicated he would rather live outside the clubhouse.

3. Discussion also occurred with regard to Travis being able to own vs. rent space. Concern was expressed with regard to his being an owner and being his own “boss” as an owner. It was noted that previous managers have been owners with no problem. Talk to Lisa Harbour to see if this might present a problem in the future.
 4. Jamison researched salaries for others in similar positions as Travis. He proposed that we increase Travis’s salary to \$48,000/year (\$40,000 currently). Travis asked that we consider \$50,000—that was approved by consensus. The day Travis signs a new lease will be the day the new contract is effective. Jamison will take care of revising the contract.
- C. Assistance for Travis in the Office—With Zulema’s (Travis’s wife) experience both in the office and with the computer, it was approved that she assist Travis in the office for 15 hrs/week at \$14/hr. Any hours above 15 must be approved by the Board. Her duties will include but not be limited to: website updates, basic computer duties, basic programming duties, designing the newsletter, clerical and administration duties, etc.
- D. Other Assistance for Travis—Travis requested that we not search for an “assistant manager.” Travis needs assistance, but does not want misunderstandings as a result of the job title to mislead the person with regard to his/her responsibilities. Duties of this assistant would include but not be limited to: pool and spas, property patrol, emergencies, etc.
- E. Insurance/Repairs
1. Clarify with the adjustor regarding coverage for window/door damage. The adjustor changed his stance on this and is now saying they are not covered. What does the insurance policy itself say?
 2. Compare the estimate of a public adjustor with the estimate of the insurance adjustor. We need to speak with a contract lawyer regarding the difference. The public adjustor will be here next week. Estimates from the insurance adjustor are also due next week. Discussion ensued regarding the Association paying for all the window/door damage and then fighting with the insurance company to be reimbursed. The public adjustor may be able to help us with this issue.
- Rosann Holman**—Her screens are damaged, but not her windows. She will have them repaired.

NEXT MEETING: Thursday, September 19, 2013, 6:30 pm

MEETING ADJOURNED: 8:45 pm

Respectfully submitted,

Cathy Bohannon, Secretary