

*West Fork Village  
HOA Board Meeting Minutes  
February 13, 2014*

**ROLL: Board Members Present:** Jamison Walsh—President  
Cathy Bohannon—Secretary  
Kelly Hoff—Treasurer  
Rosann Holman—Voting Member  
Sandi McNeely—Voting Member  
  
Travis Ryan—On-Site Manager

**Others Present:** Herb and Mary Davidson

**OLD AND NEW BUSINESS:**

A. Collection Policy and Procedure

Travis distributed a copy of the revised procedure which needed to be updated to enable the HOA to place a lien on property should the owner owe the Association unpaid dues, fines, etc. (Complete copy is attached to these minutes.) Following discussion, this motion was presented:

**MOTION: It was moved and seconded to approve the Collection Policy and Procedures as submitted—Motion Passed.**

B. Rules Enforcement Procedures

Travis is taking a class after which he will be certified as an HOA manager. He distributed a rough draft of procedures governing our complaints and appeal process. Discussion followed. Review the document prior to the March meeting and it will be addressed at that time.

C. Attorney

Due to the complexity and cost of the roof repair and some difference of opinion between Travis and Randy (supervisor from Hometown Roofing) on the contract, it was decided we should retain a lawyer to assist through the completion of this project. Jameson Walsh interviewed and retained the services of Kevin Ward for \$175/hr from a Ft. Collins firm. We needed someone who would be available immediately and short term to deal with Hometown Roofing.

Jameson summarized the roofing agreement and responsibility of Hometown Roofing and West Fork Village. As was stated earlier, there was some discrepancy between Travis and Randy on what we should pay and when it should be paid. After reviewing the contract and insurance documentation, Kevin recommended that we pay the amount Randy requested (it was only \$2,000 difference between the two). From here on out, we will require documentation for all additional funds requested. Kevin will send Hometown Roofing a letter explaining West Fork's position now through the end of the project.

After this project is complete, we may want to front a retainer with an HOA specialist within a larger firm where we will receive improved and faster service.

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### D. Landscape Maintenance—Alpine Gardens

West Fork Village has had issues with Alpine Gardens regarding damage done to air conditioners by their lawn mowers and yard maintenance personnel. They are willing to correct the problem and repair the air conditioners, but are requesting an extension of their contract prior to making the repairs. Jameson will find some time next week to speak with Mike regarding our issues—this will be a discussion-only meeting—we will not be in the position to sign a new contract at that time.

### E. Dryer Vents, Duct Work, AC Unit—Common Elements

It has been determined that maintenance for the dryer vents is the responsibility of the owners—there is not a reasonable means of maintaining them without inside access. Travis is working on obtaining a discounted rate to have this done. The Board needs to write a resolution addressing the issue. Travis will send a letter to all owners prior to the resolution.

### F. CPA Audit Update

Travis has received two bids for the audit and should receive a third one soon. Each company has bid four levels of an audit as follows: Audit, Review, Compilation and Compilation without notes. The two estimates are summarized below:

Bartels & Company, LLC: Audit: \$4,700; Review: \$2,800; Compilation: \$1,800 or Compilation omitting footnotes: \$900 / Standard rates from \$105 to \$155 per hour depending upon experience of accountant.

Hoover Harris & Co., PC: Audit: \$6,000/45 hrs; Review: \$3,200/24 hrs; Compilation: \$1,300/10 hrs or Compilation omitting footnotes: \$950/7 hrs.

The most effective choice would be to do the full audit first and follow-up in three to five years after that with the review or compilation.

Discussion ensued regarding the need to have an audit or the need to spend this much money now when we have so many other financial issues facing us at this time. We will check with other HOA's or attorneys regarding the need or value of doing the audit. Travis will follow up.

### G. Garages for Sale

Jameson reviewed the history of our previous discussions. The garages do have their own set of covenants.

The particulars that have been settled at this point follow:

1. No HOA financing.
2. Fran Burns will handle the sales.
3. Buyers may choose from available garages.
4. Renters will have the right of first refusal.

Discussion followed regarding what garages would be considered available. There are currently five “empty” garages (Hometown Roofing is using three of them during the roof repair—they have been told they may need to vacate them if someone wants to purchase that particular garage).

It was decided to sell the five empty garages first—depending upon how those go will determine how to proceed with the remaining rentals.

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H. Fascia Repairs Estimates Sent Via E-mail—This is holding up the gutter work.

Estimates have been received from Builder Bob (\$2,245) and C & S Rain Gutters (\$2,600) to repair the fascia on the buildings. It was decided to award the contract to Builder Bob.

Mary Davidson asked if gutters are going to be added to the garages—we are getting estimates on how much that will be.

**NEXT MEETING: Thursday, March 20, 2014, 6:30 pm**

**UPCOMING MEETINGS: Thursday, May 15, 2014, 6:30 pm**  
**Annual Meeting, Saturday, July 19, 2014, 10:00 am**

**Meeting Adjourned at 7:55 pm.**

Respectfully submitted,

Cathy Bohannon, Secretary