

*West Fork Village  
HOA Board Meeting Minutes  
April 24, 2014*

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

**Others Present:**

**OLD & NEW BUSINESS**

**A. Book of Resolutions 1-11—Discussion**

1. Establishment of Resolutions—Discussion ensued regarding resolutions in general.  
*Travis: The class he is taking recommends using resolutions. The bylaws do say we need to send out all voting activity prior to the vote.*  
*Jamison: When would we use resolutions rather than change the covenants?*  
*Travis: He indicated that resolutions are used to clarify the covenants.*  
*Jamison: We need to set up guidelines for resolutions*  
*Steve: Would we do that once a year at the Annual meeting?*  
*Jamison: No, we wouldn't want to have to wait until the Annual meeting.*
2. Discussion continued regarding specific resolutions and whether or not we might want to redact them all and start over. Following that discussion, in addition to discussion regarding the number of owners needed to be present to change the covenants, it was decided that we need to contact Kevin Ward for clarification.  
*Rosann: Didn't we do a resolution on mail-in ballots?*  
*Jamison: Yes, we did. A redaction of resolutions is not a negative statement on the resolution.*  
It was decided we need profession input from an attorney. If Kevin is not able to assist with this matter, maybe he can recommend someone.  
Herb Davidson is willing to serve on the Covenant Committee.  
It was also decided that we would ask Herb what the plan was for resolutions when they were originated.
3. By general consensus, it was decided that we would Table the discussion on Resolutions 1-11 until we have more complete information on their origination.

**B. Resolution 12—Rules Enforcement Policy—Tables until the May meeting.**

**C. Preservation Committee Update**

1. Rosann is sending these out in sections for comments and/or a vote from the Board
2. She further explained some of the issues that have been raised. The two pet limit is not referencing two dogs, a cat, etc.—it is two pets total.  
*Jamison: Are there any species we want to restrict?*  
Restrict anything that is exotic. Item #2 needs some refining—we need to check to see what the city will allow in addition to what other HOA's permit; e.g., Pinnacle limits their residents to one pet per unit.

D. **New Covenant Committee**

1. A rough draft of the Covenant Committee guidelines was distributed.

**MOTION: It was moved and seconded to approve the guidelines as submitted for the Covenant Committee to be presented to the owners for comment.—Motion Passed.**

2. It was decided we should include one HOA Board member on the Covenant Committee.
3. Should we ask that each Board member serve on and/or chair a Committee?
4. All committees are accountable to the Executive Board and all activity must approved by the Board.
5. Continuing and Prospective committees:
  - a. Covenant Committee
  - b. Preservation Committee
  - c. Architectural Review
  - d. Social Committee
  - e. Reserves Committee/Finance & Budget

*Travis: We should write a new resolution regarding Board members serving on a committee—they do not necessarily need to be chair of the committee.*

*Jamison: We might want to come up with a 3-year / 5-year / 10-year plan for the budget which could be part of the Finance & Budget Committee. This is a projection study of what we may need to do with regard to this plan.*

Ten percent of what we collect in dues/fees should go to reserves.  
The treasurer should serve on the Finance & Budget Committee.  
This proposed committee should be mailed to the owners.

E. **Annual Meeting—New Approach—Unresolved Issues—Member Voting**

Jamison proposed a new format for the Annual Meeting.

1. The agenda and a packet of issues to be voted upon will be mailed to all owners at least 30 days prior to the meeting.
2. The meeting will include a summary of what we have accomplished this year. The Board president will work with the on-site manager to prepare the packet to be mailed to the owners. This report will validate what the Board has accomplished during that year.
3. After the election of Board members, the outgoing Board members will meet with the incoming Board members sometime the week following the elections.

*Jamison: We need to go back to Board members serving 3-year terms as is stated in the Covenants. Since the entire Board was new two years ago and we have three members from that class (Jamison, Steve and Cathy), we may need to have one of those three step down one year early (providing we have enough people on the ballot to fill the necessary positions). The plan is to replace two members per year once we're back on track.*

It had previously been suggested that we host a potluck the weekend the pool opens.

*Cathy: Since the pool opening is Memorial Day weekend, she suggested that we move the potluck to follow the Annual Meeting instead.*

It was stated that we need a new grill. It was decided that Travis may spend up to \$1,000 to purchase a new grill for the Association.

**F. CD Rates—Handout**

The HOA has \$100,000 in Advantage Bank that needs to be transferred. Travis distributed a Handout summarizing the CD rates at various banks (some online, some local) in which we may transfer the money. Following discussion, the following motion was made:

**MOTION: It was moved and seconded to close our Advantage Bank account and place those funds in two CD's at Compass Bank for a 12- to 18-month period.—Motion Passed.**

**G. Authorized Signatures at Advantage Bank**

We also need to remove Dylan Reed from the Advantage Bank account and add Jamison and Steve to it.

**MOTION: It was moved and seconded to remove Joseph Dylan Reed from the Advantage Bank account and add Jamison Walsh and Steve Hooten as authorized signers.—Motion Passed.**

**H. Garages for Sale—On-site Owners Option to Buy**

The HOA currently owns 28 rental garages out of 55 total.

It was suggested that we put all 28 up for sale but save 15 for rental purposes. (This would mean that buyers would have the option to buy any of the 28 garages still rented and the renters may have the option of renting a different garage—this would be based on seniority.)

It was decided to add this to our Annual Meeting agenda and see how the community would like to proceed.

**I. Security Cameras for the Clubhouse & Completing work on Finger Print Scanner**

The Board has been discussing adding security cameras in the Clubhouse for at least two years. The Finger Print Scanner is also in need of repairs.

**MOTION: It was moved and seconded to approve up to \$1,000 to repair the key pad on the front door.—Motion Passed.**

Discussion moved to adding security cameras to the following areas of the Clubhouse: the pool, the hot tubs, the office, the exercise room and both entrances.

**MOTION: It was moved and seconded to allow Travis to obtain bids to purchase 6-8 security cameras for the above-mentioned areas of the Clubhouse. The bids should fall within the general vicinity of \$2,000.—Motion Passed.**

It was noted to include in the bid installation costs vs. do-it-yourself.

**J. Estimates to Complete Metal Roof on Clubhouse**

The cost of repairing the metal part of the roof on the Clubhouse may be covered by insurance—the deadline for making the claim is August 2.

The Board needs to review the bids Travis sent to us and deal with it at the May meeting.

**K. CCIOA—Insurance—Adopting a Deductible Procedure**

We need to set up a policy to recoup the deductibles from the owners that the HOA pays.

Jamison will go to Kevin Ward for assistance with this policy.

**L. Community Garage Sale—June 6 and 7—Tabled until the May meeting.**

Advertizing and signage will be provide by the Association—Yes.

**M. Community BBQ or Any Other Community Events?**

We need volunteers if the community would like to have a BBQ this year or to have any other events.

Plan on the BBQ following the Annual Meeting on July 19—put a signup sheet out for the potluck.

**NEXT MEETING: Thursday, May 15, 2014, 6:30 pm**

**UPCOMING MEETING: Annual Meeting, Saturday, July 19, 2014, 10:00 am**

**Meeting Adjourned at 9:00 pm.**

Respectfully submitted,

Cathy Bohannon, Secretary