

*West Fork Village
HOA Board Meeting Minutes
September 18, 2014*

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

 Travis Ryan—On-Site Manager

Others Present: Mary Davidson

MINUTES:

MOTION: It was moved and seconded to approve the minutes as submitted for August 7, 2014.—Motion passed.

OPEN DISCUSSION:

- A. Pet Rules and Regulations—Mary Davidson will be incorporating the new pet rules and regulations with the old ones.
- B. Board Action Outside Regular Meetings—Travis Ryan--Should the Board choose to conduct business outside scheduled Board meetings, the following process should be followed (HOA bylaws do not address the Board taking action via e-mail outside scheduled meetings):
 - 1. Send the proposal out in writing to all directors including:
 - a. The proposed action to be taken,
 - b. The response deadline,
 - c. A statement that failure to respond by the time stated in the notice, will have the same effect as abstaining in writing by the time stated in the notice and failing to demand in writing by the time stated in the notice that the action must not be taken without a meeting.
 - 2. By the date and time specified in the written notice, each director may:
 - a. Vote in writing for such action.
 - b. Vote in writing against such action.
 - c. Abstain in writing from voting.
 - d. Demand in writing that the action must be taken at a scheduled Board meeting.
 - e. Directors may revoke their previous written action by doing so in writing by the time stated in the notice.
(The written action by a director must be sufficient to inform the Association what action the director is responding to and whether the director is voting, abstaining, demanding the action be taken at a meeting or revoking a previous written response.)

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3. The proposed action is approved if:
 - a. The proposed action received the minimum number of votes necessary to pass a motion in a meeting in which all of the directors then in office were present and voted; and
 - b. By the time stated in the notice, no director demanded in writing that the action be taken at a meeting.

If approved, the action is effective at the end of the date and time specified in the notice for directors to respond or such other date as specified in the proposed action that was approved.

4. All writings related to the action taken without a meeting are records of the Association and must be filed with the minutes of Board meetings.

These records must be produced to members upon request.

- *How are you keeping these written communications and e-mail?*
- *Are you using a separate e-mail address for Association business?*

CCIOA: Members have a right to speak for and against an action prior to the taking of a formal action.

Place actions taken outside of a meeting on agenda for next meeting of the Board.

- *Give members a right to speak before ratification.*
- *Cure any potential defects in the procedures utilized by the Board.*

Create an online message board including all members who wish to participate in the discussion of a specific action. The Board will have a separate e-mail address attached to this message board which can be used for all Board business.

REPORTS:

- A. Researching ways to Pay Dues via Internet:
 1. Travis checked with the bank—the Association would charge us a 3% service fee.
 2. Look at Quick Books.
 3. Some banks provide a service that will do "automatic bill pay"; however there are some types of accounts that do not offer that as an option.
 4. Is Pay Pal an option—Payment is slow coming from Pay Pal.

Consider the options—we may consider one where the additional fee would be charged back to those using the service.

- B. Working on new owners' "Welcome Packet"—Tabled
- C. FHA Approval: Travis reported to the Board that we are now eligible for FHA approval. He sent out documents for approval. It can take up to one week to a month to receive approval.
- D. Unpaid Charge Summary.
 1. The \$4,695 unpaid charge has a default motion filed against the owner. The second highest amount of \$3,630 in unpaid charges is still under review.
 2. Travis e-mailed our attorney to see where we are or when and/or if we need to take the next step.

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3. Liens aren't the best option—we need to continually renew liens which costs us money.
 4. We need to seriously consider foreclosures.
- E. Maintenance Updates:
1. Garages:
 - a. Mary Davidson: The garages look good with the new gutters.
 - b. Garages are completed; they have received some touch-up paint.
 2. Concrete:
 - a. Crack fill is almost complete.
 - b. Replaced concrete for this year.
 3. Clubhouse:
 - a. Logs are being stained.
 4. Buildings:
 - a. Half of building 1 has received new caulk between windows and trim (projected to complete building 5, maybe more if weather permits for 2014).
 - b. Hand Rails: Complete for buildings 9-10, 12-15. The Association has just under \$12,000 left to address the remainder of the hand rails. We have replaced 25 and painted 42 on five buildings. All of the wall caps on middle upper decks (2 x 10's) from buildings 6-15 have been replaced which totals 20 with redwood and enamel paint. All remaining hand rails will be replaced with redwood and enamel paint.
- F. Owner's Liability on Damage created from within Units.
1. Kevin Ward, our attorney, was asked to ascertain who is responsible for damages created by appliances, etc. within units.
Kevin indicated the Association is NOT responsible for damage within the units regardless of how many units are affected—the unit where the problem originated is responsible for all damages to all units affected.
We need to stop "nickel and diming" our insurance for these repairs.
 2. We may need a resolution defining what is and is not our responsibility.
- G. Postal Packages:
1. Jamison checked on packages left in the office for residents. The post office indicated they would not deliver all packages to individual units.
 2. Leave the package delivery as it is. If a package is left in the office area for two weeks, return to sender. Individual residents need to request that packages be held for pickup at the post office if they do not have access to the Clubhouse.
- H. Back Door Keys:
1. Travis distributed estimates for card readers to be installed.
 2. There are currently 12 keys out for the back door. Some abuse has occurred with at least one resident having copies made of the key.
 3. Card readers would eliminate the need for keys thus eliminating the problem with residents making copies of keys which in turn reduces the need for replacing locks. This will enable management to deactivate specific cards should residents lose access to the Clubhouse or move.

Get estimates pairing card access with a security system for the Clubhouse. The best estimate will be accepted and that project will be added to the budget for next year.

OLD AND NEW BUSINESS:

- A. Reserve Study from 2006—Recommendations for Capital Reserve Fund—In 2006 it was recommended that \$13.89 per unit per month totaling \$30,000 annually be added to our reserve fund. Alternative 1: Increase contribution by \$5 per unit per month each year for the next 20 years. Alternative 2: Increase contribution amount by 20% each year for the next 10 years and keep it level thereafter. Alternative 3: Increase contribution amount by 10% each year for the 20 years and charge a special assessment of \$1,000 per unit in 2010 and \$3,000 in 2014. (See report—only 2 copies—found on page 10).—Tabled
- B. On-site Manager's Contract:
1. Renewal date is December 1, 2014.
 2. We should consider moving to a 5-year contract.
 3. Consider 2-3% cost of living increase which would be part of an annual performance review.
 4. Cover the cost for On-site Manager's certification classes.
 5. We need to establish a procedure for annual review/disciplinary action/appeal.
 6. Consider a benefits package including some assistance with health insurance.
 7. Do we need to clarify what each employee is doing? Assistant Manager's contract is a mirror of On-site Manager's duties "as assigned." Office Assistant's salary increased in the 2015 budget without defining a change in the job description.

Jamison will work on this and will present a package to be finalized and voted upon at the next meeting.

- C. Schedule of Fines:
1. A draft of the Fines and Fees was distributed.
 2. We need to categorize the seriousness of violations and tier fines accordingly.
Suggested:
Tier 1: \$50 (first violation after warning)
Tier 2: \$100 (first violation after warning)
Tier 3: \$200 (first violation after warning)

Categorization of violations will be presented at the next meeting with the schedule for the tiered fines.

2. A new packet for rules and regulations will be sent to owners. New pet rules and Resolution 12 will be included.
- D. Asphalt Estimates for Preventative Maintenance & Repairs:
1. Two estimates were received for asphalt work: Estes Valley Asphalt--\$5,000; Tri-City Seal Coating Contractors--\$4,350
 2. Tri-City does not do infrared patches. Therefore, the bid will go to Estes Valley Asphalt.
- E. Committee Guidelines:
1. Drafts for *West Fork Village Owner Association's Guidelines for Committees and Financial and Budget Committee* guidelines were distributed.

2. Take nominations for committee members. The Board will determine who will serve on each committee.

MOTION: It was moved and seconded to approve the guidelines for *West Fork Village Owner Association's Guidelines for Committees.*—Motion Passed.

MOTION: It was moved and seconded to approve the guidelines for the *Financial and Budget Committee.*—Motion Passed.

F. Responsibility Chart:

1. Travis distributed a draft delineating specific items with whose responsibility it is to repair/replace them and references from our covenants addressing these issues.
2. This is a good start defining responsibility.
3. *Have we received a set time (hour) as to when snow removal should be here on snow days?* The contract should be done soon.
4. Jamison will work on a letter which will be reviewed by Kevin to be sent to all owners addressing this issue.

G. Milgard Windows--*A large number of windows are leaking. The warranties on windows are for original owners. Travis has e-mailed the Denver office and called the corporate office and they have said there is nothing they can do.*

1. Litigation is always an option.
2. Since another complex has already sued Milgard and won the suit, we may have Kevin approach Milgard regarding the issue. It may be just the threat of a lawsuit will result in a change of heart by Milgard.

H. Resolution 12:

1. Point J has been added to Resolution 12.

MOTION: It was moved and seconded to approve Resolution 12 with the addition of point J.—Motion Passed.

I. HOA Board Meeting Schedule:

1. We will schedule a special meeting for October 16, 2014.
2. Following discussion regarding meeting days, etc., the following schedule for the remainder of 2014 and 2015 follows:

2014:

Thursday, October 16, 6:30 pm
Thursday, November 20, 6:30 pm
No December Meeting

2015:

Monday, January 12, 6:30 pm
Thursday, February 12, 6:30 pm
Saturday, March 14, 10:00 am
Monday, April 13, 6:30 pm
Thursday, May 14, 6:30 pm
Thursday, June 11, 6:30 pm
Saturday, July 11, 10:00 am (Annual Meeting)

2015 HOA Meeting Schedule, continued:

Monday, July 20, 6:30 pm (Old, New and Continuing Board Members)

Thursday, August 13, 6:30 pm

Saturday, September 12, 10:00 am

Monday, October 12, 6:30 pm

Thursday, November 12, 6:30 pm

No December Meeting

MOTION: It was moved and seconded to approve the HOA Board meeting schedule for the remainder of 2014 and 2015.—Motion Passed.

J. Document Sharing Software for Board members for editing:

Discussion ensued regarding a document sharing software package that will enable Board members to review and edit documents as they are received.

Jamison would like to switch to Google apps.

Jamison and Adam will check it out.

K. Deck Awnings & Blinds/Dryer Vents—*Request to install a temporary blind for a deck and change out a new dryer vent for Unit 105—Architectural Variance Request Form.*

1. Awnings/Blinds: Consider approving a selection of awnings/blinds from which residents may choose to install over their patios (such as has been done with screen doors).

Jamison will research some options.

2. Dryer Vents:

A request was made to install a dryer vent different from the others with the hope of reducing the electric bill. The resident in Unit 105 has cleaned the dryer vent and believes the old one is the cause of their high electric bill.

Following discussion it was decided that the following must be completed prior to further action:

- a. Have the dryer vent professionally cleaned.
- b. Provide proof that the current vent is the cause of the higher electric bill.

With the above requests fulfilled, the owner may request a meeting with the Board. Otherwise, should a new dryer vent be purchased, it must be the same style as the current vent and installed by Builder Bob, our Board approved builder.

NEXT MEETING: Thursday, October 16, 2014, 6:30 pm

UPCOMING MEETINGS: Thursday, November 20, 2014, 6:30 pm, Monday, January 12, 2015, 6:30 pm

Meeting Adjourned at 9:00 pm.

Respectfully submitted,

Cathy Bohannon, Secretary