

*West Fork Village
HOA Board Meeting Minutes
April 13, 2015*

ROLL: **Board Members Present:** Jamison Walsh—President
 Cathy Bohannon—Secretary
 Anita McAllister—Treasurer
 Rosann Holman—Voting Member
 Sandi McNeely—Voting Member (Teleconference)

Travis Ryan—On-Site Manager

Others Present: Lance Lambert

MINUTES—March 14, 2015:

MOTION: It was moved and seconded to approve the March 14, 2015 minutes as submitted—Motion passed.

OPEN DISCUSSION: None

REPORTS:

- A. **Camera System:** Installation of four cameras is complete. Jamison suggested Travis do a price comparison of the system we have with Costco. Costco has the same system plus two more cameras for \$599. Our system was \$1,100. We need another camera for the mailroom—the angle isn't wide enough with the one camera we have now.
- B. **When Should the Pool Open This Year?** Travis included in our packet a summary of expenses relating to when the pool is open and when it is closed. Understandably, our expenses rise when the pool is open; ~\$8,234.83 when the pool is closed and ~\$15,327.85 when the pool is open. Discussion followed regarding our normal schedule, when we typically have warmer weather, and the effect on the expenses if the water temperature were dropped. Our normal schedule for opening/closing the pool is Memorial Day weekend through Labor Day weekend. We typically have warmer weather in October than in May. Travis indicated we could save quite a bit if we drop the temperature by just 2°-we will do that. Following the discussion, it was decided we would try to open the pool by May 15.
- C. **Street Closure:** Due to construction of an apartment complex south of West Fork, part of West 29th Street will be closed beginning Monday, April 27th through Friday, May 1st by Ancon Construction. All traffic will be rerouted through the T-Bone neighborhood south of West Fork. The street will be blocked off between the first entrance to West Fork and Mountain View Condo's. The second and third entrances will be open. Fliers will be posted on each unit including a map and details of the rerouting.
Sandi McNeely: Is there any road repair we can do here as long as the street is closed anyway? Travis will check.

OLD AND NEW BUSINESS:

- A. **Reserve Study Estimates:** A detailed summary of estimates received from five companies was distributed plus a "Do-it-Yourself" study. These companies are Aspen Reserve Specialties, Association Reserves, Bradley Property Consultants, The Colorado Reserve

Study, and Borne Consulting. Aspen Reserve Specialties is the best deal for the price. In order for prospective buyers to qualify for Fannie Mae financing, we are required to place 10% of our income in reserves per year. West Fork has not had a reserve study done since 2006. After lengthy discussion took place, the following motion was made:

MOTION: It was moved and seconded that Travis review the plans and contracts with the company offering the best deal for a full, on-site visit including a video for a maximum of \$3,200—Motion passed.

- B. **Dispute Resolution Policy and Procedures (Resolution Number 13):** Our attorney, Kevin Ward has approved Resolution Number 13 with two additions: 1) Statement following first paragraph under # 2. **General Policy** as follows: *In addition, while not required, the Association encourages the use of the procedures set forth below for disputes between Owners where the Association is not a party to the dispute prior to filing a complaint in court or otherwise initiating a legal proceeding.* 2) Under c. **Mediation., ii. Selecting a mediator., line 4, . . . the services of Judicial Arbiter Group, Inc. ("JAG") in Denver, Colorado** will be utilized.

Jamison: Will this require residents to go through this process prior to legal action?

Travis: No, this is just an option. This will go to owners with other documentation, e.g., Pest Prevention Tips, etc.

MOTION: It was moved and seconded to send Resolution Number 13 to owners for consideration—Motion passed.

- C. **Owners' Responsibility Chart:** Tabled
- D. **2015 Deck and Rail Maintenance and Repairs Estimate:** Builder Bob submitted estimates for repair/replacement of the remaining decks and railings.
- 1) **Railings (Buildings 1-5):** Builder Bob's only increase is an additional 10% for deck railing repair (for insurance and tools). The hourly wage remains \$25/hour/worker. The cost for the repair/replacement of the remaining railings is ~\$12,000.

MOTION: It was moved and seconded to approve the \$25/hour/worker rate plus 10% for overhead plus materials—Motion passed.

- 2) **Decks (various decks—12 scheduled to be repaired for 2015):**

The deck seal coating and repairs are the same as last year—the funds to repair the decks need to come from the Reserve Fund.

Jamison: Are we having issues with decks that have been repaired?

Travis: We've not had any complaints.

MOTION: It was moved and seconded to approve the estimate submitted by Builder Bob for twelve decks—Motion passed.

- E. **Spa Cover Locks:** The system we have now is not working properly in more ways than one. The spa covers break, most often due to trespassers trying to use them. The cost of a pool cover is \$400. We also have a liability factor if someone would drown or get hurt, this would cost the Association thousands and up to hundreds of thousands of dollars. The most cost-effective solution is a net that would cover each spa for a total of \$400. Following discussion, it was decided that we would mount a domed video camera prior to replacing covers and/or locks in the attempt to discourage and/or identify trespassers. Also, consider extending security system to this area.
- F. **Pool & Spa Chemical Cabinet (See Handout):** We need to get the chemicals out of the pump room in two metal containers. There are a few important factors to consider—the chemicals in the pump room are corroding the metals, which includes the main water pipe to the Clubhouse and all electrical outlets and the electric panel. Also, since the chemicals are mixed together in the same room, it could create a disaster under certain conditions. Chemicals are a fire hazard. We need two, acid-resistant metal cabinets that are probably \$1,000 each. Anita has a business partner who may have some connections where we could get them cheaper. Travis will continue researching the possibilities.
- G. **Energy Saving Devices for Limited Common Elements:** (C.R.S. 38-33.3-106.7)
As used in this section, "energy efficiency measure" means a device or structure that reduces the amount of energy derived from fossil fuels that is consumed by a residence or business located on the real property. "Energy efficiency measure" is further limited to include only the following types of devices or structures: an awning, shutter, trellis, ramada, or other shade structure that is marketed for the purpose of reducing energy consumption. Included in the Architectural Variance Form needs an attorney approved waiver that states any damages to the Common Elements property by installing any Board approved architectural improvements will be the responsibility of the owner to repair or replace at their expense by the Board-approved contractor.

It was again stated that we cannot prevent people from taking advantage of "energy saving devices", but we can define what is allowed.

A specific request for some kind of awning from a resident who, as it turns out, is a renter and not an owner. Travis will reply to her indicating the request must come from the owners and not the renter.

Much discussion followed regarding specific requests and options for the various patio styles in the complex. Due to the number of styles of patios, we must look for the best option for each style. In addition to style, the subject of installation was discussed. We will follow up with this at the next meeting.

EXECUTIVE SESSION:

- A. Unpaid Charge Summary – Discussion continued regarding the unpaid charges.
- B. Employee Contracts – Contract extensions were discussed.

E-MAIL DISCUSSION & VOTE: Pool Maintenance

Wed 4/1/2015 4:39 PM "Cathy Bohannon" executiveboard@westforkvillage.org wrote:
I agree to proceed with Olympic Zeron.
Cathy

On Apr 1, 2015 1:39 PM, "Travis Ryan" <onsitemanager@westforkvillage.org> wrote:
Jamison and I just spoke about the option to have Jake do some prep to save money. We thought if there is a warranty issue, it might create confusion of who is responsible. It might come up that Jake didn't prep it right, so that is why we are having the warranty issue. So Jamison suggested having Robert hire his own worker which leaves West Fork out of the picture if a warranty issue does arise.
Travis

Wed 4/1/2015 1:16 PM "Sandi McNeely" executiveboard@westforkvillage.org wrote:
I agree with your recommendation for the Olympic Zeron; but I could not open the attachment to vote on the estimates. Please resend.

Wed 4/1/2015 1:06 PM "Rosann Holman" executiveboard@westforkvillage.org wrote:
I vote for the Olympic Zeron. Rosann

Wed 4/1/2015 1:04 PM "Anita McAllister" executiveboard@westforkvillage.org wrote:
I vote for Olympic Zeron.

Wed 4/1/2015 9:44 AM "Jamison Walsh" executiveboard@westforkvillage.org wrote:
I vote yes in favor of the Olympic Zeron.
Travis, is there any prep work that you or Jake could do to save on labor/material costs?

On Apr 1, 2015 7:17 AM, "Travis Ryan" <onsitemanager@westforkvillage.org> wrote:
Good day,
Attached are estimates to paint the pool by Builder Bob. I need a vote via email because we will winterize the pool the 21st of April and that will be cutting the time short to get it painted so we shouldn't wait for a meeting to discuss and vote. We would lose a lot of water because when we winterize we bring the water up to running capacity. (This email and the proceeding emails will go on April's meeting minutes if there is a majority approval.)
I am recommending the Board go with the first estimate of Olympic Zeron System High Build Epoxy. This is the paint that High Country Pools and Sherwin Williams recommends. Builder Bob will give the association a 1 year warranty and address any problems. Olympic gives an 8 year warranty.
I am requesting that the Executive Board vote on two estimates by Builder Bob, the approved West Fork Village contractor, to paint the pool. If someone would like to table this vote, you can request it to be added to the April meeting. Please vote by April 3, 2015 by 5:00 pm on the two estimates.
Thank you,
Travis

NEXT MEETING: Thursday, May 14, 2015 at 6:30 pm

**UPCOMING MEETINGS: Thursday, June 11, 2015 at 6:30 pm,
Saturday, July 11, 2015 at 10:00 am**

Meeting adjourned at 9:05 pm.

Respectfully submitted,

Cathy Bohannon, Secretary