

**West Fork Village  
HOA Board Minutes  
February 18, 2016**

**Board Members Present:**

Jamison Walsh-President  
Anita McAllister - Treasurer  
Jan Massey - Secretary  
Lance Lambert - Voting Member  
George Hekowczyk – Voting Member

Mallory Stedwell - Owner

**2015 Financial Report with Jeff Stuart CPA:**

This did not happen. The accountant was unable to update our books because they use our internet and she could not get it to work.

**Open Discussion:**

***Snow Removal:***

Note made that snow was piled on top of building 15 north side air conditioners. Travis will contact Alpine to let them know in case there is a problem. There was further discussion about snow removal and the problem of where to put the plowed snow. It was recommended that the ends of the alleyways be designated as no parking when it snows so that the plows can push the snow right out the ends of the alleyways.

***Noise Issues:***

Owner is having problems with neighbor regarding noise issues. Police have been called, but would not issue a citation because the noise could not be heard outside the building. Owner has tried talking to the neighbor several times, but was met with hostility. Jamison explained the board's policy on noise issues. Travis has contacted the other neighbors and they are unable to substantiate any noise issues. It was recommended that the owner reach out to the owner of the offending unit, requesting that the owner speak to their tenant about the noise issues. Travis will also make contact with the unit owner and give the contact information to the complaining owner.

***Raising Unit Dues:***

George questioned why the unit dues were not raised during the last meeting when the garage dues were raised. The protocol for raising unit dues was discussed and WFV covenants require a special meeting to be held to discuss and vote on raising the HOA dues. Any owner who does

not come to the meeting and vote will by default be considered a yes vote to raising the dues. The board decided to have the dues vote at the next scheduled meeting on Saturday, March 19, 2016 at 10:00 AM. Travis will get packets together to mail to the owners informing them of the intent to vote on raising the dues. The packets should include the two budgets and an explanation of the need to raise the dues. Jamison will draft the letter and have it back to Travis by Tuesday, February 23, 2016.

**Minutes from January 11, 2016 HOA meeting were unanimously approved.**

**Reports:**

***Solar Bids:***

Xcel was contacted and gave web sites to research contractors, because Xcel will contract only to purchase excess power after installation of panels has been completed. Travis has reached out to the contractor who did the assessment for the lights and they gave Travis the names of six solar contractors. Travis will contact them for bids to install solar panels on the north auxiliary garages. George mentioned speaking to solar vendors at Home Depot. George said the vendor would install, own and maintain the panels. Basically the vendor leases the panels to the host for a price. This was residential as opposed to commercial and there is a difference between how the two are considered. Travis will, however look into it.

***Unpaid Charge Summary:***

One owner who was served with intent to foreclose paperwork made a sizeable payment on their charges and plans on paying it off by May 1, 2016. The board voted to serve another owner in arrears by over six month's dues with intent to foreclose paperwork due to the size of their arrearages.

***Board Volunteering in Office:***

Travis did not have a list of the duties with which the board could help in the office. He said he could have it by 2-22-16. Whoever wants to volunteer either Tuesday, 3-1-16 or Thursday, 3-3-16 afternoon Travis is available for training.

**Old & New Business:**

***Insurance Quotes:***

It was decided based on a comparison of insurance quotes to keep American Family. Travelers dropped out for this year and want to wait until next year to give us a quote.

***Reserve Study:***

It was proposed by Travis and accepted by the board to use the reserve study as a guideline to give the board reliable data to determine what the reserves need to be at what time to meet present and future expenses. State law requires a resolution to adopt the reserve study as our

source of guidance. It is not binding. Travis will put together a resolution to adopt the Reserve Study as our source of guidance for the budget and present it at the 3-19-16 meeting for a vote.

***2016 Rough Draft Budget:***

There are two budgets. The one with dues at \$130.00 and one with the dues at \$150.00. We need to send a copy of each along with the explanation letter of why it is necessary to increase HOA dues to owners. The dues increase will be discussed and voted on at the Saturday, March 19, 2016 meeting. The 2016 budget with \$150.00 dues was approved by the board pending the owner vote on March,19. If this budget is voted down, we will have to revert to the 2015 budget with \$130 dues until such time as the budget committee can meet and override it.

***Resolution 12 – Rules Enforcement Procedures:***

The Compliance Committee will need to start meetings to address the new needs of the board to get owners involved in the resolution of noise and sound complaints. Travis feels that there needs to be a separate resolution to deal with noise and sound complaints. Roseann and Jan were both on this committee during the revision of the dog rules.

***Rough Draft Resolution 16 – Fire hazard Guidelines:***

There was a question of the fire code regarding the storage of gas grills with the 15-gallon propane tanks on the patios or decks. Travis will look into this as well as the use of the small gas grills. This draft also needs to go to the attorney before it can be approved by the board.

***RFP & Contract-Landscape & Snow*** (Request for Proposal (RFP) Contract):

(to read this 6-page document in its entirety, you may contact the on-site manager)

Attorney Kevin Ward has edited and approved both documents. Once the board has approved both documents Travis can proceed with getting and comparing bids. Travis put in the contract that whoever gets the contract should come out under the following conditions to remove snow:

3-inch accumulation on sidewalks, stairs and entryways

Plowing will commence at 5-inch accumulation unless otherwise told by the manager

In the event of a lengthy snow storm, plowing may be necessary more than once

A snow storm of 8 or more inches will require the contractor to plow “shovel-wide” paths to the access areas during the first visit

Damage to the property is the responsibility of the contractor

Trash bunkers will have snow removed to within a 6-foot area in front of them and ice melt distributed.

The use of the RFP and contract was unanimously approved by the board members present.

***Budget:***

The proposed 2016 budget needs to be cleaned up before we send it out to the owners. We need to remove the notes and items to discuss and rework the expenses. Some of the expenses need to be removed and others need to be explained as being budgeted, but not guaranteed expenses. They are anticipated expenses. The board approved the 2016 budget increasing the HOA dues to \$150.00 (with discussed revisions).

***Executive Session:***

There is an appeal for the garage door violation in building 7. According to the appeal, the neighbors garage door opener was opening the garage door to the unit in violation. There is an issue with the USPS getting letters delivered. Travis is pursuing trying to get answers from the post office and they are not cooperating. Board voted to let the fine stand due to the photo evidence of the garage door being partially open. A garage door that is being opened by someone else's opener, does not open part way.

***Special Meeting:***

Jamison will get the special meeting letter to Travis by Tuesday, February 23, 2016 so that the packets for the special meeting can go out to the owners.

**Next board meetings: Saturday, March 19, 2016 at 10:00 AM; Monday, April 11, 2016 at 6:30 PM; Thursday, May 19, 2016 at 6:30 PM.**

Meeting adjourned at 8:00 PM.

Respectfully submitted,  
Jan Massey, Secretary