

**West Fork Village
HOA Board Minutes
March 19, 2016**

Board Members Present:

Jamison Walsh-President
Rosann Holman - Vice President
Anita McAllister - Treasurer
Jan Massey - Secretary
Sandi McNeely - Voting Member (by phone)
George Hekowczyk - Voting Member

Travis Ryan - On-site Manager
Wanda Thwaites - Owner

2015 Financial Report with Jeff Stuart Yeager CPA:

Jeff bought Bruce Lichtenberger's (our previous CPA) practice in December. Jeff is a second generation CPA. He lives in Fort Collins. The 2015 financial report was reviewed with Jeff. The board also got some input from Jeff on the budgets.

Minutes for General Meeting of February 18, 2016 approved.

Open Discussion:

The letter to owners about raising HOA dues did not go out. We will set a date and time for the special meeting later in this meeting.

Travis is requesting that next term HOA meetings be scheduled more during the morning, or afternoon rather than late night meetings. Meeting times are at the discretion of the board. The existing schedule was devised in the hopes of getting more owner participation, by giving owners a diverse schedule. Jamison suggested that when owners want to meet with the board to schedule a special meeting rather than adding it on to the regularly scheduled board meeting. Another option would be to schedule regular office hours for the board to meet with owners. With 7 board members, we should be able to schedule office hours twice a month for 4 hours, if the need arises. Travis will facilitate scheduling the meeting. There should be a minimum of two board members at a meeting. Appeals could also be heard at these meetings.

The board elected to open the pool for the summer over Memorial Day week-end. Closing date will be determined based on the weather at the end of the summer. The

water temperature for the pool will be maintained at the same temperature that it was last summer. Security cameras for the pool were also discussed, especially due to the influx of renters in the apartments across 29th Street. It is important for all residents to be aware of who is using the clubhouse and if they are residents. If you are unsure and uncomfortable confronting unknown individuals, you can let Travis know. Travis if necessary will be able to check camera footage.

Rosann suggested that the board members start wearing badges identifying themselves when in the clubhouse and especially around the pool. The idea was to give the board member some authority when questioning a person's right to the use of the clubhouse and pool. Rosann said she has the means and experience to create the badges at little cost.

Pictured name tags for all residents were suggested. These would be a requirement for clubhouse and pool use. Residents would be required to vouch for their guests. If someone was in the clubhouse without their ID tag or a resident to vouch for them, they would be asked to leave. The ID tags would have a picture, Unit number and name. For the residents, who are renters the tags would be a different color and the unit owner's name as well as the tenant's name would be on the tag.

Once a plan has been finalized for the name tags, notification will be given by postings in the mail room, clubhouse, the doors of each and a mailing to offsite owners. It was suggested that notifications that are attached to each garage door keyless entry are a very effective way of making notification to residents.

If at any time a situation becomes confrontational, the police should be called.

Reports:

Working on Solar Bids/Ice Damming/Asphalt Quotes

Solar Bids were tabled.

Ice damming – there are various solutions to correcting the ice damming issues.

Ice and water shield on the first two feet of the fascia where the ice is forming and that would seal between the wood of the roof and the shingles. (best solution) **Putting up a metal roof.** **The root** cause of the ice damming may be insufficient insulation and not enough vents. Another solution would be to install more insulation and vents. Another cause may be the design of the roof itself.

The solution for last winter was to have Builder Bob remove the offending gutters until spring. The cost for that was \$200. **Travis** will get quotes on the aforementioned options.

Internet, Cable and Satellite Service Options

West Fork Village has never had the option of using Century Link. Direct TV, Comcast are options.

Compliance Committee-Research on Annoying Sounds Procedures

Rosann and Jan will meet on April 13, 2016 at 1:00 PM to work on these procedures anyone who wishes to join them is more than welcome.

Unpaid Charge Summary

It was determined that this report is public knowledge and is not protected by executive session. Units 1205-Hooten and 1206-Pattersin will be notified of the Association's intent to file a lien against their property for non-payment of dues. Travis will file liens on these two property owners as soon as possible. Any owner with a balance owed to the association is getting a monthly invoice informing them of their past due balance. Unit 1509-Mordini is planning on paying off the balance by May 1, 2016 and has been paying weekly. Unit 502-Puente has not responded to Travis' correspondence inquiring as to his intent and looks like he may go to foreclosure. Deadline for both Mordini and Puente is May 25, 2016 for foreclosure if they are not paid in full. The only correspondence with either of the two possible foreclosures after May 25, 2016 should come from the association attorney.

Owner Responsibility Form:

We have received the Responsibility Chart back from the Attorney. Jamison will write a letter on letterhead to accompany it and then it can be distributed, either with the other correspondence that is going out about the special meeting about dues or posted on the garage door openers and mailed to offsite owners.

Resolution 16 – BBQ Grill, Open Flame Fire Hazard Guidelines

Travis spoke to the fire marshal and he said everything in WFV proposed policy matches exactly what is in the Greeley Code. BBQ grills which includes charcoal grills and other open-flame cooking devices shall not be operated on combustible balconies or within 10 feet of combustible construction. The resolution was passed with one opposing vote from George Hekowczyk. George's main objection was allowing the storage of propane of any quantity on the WFV property. Board members signed the resolution as passed without the signature page. We will need to re-sign the resolution again with the signature page attached. Travis will let the board know when the signature page has been attached and we will come in and sign it. Otherwise this should be done at the April 11, 2016 meeting.

Resolution 17 – Reserve Policy

Travis is still working on this.

Lawn Care and Snow Removal Quotes

We have quotes from Alpine, Foothills and All Terrain for landscape. At this time WFV has no contract for either snow removal or landscaping. Alpine is doing our snow removal on a storm by storm basis. The board voted unanimously to move forward with All Terrain pending the review of the contract. May 1, 2016 is the transition from winter (snow removal) to summer (landscaping) with Alpine. Any landscaping issues addressed by Alpine for this year have been paid on a T & M basis. The reason for switching companies is there is a substantial savings.

Budget-When is the owners meeting

President Jamison Walsh has called a meeting for all owners on Monday, April 11, 2016 at 5:00 PM until 6:00 PM to discuss the budget and increase in HOA dues. The regular board meeting will still be held directly following the special budget meeting. Jamison will get the letter explaining the budget and need to increase dues to Travis.

Executive Session

Randy Messick of Hometowne Roofing is refusing to honor his warranty on the roof replacement. He claims that WFV owes him money for deck repairs that he did not do. As a result, Travis has had to contract with other roofing companies to make urgent repairs and now Mr. Messick is claiming that WFV has voided his warranty. At this point the board has enlisted the aid of our attorney Kevin Ward to pursue correspondence with Hometowne Roofing warning that if the warranty is honored, WFV has every intent to engage in litigation to protect its property and unit owners. It was voted unanimously by the board to set the process in motion and get this letter sent out by our attorney. The statute of limitations has to be considered and we may only have 6 months left to pursue this.

Sandi McNeely wanted to know if the BBB and Chamber have been notified of this situation with Hometowne Roofing. At this point they have not and it was suggested that Sandi could work on reporting Hometowne. It may be a good idea to check to see if reporting them would have a negative effect on any litigation WFV may pursue.

Next board meetings: Monday, April 11, 2016 at 6:30 PM; Thursday, May 19, 2016 at 6:30 PM; Thursday, June 16, 2016 at 6:30 PM; Saturday, July 16, 2016 at 10:00 AM (annual).

Meeting adjourned at 11:53 AM.

Respectfully submitted,
Jan Massey, Secretary