

**West Fork Village  
HOA Board Minutes  
April 11, 2016**

**Board Members Present:**

Anita McAllister - Treasurer  
Jan Massey - Secretary  
Sandi McNeely - Voting Member (by phone)  
Lance Lambert - Voting Member  
George Hekowzyk - Voting Member

Travis Ryan - On-site Manager  
Wanda Thwaits - Owner  
Danna York - Tenant

**Travis led the meeting with the assistance of the other board members.**

**Roll was taken.**

**Minutes for General Meeting March 19, 2016 approved.**

**Open Discussion:**

**Pool ID's:** It was decided to issue ID's without pictures for use of the pool. A pool user will need to have their WFV pool ID. George recommended that we require the user to provide a photo ID in conjunction with the ID provided by the association to use the pool. Lance will shop for a laminator and research what other entities in our predicament do regarding unauthorized use of community pools. George made a motion to buy a laminator, however it was not seconded or passed by a vote of board members. This will need to be added to the Old Business for the May 19, 2016 agenda. The pool ID's or Pool Passes can be made up ahead of time and users can pick them up in the office.

**Resolution 16 signature page:** Although approved by the board, it must be sent to the owners giving them 30 days to respond before the resolution can be filed with the county. It will go out in the packet notifying owners of the special meeting for budget and dues increase. After the mandatory 30 days, the board can sign and it will be submitted to the county.

**Board Meeting Dates & Times:** This was addressed at the March board meeting, however the minutes failed to mention that the dates cannot be changed until the 2017 schedule, because

of the advance notice to owners that has already gone out. Sandi requested that this issue be placed on the agenda in September when the board usually approves the meeting days and times.

**Owner Responsibility Chart:** Jan will put it on letterhead and it will go out with the packet of information that includes the special meeting notice.

## **Reports:**

**Committee Volunteer – Danna York:** Danna submitted her resume. Normally the president needs to approve a volunteer, however since Jamison is not here, the board unanimously voted to accept Danna's services in whatever capacity she is needed. Technically any committee member must be approved.

**Wanda Thwait:** Has also volunteered to help out by delivering notices to individual units and by participating in committee meetings as an observer.

**Community Garage Sale Friday and Saturday June 3 & June 4:** This will be advertised on Craig's List and Thrifty Nickel. Travis and Anita put this together. Travis posted the event in the mail room and will put signs out on the days of the sale.

**Comcast Service Agreement Expires 7-13-2017:** Travis attached the current agreement for the board to read. The discussion was tabled until the May 19, 2016 meeting.

**New Landscape & Snow Removal Contract with All Terrain:** They will start operations this week. The contract did get signed.

## **Old & New Business:**

**Asphalt Proposals:** Travis reached out to six asphalt companies. He received three bids. After discussion of the three bids from National Pavement, Asphalt Doctors and Estes Valley and input from Travis based on his experience with these vendors, the board voted unanimously to engage the services of Estes Valley. By negotiating and eliminating some unnecessary services Travis was able to get the price down to approximately \$39,272 which is only \$1,772 over budget. The board elected to go with a two coat application which accounts for the over budget amount. This includes: 4 drain pans on the west side of the complex at \$4,732 (These were omitted when the complex was built.); Infrared Pavement Repairs \$1,568 for 16; Crack Sealing \$5,143; Sealing for \$25,800 for two coats; Line Striping for \$729 and Cleaning for \$1,300. Travis will receive final figures from Estes Valley on April 12, 2016 and will forward that to the board for final approval. There is a one-year warranty on all but crack fill. If we commit

to using Estes in the future, we can lock in last year's prices for this year and the next two years at no additional charge.

**Explanation Letter for the 2016 budget & when will we hold the Owners' meeting:** We have the letter which has been checked by three board members and Travis. Anita proofed it also and made some minor corrections. The board voted unanimously to hold the Special Meeting on Saturday, April 30, 2016 at 10:00 AM. Travis will get the packets out in order to give the owners the 10 day notice required to peruse the contents and make arrangements to come to the meeting.

**Contractor Agreement with All Terrain for Lawn Care, Irrigation and Landscape:**

Anita McAllister, Treasurer signed the contract because the President and Vice-President were not present at this meeting.

**Unpaid Charge Summary:** Travis presented the summary with the last three months' results for comparison. Travis sends out past due letters monthly, so that owners are well aware when they are past due. We will put a lien on Unit 1404, which is in foreclosure by their mortgage company and behind on their HOA dues. Revoking common element parking and methods of enforcement were discussed. Driveways are not considered common elements.

**Next board meetings: Special Meeting Saturday, April 30, 2016 at 10:00 AM; Thursday, May 19, 2016 at 6:30 PM; Thursday, June 16, 2016 at 6:30 PM; Annual Meeting, Saturday, July 16, 2016 at 10:00 AM.**

Meeting adjourned at 7:56 PM.

Respectfully submitted,  
Jan Massey, Secretary