

**West Fork Village
HOA Meeting Minutes
August 18, 2016**

Board Members Present:

Lance Lambert – President
George Hekowczyk – Vice President
Anita McAllister – Treasurer
Jan Massey – Secretary
Rosann Holman – Voting Member
Mike Burgess – Voting Member

Travis Ryan - On-site Manager

Executive Session: The meeting started at 6:20 PM with the Executive session because all Board members that were going to attend were present and these sessions are not open to the general public.

Item 1: Appeal for violation in building 7 – Board voted to leave the fine stand as is. The appeal is denied.

Item 2: Appeal for violation in building 13 – Board voted to leave the fine stand as is. The appeal is denied.

Second Quarter 2016 financial report with Jeff Yeager CPA: Board requested financial paperwork two days in advance of the Board meetings in order to review it, so that the Board meetings could progress more efficiently. P & L, Cash Flow were from April thru June. The Board reviewed these reports as well as the Reserves Report and the aging Report. At a previous meeting the Board requested that Garage rental and Garage dues be listed as separate line items. There are separate line items, however the actual dollar amounts still appear as a total in the Dues line item. Trish who works for Mr. Yeager is still trying to figure this out since the change in February. The handling of the Garage Sales was questioned again. The figures used by Trisha do not make sense or balance. Mr. Yeager made a note to review the accounting on the garage sales and send Travis a PDF after he figures it out. Anita is going to check with Weld County Assessor's Office to see when the owners took possession of the clubhouse. Lance questioned how we know where we are year to date. At this point Mr. Yeager went to print a P & L for YTD. The meeting was held up for 6 minutes while Mr. Yeager had Travis print a P & L with YTD figures. It was the general consensus of the Board to look at another CPA to handle our business.

Pool Closure: Board decided to close the pool after the day of Sunday, September 18, 2016, weather permitting. The pool can be kept open longer or week-ends only at Travis' discretion.

Open Discussion:

1. Lance officially accepted the office of President of the WFV-OA.
2. Lance also requested that the accountant point out on paper the issues that are out of the ordinary with the budget and that the Board receive the financial paperwork in advance of the meeting instead of trying to scramble to read through them at the meeting.

Meeting Minutes for June 16, 2016; July 16, 2016 and August 1, 2016: June 16, 2016 minutes were unanimously approved.

Board/Manager Calendar: Some items that need to go on the Calendar are-pet rule review, 2017 budget ready for first read at 9/17/16 Board meeting, Assistant Manager performance review 11/24/16 and On-Site-Manager Review 12/31/16. Possible calendars to use Google or Outlook.

Budget for 2017: Lance requested a preliminary Budget be presented to the Board at the September 17, 2016 meeting. Travis will create a budget based on historical figures and the Budget committee will have to meet prior to the September OA meeting in order to have a preliminary budget for the Board to review. Travis and Anita need to be on the committee. Rosann volunteered Jamison for the committee and Jan volunteered herself.

Orientation Packet: Tabled until the Board has an opportunity to review it.

Unpaid Charge Summary: Daniel is set for foreclosure this month. They have paid all but \$50.80 of the original unpaid charges which caused the initiation of the payment plan pending foreclosure, however they have now racked up additional charges. Daniel is the owner of unit 1212 and he is depending on his tenant to pay the dues. The Board decided to proceed with the foreclosure on Daniel because the original payment plan has not been met. Deadline for the payment plan on Daniel is August 20, 2016.

Mailing of the following documents: Fire Hazard Policy and Letter, New Clubhouse Rules and updated Pet Rules with new weight limit of 50 pounds updated.

Pet Rule Committee: Travis, George and Jamison were nominated to be on the Pet Rule Review Committee based on their desire to make changes and having specific ideas about

what needs to be changed. They will set a time among themselves to meet and make recommendations to the Board.

Ice Damming Estimates: Independent Roofing is the only contractor that will warranty their work. Travis recommended instead of doing one unit in a building to do the whole building. There are two units with a problem, but they are in two different buildings. They would do 8 units in two different buildings. The Board voted to have the work done by Independent Roofing and to schedule the work now, because they are two months out before they can start work.

Reserve Study 2017 Improvements: Travis is recommending the painting of the siding be done in four phases over a 4-year period as opposed to two phases over a 2-year period. The four phases are an attempt to keep the budget at a manageable level and to maintain a reasonable balance in the reserves accounts. Siding was last painted in 2009 and 2010. George recommended using Super Paint, a higher quality paint with a 20-year guaranty, in order to increase the life of the paint job and reduce the frequency of having to repaint. Gutters, soffits, fascia and garage doors are the hardest to paint and should be painted with Duration Paint which has a life time guaranty. If the paint fails to meet its guaranty, you only have to pay for the labor to repaint.

Next board meetings: September 17, 2016 at 10:00 AM; Thursday, October 20, 2016 at 6:30PM; Thursday, November 17, 2016 at 6:30 PM.

Meeting adjourned at 8:11 PM.

Respectfully submitted,
Jan Massey, Secretary