

**West Fork Village
HOA Meeting Minutes
September 17, 2016**

Board Members Present:

Lance Lambert – President
George Hekowczyk – Vice President
Anita McAllister – Treasurer
Jan Massey – Secretary
Rosann Holman – Voting Member
Jamison Walsh – Voting Member
Travis Ryan - Onsite-Manager

Open Discussion: **Rosann** mentioned that if the owners realized that all decisions were on the shoulders of the 7 board members maybe they would be more inclined to participate in the Owners meetings. Lance recommended sending an e-mail once a month to owners reminding them of the Owners meetings in an attempt to get participation and input from owners in governing the WFV Community. We are getting e-mail addresses from owners as well as permission to use them. We do not have all at this time, but Travis is working on it.

Jan brought up the overage issues with the 2016 budget caused by payments (i.e.: snow removal) for services incurred in 2015, but paid in 2016 and recorded on the 2016 budget instead of the 2015 budget. Anita explained that Accrual basis of accounting is to recognize the expense and income when they are incurred billed. Cash basis of accounting is to recognize the expense and income when they are paid.

George mentioned trees that need trimming which is already on the agenda.

He also talked about dog issues about which he talked to Jamison. Travis said that an e-mail was sent to have a Pet Rule Committee meeting and no one except Danna York has responded. Danna wants to be on the committee. George, Jamison and Travis want to be on the Pet Rule Committee as well. George wants to add something that he picked up at another HOA. When they register the dog the rabies certificate indicates breed, take a picture of the dog, put this in a file and charge \$25.00 for the registration. Then put it in a file so you can classify dogs by breed so that you can pull them up at any time. This registration only lasts a year. In a year the pet owner comes back, there is no fee, take another picture of a dog cause the dog has grown over a year, so now you see what the dog looks like as an adult and that is it. Jamison said he would be available just about any time during the day for a Pet Committee Meeting. George is available this coming week. The three committee members present agreed to meet Wednesday, 9/21/16 at 10:00 AM.

Travis said there are problems with the two gates to the pool area. They need to be closed at all times for security and liability purposes. The gates do not allow entrance, but can be used to exit the pool area and are not always being closed. He would like to purchase permanent signs of metal or heavy duty plastic to post on the gates stressing that the gates are not to be used unless it is an emergency. If someone uses the gates without an emergency, they will lose their Clubhouse and Pool/Spa access. Jamison suggested putting alarms on the gates. Travis will get an estimate for alarms for the two gates. Travis was authorized to purchase signs indicating an alarm would sound if the gates were used. The penalty for using the gates in a non-emergency situation is the loss of clubhouse, pool and spa privileges.

There is an issue with a tenant who has a key to the clubhouse due to the fact that his fingerprint does not work. He is violating the clubhouse rules by smoking, drinking excessively and doing something to the pool. About 20 people have keys because the fingerprint does not work for them. Travis will ask for the key back from the tenant or have the owner get the key back. Travis will also have the security company that he works with come out and see if they have a solution to both the gates and the keyed entry or even a solution to our outdated and inadequate system. Roseann said at her church the access is thru a 9-digit code that is unique to each individual. Travis needs to contact the owner to get the clubhouse door key back from the renter or contact the renter himself to get the key back.

Meeting minutes for 7/16/16, 8/1/16 and 8/18/16: All three meeting minutes were unanimously approved.

Old and New Business:

Appeal Request Form-Travis created this form after attending a Collections Workshop held by the law firm of Hindman Sanchez and Associates held at the Farr Library here in Greeley. These attorneys specialize in HOA and community living law. The reason for the form is that up to this point Travis has been waiving late fees and other fines. This is not his responsibility and should be handled by the Board not Travis. This form is a way to organize the appeals and present the requests to the Board in an orderly and manageable fashion. It also puts the burden of documentation on the person appealing not the on-site manager. Jamison requested that this form be placed on the web site with the other forms. Rosann volunteered to review all appeals and make the determination on the appeal. Rosann would then present a summary of these at each Board meeting. Lance suggested giving everybody one waiver to begin with, if they ask for it. So that they know on the front end that they only get one shot. Jamison wants to tie this in to the appeals process. Jamison wants to consolidate the fine schedule, appeals process and related material into one piece of information and get back to the Board with his findings. This is in direct reference to Resolution 12 which was reviewed earlier this year by the Compliance Committee and the final draft was sent to the Board for review on 5/25/16. The appeals process covers any issue for which the Association levies a fine which includes, but is not

limited to late fees for fines and dues, fines for any number of offenses against the established rules, regulations and covenants. Anita wants to change the wording on the ****In order for an appeal to be (from successful to approved).** Lance suggested that Jamison have this ready at our next Board meeting.

Request for Proposal-Travis presented a request specific to Cleaning and Painting of 12-Plex Condominiums Buildings. The Board agreed at the last Board meeting to spend the extra money for a better quality paint. Super Paint with a 20-year guarantee was suggested for siding and trim and Duration Paint with a lifetime guarantee for gutters, soffits, fascia and garage doors. Travis questioned whether garage doors should be done. The Board said they should definitely be painted since they are the responsibility of the Owners Association and were not painted last time. This proposal needs to be much more specific in the type of paint and exactly what should be painted and when. Areas that need to be primed should be added to the request. There needs to be something added to have the bottom edges of the garages that are blowing out from moisture absorption treated. George recommended a product to cover over the blow out called Peel Stop. It is a primer that can be purchased at Wal-Mart, Lowes, Sears or Home Depot. Jamison wants to see a penalty for not completing the job on time as well as not completing the walk-through on time. Travis said this is a request for a bid. Once we decide on a Painting Contractor, we will also need a contract signed by both the contractor and President of the Board which stipulates further specifics of the job. WFV needs to create a generic contract to be used in all negotiations with an addendum to clarify specifics as regards individual circumstances i.e. roofing, painting, lawn care, snow removal, asphalt. George will review the form and make the adjustments that he deems necessary. Jamison recommended that the attorney sign off on the contract since he would represent the Association in the event of a law suit. Also set specific terms of payment. Jamison wants to reach out to attorney Kevin Ward to see if he has bid and contract sheets for painting.

Tree Trimming Estimates-Travis got estimates for tree trimming from Swingle Lawn & Tree. Swingle was recommended by All Terrain. Alpine when we used them also said that we would need to get a tree specialist to maintain our trees because the project is too big for a company specializing in lawn and landscaping. Swingle's estimate is for about \$2,100. This estimate is for 8 hours and three men, all equipment and travel time to the property one way. Travis will walk the property with Swingle and identify with them the worst areas for pruning and shearing and what he wants done for the \$2100 bid. He needs to get specifics of exactly which trees are to be trimmed and how much can be done for the \$2100. The Board voted unanimously to allot \$2100 to have the necessary trees trimmed.

Sod Estimate North Side-Travis got estimates from All Terrain to replace the dead grass on the north side by the garages from All Terrain. That estimate is for \$3,275.29. After discussion it was determined that it would be more economical and just as effective to have the manager and assistant manager reseed instead of having an outside company re-sod. Travis is still in negotiation with All Terrain as to who is to blame for the dead grass areas. Travis and Lance are meeting with All Terrain this coming week to discuss expectations and contract issues. Rosann wants to get a bid from Alpine for snow removal and lawn care. The request for bids from Alpine will not be sought until after the meeting with All Terrain. WFV property is 15 acres.

Request for more hours for Assistant Manager: Travis requested an additional 10 hours per week for Cesar throughout the end of the year. Cesar's contract is for 1320 hours which is roughly 25 hours per week. This would be an additional \$2,250 and an additional 150 hours. Travis said it could be 5 hours a week. The board decided have Travis use Cesar as-needed up to 10 more hours a week until his hours run out. The Board will meet before the hours are exhausted and make a determination at that time. Until then, Travis was invited to use Board members to help out in the office or around the complex in order to free up some of his time to fill in for Cesar. It takes an hour to open and an hour to close the pool and hot tubs and Cesar has been doing both. Jan recommended closing one of the three hot tubs for the winter and maintaining the other two. The tubs are drained one every two weeks and at that time they are down for 24 hours. Travis agreed that Board members could help out in the office and free up some of his time to fill in the hours instead of Cesar. Travis is supposed to get a schedule together for Board members to cover him in the office while he fills in for Cesar. He will let know. Jamison wants to salary Cesar, however according to the new labor law that goes into effect on 12/1/2016 Cesar would have to make over \$47,000 per year to be salaried. Cesar's hours will be re-evaluated at the next board meeting in October.

Reports:

Orientation Packet- Jan suggested giving registering pet owners a box of pet waste baggies at orientation. Lance suggested adding a sheet to the front of the packet that would highlight the top 10 issues of which new residents need to understand and be aware.

They are:

- 1) A maximum of 2 pets must be registered, be under 50 lbs. at full growth, and possess all required inoculations.
- 2) Owners or tenants having a pet are required to ensure prompt cleanup of all solid waste.
- 3) Quiet hours for the community are 10PM to 10AM daily.
- 4) No smoking whatsoever in Clubhouse, Pool, Spa, Sauna, Fitness Center, Conference Room or Guest Rooms at any time.
- 5) Attaching a screw or nail to your deck or balcony is strictly prohibited unless you receive specific permission from the HOA board.

- 6) BBQ grills with larger than 1 lbs. propane tanks are prohibited on any deck or balcony. Any other BBQ unit must be used no less than 10 feet from the condo unit. Grills cannot be stored on common areas or driveways.
- 7) All monthly condo fees are due on the 1st of every month or fines may ensue.
- 8) Please keep all garage doors closed when the owner/tenant are not present in the garage.
- 9) Be respectful of your fellow community members and abide by all community rules and guidelines.
- 10) If you see a violation of any type which effects our community please contact on-site-manager directly @westforkvillage.org.

Jamison wants to consolidate the orientation packet down. Travis sends a welcome letter with all the information to get to the forms, by-laws, covenants, etc. Jamison wants to know who is legally obligated to provide new owners with a copy of the covenants. Travis said the Title Company is responsible to provide copies of the covenants. Jamison wants the paper form of the covenants sent to the Title Company along with any other paperwork provided by the Association. Travis e-mails this information. Jamison is going to consolidate the Orientation Packet into a PDF file and it needs to be sent with all of the closing documents. With a notice reminding the Title Company that they are obligated to provide this to the buyer.

Accounts Payable for August- Travis presented the Board with a spreadsheet itemizing payments to vendors in the month of August. Payment of pest control by the HOA was questioned. This is for common areas.

Unpaid Charge Summary- Jamison will coach Lance thru a conversation with Attorney Kevin Ward about the foreclosure situation with Daniel. He never paid off his entire debt in the 6-month payment plan and he is starting to rack up unpaid dues again. Travis is supposed to place a lien on both Hooten and Mordini.

Budget Committee meeting- Jan said she would set this up by e-mail after the meeting after Travis, Zulema and Anita get together to work on Quick Books Reporting by seasonal expenses. Jamison asked Anita to check out the use of Log-me-in to allow the accountant access to WFV quick books. He doesn't feel that it is secure. He wants her to see if there is an export feature as opposed to allowing the accountant to access our entire system on line.

On-Site Manager Starting Management Company- This will also be on the October agenda. Travis wanted to let the Board know so that they could give it some thought. Travis is looking to start his own management company and wanted to make sure that it wouldn't be a conflict of interest with WFV if he did start one. He would still keep WFV as his number one priority. Zulema would do most of the work. Travis would be working with her after hours. He would be working for other complexes on a small scale. He could help WFV owners rent their units and manage them for the owner. Jan felt that there are a lot of conflicts with this proposal. If Travis wanted to give a bid as a property manager along with other property managers that would be kosher. However, as a full time salaried employee of WFV and potentially an independent property manager for properties other than WFV requires a lot of thought on the conflict of interest issue. George said this situation occurred at Pinnacle and the individual who did this was not allowed to do any work or any subleasing within the community for which he was

already a manager. He did not lose his position at Pinnacle, but he could not use his independent property manager status on any of the Pinnacle properties. Jamison said there would be a non-compete clause in Travis' contract.

Crying child noise at the clubhouse complaint: George was approached by an individual who complained about screaming and crying while he was reading in the lounge area. It lasted for approximately 45 minutes. George came back on a later date and sat in the lounge and heard the screaming and crying which lasted for 30 minutes coming from upstairs in the clubhouse. Lance and Jamison have also heard the noise. Jan suggested that Travis mention the issue to Cesar. George pointed out that it reflects badly on the OA and the amenities we so proudly advertise.

Anita looked on the Assessors website: The property is recorded. The building is not. Jamison suggested that we not point this out to the assessor.

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

Meeting adjourned at 12:21 PM

Respectfully submitted,
Jan Massey, Secretary