

**West Fork Village  
HOA Meeting Minutes  
January 19, 2017**

**Board Members Present:**

Lance Lambert – President  
Anita McAllister – Treasurer  
Jan Massey – Secretary  
Jamison Walsh – Voting Member  
Travis Ryan - Onsite-Manager  
Paula Harding-Board Applicant  
Jeff Schreier -Board Applicant

**Roll** 2:59: The existing Board members introduced themselves to the prospective Board members attending the meeting.

**2016 Financial Report** 3:25: Cancelled by the Board until February 16 2017 Board meeting pending correction of posting dates and cost accounting.

**Open Discussion** 4:35: **Anita** proposed moving the monthly accounting being done by the bookkeeper at the OA accounting firm in house. **Anita** would take on that obligation as part of her Board duties and accept the waiver of her monthly assessment for compensation. **Anita** would not do the corporate tax return or the daily Quick Books entries. This proposal will be added to the February agenda for further discussion.

**Meeting Minutes** 10:57: for 10/20/16, 11/17/16 and 12/15/16 unanimously approved.

**Old and New Business:**

**Board Member Obligations and Duties** 16:23 - Required to attend meetings in person or conference call. Serve on a committee and actively participate in email conversations. There was discussion of the duties taken on by the current Board members.

**Assistant Manager Rent & Garage** 12:06 – AM will vacate the garage that he has been using. AM has not paid \$400 January rent. **Lance** agreed to work with AM to extend his apartment rental thru February for \$850 and catch up his past due rent for January.

**Garage Vacated by AM** 13:50 – No determination was made whether to sell or rent this garage.

**Looking for Owners Interested in Board Membership** 21:15 – **Paula** Harding and **Jeffrey** Schreier attended the Board meeting to express their interest in being on the Board and to get an idea of what is involved. Expectations were explained in the Board Obligations previously discussed. It was further explained that because Board members' monthly assessment is waived, the budget would be affected since a seventh Board member was not included in the 2017 budget. There are currently 6 Board members. Seven Board members is the maximum allowed by the By-Laws.

**Motion to Fund a Seventh Board Member** 24:00 – **Jamison** made a motion to fund the seventh Board member for the year. **Jan** Massey seconded the motion. Of the four Board members, present, three voted to fund the seventh Board member. **Anita**, withheld her vote pending her perusal of the 2017 budget with the additional

expense of \$1500 for the seventh Board member assessment waiver. The motion was passed by 3 of the 4 Board members present.

**Pet Rules, Regulations & Pet Permission Form** 28:15 – Change verbiage in paragraph three, first sentence to “**All dogs must be fifty (50) pounds or less (adult weight)**”. Change pet fee verbiage paragraph three, starting with sentence four to, “**A one-time \$25.00 per pet registration fee will be charged and must be paid by pet owner at the time of registration. All registration forms must be accompanied by a current photograph of the pet being registered. If the dog is 6 months old or less at the time of registration, owner must provide another photo of the animal after it is over 12 months old.**” Paula brought up the length of time it takes between registration and approval. In her situation, it was three weeks before she received approval. Jan will edit the paperwork to reflect the changes reflected and submit them to **Travis**.

**Revising Rules Enforcement Procedures** 39:05 - Remove the phrase “the same” and replace with “any” in point (D) that says, “If the same violation occurs within the next 12 months a second fine notice....” (Point D, 3<sup>rd</sup> Offense). **Jamison** made a motion to approve the word change. **Lance** seconded the motion. Motion was passed with a unanimous vote of the 4 Board members present. The change was signed, dated and returned to **Travis** for uploading to the WFV web-site.

### **Reports:**

**Unpaid charge summary** 42:00 – It was determined that the unpaid garage owner assessments should not have been on the unpaid charge summary because they are not invoiced until after January first of the current year and are not due until the end of January. **Hooten** in unit 1205 is past due by \$1,676.00. **Jan** requested that a 6-month payment plan be created and the owner notified that he is facing foreclosure on his unit 1205, if he does not comply. **Jamison** will review the forms based on our attorney’s suggestions and get them ready to present to **Hooten**. **Travis** will send the information to **Jamison** again and **Jamison** will look at it. We need to remove the charge on **Burgess and McNeely** for \$150.00 December assessment and \$30.00 late charge for December assessment.

**Accounts Payable & Payroll for December** 49:22 – Savings due to closing two of the hot tubs were questioned. **Travis** said there was minimal savings on energy usage. **Jan** said there appeared to be about a \$230 reduction in water usage between December of 2015 and 2016. **Lance** asked about the reduction in man hours required to maintain 1 instead of 3 hot tubs. It was unclear how many man hours are being saved per week by closing two hot tubs. There is a typo on the sheet regarding **Jan** Massey receiving \$140.00 for **snow removal**. It should have been reimbursement for picking up **Ice Melt** at Sam’s Club.

**Landscape and Snow Removal Bids** 55:00 – Seven contractors were contacted. We have received one of four bids from contractors contacted. The other 3 contractors should be submitting their bids by February 1, 2017. **Travis** will send copies of all 4 bids to all Board members when he receives them. **Travis** will create a spreadsheet comparing the 4 bids and get it to the Board as soon as possible. WFV has currently got a three-year contract with All Terrain for landscape and snow removal. The contract can be terminated with a 30-day notification. **Lance** mentioned that WFV-OA owns a massive snow blower that could possibly be used to alleviate some of the snow removal costs.

**Vehicle Registration** 1:06 – Because **Travis** has only one incident that he was not immediately able to identify the vehicle owner for a violation, it was decided by the Board not to pursue the vehicle registration with the Association. The violation stickers state clearly the consequences of not complying with parking violations. The benefit of having vehicles for 180 units over half of which are rentals registered, does not justify the time to set

up and maintain vehicle registration. **Jan** made a motion that the Board should not pursue vehicle registration at WFV. **Jamison** seconded the motion. The vote was unanimous to **not** require vehicle registration.

**WFV Website 1:11** – **Lance** said it is hard to use the site and hard to retrieve what you want. Specifically, he was referring to the Covenants and By-laws being difficult to search. **Travis** will have **Zulema** upload the clean copies of the Covenants, By-laws and Incorporation paperwork from the disc. In October, **Travis** found a floppy disk with this information on it. It was subsequently taken to a computer store and converted to a PDF and burned to a CD. **Travis** has the CD and will have it loaded ASAP. **Jamison** suggested adding a **FAQ** section, a **Monologue** on resolutions for example, a page for **new residents or home buyers' info** and **top ten need to knows**.

**Truck restrictions not being enforced 1:17** - Taken from the CC&R's "The following vehicles may not be parked or stored within the Project, unless such parking or storage is within a garage or unless authorized in writing by the Executive Board of the Association: oversized vehicles, trailers, camping trailers, boat trailers, hauling trailers, boats or accessories thereto, **trucks over 3/4 ton**, self-contained motorized recreational vehicles, or other oversized types of vehicles or equipment as prohibited by rule or regulation. Any such oversized vehicle may be parked as a temporary expedience for loading, delivery of goods or services, or emergency." There is an issue with the phrase "trucks over 3/4 ton". It was suggested that this phrase needs to be clarified and possibly changed to reflect the reality of today's world. After lengthy discussion of this issue, it was tabled for discussion at another meeting.

**Notification to Owners and Residents 1:28** – The following issues need to be sent out via e-mail if we have or USPS if we don't. **1) new appeal process; 2) appeal form; 3) pet rules with registration fee and photo changes**. They will be e-mailed to everyone and mailed USPS only to those non-resident owners for whom we do not have e-mail addresses. It is the responsibility of the landlord to communicate rules and regulations to their tenant, if management does not have the e-mail address.

**E-mail address update 1:32** – We are missing less than 40 owners' e-mail addresses. We have 25% of non-owner resident e-mail addresses. Management is creating a database for owner and resident e-mails. Management is still working on getting the missing e-mail addresses. **Lance** and **Anita** suggested selling the idea of getting e-mails from the Association with bullet points explaining why it is to the owner or residents advantage to receive these e-mails. And what kind of information they will receive with a guarantee that they will not be inundated with nonsense. **Travis** will try to get more e-mails at orientation, letting residents know that what goes out in e-mail is important for them to know. **Anita** suggested that resident sign off on the e-mail authorization form, refusing the use of their e-mail.

**Deck Estimate Update 1:36:45** - We have \$20,000 budgeted this year for 6 decks.

- 3 contractors who have bid on it.
- Contacted a total of 6 deck contractors.
- Still in the process of reaching out to other contractors to receive more estimates.
- An open deck plan of using composite material JKL ENTERPRISES (George's contact) \$1,750 (no guarantee on pricing) -\$2,260 (no guarantee on pricing) (includes mason work of installing new stone) (does not include any repairs on the columns if they are rotten)
- When opening the decks, we need to remove the lights from underneath. I am in the process of getting a quote from an electrician.
- JKL ENTERPRISES-composite rails instead of wood when they become rotten-\$860

- The other one is from ASR they will not change anything on the deck and just seal them-Estimate \$6,000-\$8,000 per deck-doesn't include any extra work this is just to seal it and change the slope if needed. (includes mason work of installing new stone)
- ASR- Changes in estimate are weather proofing sliding glass door by installing flashing underneath the door (labor intensive) and flashing on the siding (we are not needing flashing on the siding just on the columns)
- ASR-Composite hand rails instead of wood when they become rotten-\$840
- An open deck plan-Builder Bob-\$3,370.00-(Unknown) Additional costs for floor joists for closet \$250-\$400 (Does not include mason work) (Does not include any repairs on the columns)
- Builder Bob-Composite hand rails instead of wood when they become rotten-\$1,160 (Does not include mason work)
- Builder Bob-didn't submit a seal bid yet
- What I have heard from Builder Bob and ASR is the owners will not like their decks open because of the water dripping on them when they are below their deck and it will not have a clean look any more.
- Builder Bob has worked at our sister property in Wellington and they have an open deck system and the residents have complained about water dripping on them.
- No Time Frame Yet-I will reach out to them and see when each company can start and finish.
- We have not done deck inspections so we don't know which ones and in what order. Deck/Building/Hand rail inspections will start on February 20<sup>th</sup> and end on the 24<sup>th</sup> weather permitting.

**Travis** said we do not have to go back and re-do any decks that have already been done. Most decks requiring re-seal are the corner units. There are some upper middle units, but they are few and far between. Those upper middle decks are the ones in buildings 7 thru 15 that have pergola coverings as opposed to a solid roof. All handrails on both upper and lower decks and patios must be replaced when they rot out. The open flooring would only be done on the decks going forward, which compromises the aesthetics of the complex and the decks will drip on the unit owners. To keep the open deck from leaking on the patio below, would require coming up with a system to keep drain these decks and cause additional expense.

Further discussion centered around the possible need for decks that have already been done needing to be redone. There were two thoughts of how to pay for this possibility, one for the owner to pay for it or for an additional assessment. The assessment insurance is called an HO6 policy.

**Travis** brought up the issue that some of the units have with their sliding glass doors. They do not have flashing or weather proofing underneath and there is leakage down below where there is a crack. Builder Bob pointed this out and **Travis** said it was something that the Board needs to think about adding that cost into the other deck repairs. There have been owners who have had an issue with this and complained.

**Jan** asked why the HOA should be paying for it. **Lance** asked that the sliding glass door flashing and weather proofing be added to the agenda for the March meeting. If the deck owner keeps the door caulked and removes snow from the decks it would alleviate the problem. **Anita** also mentioned the owner could use "Flex Seal" which can be purchased at Lowes, Home Depot and Walmart.

**Travis** said Builder Bob has been flashing around the columns on the decks to keep the columns from rotting out. He also seals the columns after he installs the flashing. He protects all columns whether he replaces them or not. Builder Bob's bids are firm \$3,100 per deck not including any pillar work or unforeseen issues. Small decks are the center decks (100 square feet) and the large decks are the corner decks (120 square feet).

**Lance** asked last year Builder Bob was not available to complete the scheduled decks for WFV. What is to prevent the same thing happening again? **Travis** told Builder Bob that the Board wanted him here to complete 6 decks that are budgeted or we didn't want him to work here. Builder Bob said he would be able to do the six for this year, but Travis needs to get it in writing.

After discussion, the consensus was to use Builder Bob to seal the decks with vortex. And have JKL Enterprises do the deck rails with the composite material, which is maintenance free.

We need to inform deck owners that it is their responsibility to clear the snow from their decks and seal their sliding glass doors. That by keeping their decks cleared of snow will help preserve the integrity of the deck.

**Lance** requested that we get a proposal together so that the Board can vote on it at the February Board meeting. The recommendation from this discussion is to have Builder Bob do the deck sealing with vortex at \$3100 per deck and JKL Enterprises to do maintenance free composite handrails on those decks that require replacement at \$861 per large deck and \$773 per small deck.

Decks are on the Budget for \$20,000 to do 6 decks and hand rails are on the budget for \$7,500.

**Lance** raised the issue of notifying owners that the Association would pay for only one deck reseal. After that, the owners will be responsible for any further deck repairs. Decks are limited common elements subject to a whole new set of rules of responsibility. **Travis** said we need to talk to the attorney about telling owners that after the first deck repairs paid for by the Association, that any further repairs are the owners responsibility. We also need to educate owners on how to take care of their decks to prevent further problems.

**Next board meetings: at Thursday, February 16, 2017 at 5:00 PM; Thursday, March 16, 2017 at 5:00 PM; Thursday, April 20, 2017 @ 5:00 PM; Thursday, May 18, 2017 @ 5:00 PM.**

**Respectfully submitted,**

**Jan Massey, Secretary**

Meeting adjourned at 7:11 PM