

**West Fork Village  
HOA Meeting Minutes  
March 16, 2017**

**Board Members Present:**

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

**Meeting Minutes 1:16:** February 16, 2017 meeting minutes accepted unanimously.

**Open Discussion 3:05 :** Waste Management missed picking up trash one Friday. They adjust charges when they do not make a pick-up. Trash service will not take oversize items i.e. appliances, furniture. They remove them from dumpster and Management must deal with them.

**Old and New Business:**

**Anita McAllister assuming many CPA duties- 4:49** Kevin Ward has not yet responded. Travis checked By-Laws, non-profit act laws and CCIOA (Colorado Common Interest Ownership Act) cannot see anything that would restrict Anita from assuming CPA duties except for the tax return. **Travis** will contact the CPA to see how this will affect our billing by the CPA. The necessity of having an Audit by an independent entity was raised. CCIOA does not require audits per Travis. Anita would be doing bank reconciliations, correcting journal entries and doing payroll. Anita is covered for \$250,000 against dishonesty as a board member. She is not covered if she is not a board member or direct employee. Anita was asked if she could do payroll for three people without purchasing the Quick Books payroll application for \$390. Anita chose to table this discussion until she could verify the availability of federal payroll tax tables. Checks are not written for payroll. The net wages are transferred to the employees' bank. **Vote was taken and the motion to have Anita take over the CPA duties effective April 1, 2017 was unanimously passed. Travis will notify the CPA of the Board's decision and revoke the CPA access to the HOA computer through Logged In.** HOA taxes have already been filed for 2016 by the CPA.

**Tree Trimming Estimates – 17:20** Travis, after extensive research of references and bids, recommended Newell Brothers. The Board voted to spend **\$4,761.66** to have all the trees on the property raised and cleared by Newell Brothers Landscape & Services, LLC. Board requested that Travis schedule this service as soon as possible.

**Hand rail replacement bid follow-up – 48:59** There are 302 hand rails that will need to be replaced

with Trex or repainted. Corner and lower units have 2 handrails each. The upper center units have one set of handrails. The original bid for Trex replacement by Builder Bob was \$1,078 per hand rail. This is a cost of \$325,556 to replace all handrails with Trex. Builder Bob was asked to give a bid competitive with JKL \$773-\$860 per handrail at \$223,446 total. Builder Bob (Robert Johnson) needs to install one first to give the Board an actual price to make sure he can bring his price down. He said the material is very expensive and the labor is time consuming because he must build them. Per Travis the last time decks were painted the cost was \$275 per hand rail. **Travis** is getting updated bids to paint the rails. Using that figure the total cost for all handrails would be \$83,050. There is \$7,500 in the budget for hand rail repair. **Travis** was asked to contact the condos in Wellington of the same construction and design as WFV to get the name and a possible bid of the contractor who did their hand rails. The Greeley code on deck height is 42 inches. Board action on this issue is to verify actual cost of each hand rail, redesign to cut costs while maintaining aesthetics or continue to sand and paint the rails with high quality paint.

**Deck and Handrail Breakdown – 57:00** **Travis** was asked to provide a specific breakdown on both decks and handrails to the Board. The Board needs to know which decks have already been re-sealed, which still need to be sealed and which do not need sealing at all. The Board needs the same type of Breakdown on the hand rails. The Board also needs to know which decks and hand rails need to be worked on sooner than later. **Travis** has 5 decks that need to be scheduled for sealing.

**Planters on hand-rails and stone pedestals – 31:02** Recommendations were to notify residents that planters cannot be placed on handrails or stone pedestals. If resident neglect can be proven as a cause of rail or pedestal deterioration, the Association will repair damage and bill owner. A lien will be placed against the unit, if the repair bill is not paid in a timely manner.

**Garage HOA – 1:14** dividing funds and expenses from WFV HOA and make separate account for reserves in 2018. This was discussed resulting in no resolution or recommendation. Roseann pointed out that if it is necessary to do a special assessment, the auxiliary garages will need to be assessed proportionately as are the units.

**Vehicle Fluid Clean-Up- 1:23:07** When vehicles leak fluids on the Common Elements or driveways (limited common elements) managers spend several hours cleaning stains. The association pays for cleaning supplies. The Board recommended amending resolution # 8, Fines and Fees, to reflect that management would have the leaks professionally cleaned and repaired and pass the expense on to the unit owner affiliated with the offending vehicle. There would be no warning letter. Travis is in the process of getting bids to clean the stains from leaking vehicle fluids.

## **Reports:**

**Unpaid Charge Summary - 1:29:41** Reviewed and discussed. The highest individual unpaid charge of \$607.60 is in the process of being served with a 6-month payment plan. The remainder is \$680.00 involving seven other individuals. This is an all-time low.

**Accounts Payable for February – 1:31:02** Reviewed and discussed.

**Profit & Loss January-February – 1:34:53** Reviewed and discussed. Income of 4180 Garages Real Estate Sales reflects \$2500 and should be \$4500. Corrections to 5097 and 5098 need to be separated it all goes into 5097 right now (Assistant Manager and Office Assistant Wages). 5105 Workers' Comp needs to be separated from Hazard and Liability insurance.

**Travis' Accomplishments – 1:41:54** Tree Trimming estimates, meeting with painters and doing a walkthrough, Deck inspections Buildings 1-15, help facilitate getting a new landscape contractor, sent a certified letter to All-Terrain to end their contract, finding a solution to the sliding glass doors on the corner units not being properly weatherized-Sherwin Williams (Paintable) White Lightning (Clear) Storm Chaser, Sent 6 month payment plan to Ed Daniels 1212, Resolving the dilemma of estimating the hand rails since a few are really bad and some have minor maintenance.

**Goal Tracker – 1:42:32** Reviewed and discussed.

**Garage Status – 1:44:33** Reviewed and discussed.

**Update on Garage Sales – 1:45:04** Steve Hooten has one of his two garages under contract for \$7,000. Travis reaffirmed to Steve Hooten that auxiliary garages must be sold to a unit owner at WFV. They cannot be sold to individuals who do not own property at WFV.

**Nero Landscape Services –** begins April 1, 2017. All-Terrain has received contract termination as of April 1, 2017. All-terrain will not be reseeded the grass as discussed in previous meetings. Per Lance, Nero is more than happy to work with the tree trimming service.

**Result of Fine Appeal E-mail Vote for January, 2017 2:11:39 1:49:10** - \$20.00 garage late fine appealed and waived.

**Next board meetings: Thursday, April 20, 2017 at 5:00 PM; Thursday, May 18, 2017 at 5:00 PM; Thursday, June 15, 2017 at 5:00 PM; Saturday, July 15, 2017 at 10:00 AM Election of Board; Thursday, July 20, 2017 at 5:00 PM.**

Meeting adjourned at 6:53 PM.

Respectfully submitted,  
Jan Massey, Secretary