

**West Fork Village
HOA Meeting Minutes
May 18, 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 by Phone
Travis Ryan – On-site Manager

Meeting Minutes: April 20, 2017 meeting minutes accepted unanimously.

Open Discussion:

Responsibility chart 1:10 - mailed April, 2016

Monthly Water Bill Monitoring 1:18 – Jan has the data for monitoring the irrigation and clubhouse water usage entered on an excel spreadsheet. She just needs to figure out an effective chart or graph.

New Housing on South side of 29th Street 2:00 – Porter House Apartments, Section 8 Low income apartments, 1,2 and 3 bedroom units 100 units in 5 buildings. The field due south of the west side of WFV broke ground today.

Gutters 3:50 – Jamison asked about gutters being clogged. He has issues with water pouring over the side of the roof by his master bedroom. **Cesar** cleaned the gutters on the auxiliary garages today. Nothing is coming out of the downspouts by Jamison's front door. Jan cleaned two dog balls out of one of the front downspouts by her front door. Jamison is concerned about trim on the window sills by the water falls coming off the roof. Travis will get estimates to have somebody clean the gutters on buildings.

Trim on the garages 5:36 – **Jamison** has concerns about the trim on the garages both attached and auxiliary. The last time the trim on garages was addressed was the last time we painted two years ago per **Travis**.

Cleaning Gutters on Buildings 6:14 – Travis said we need to get estimate on cleaning the gutters.

Old and New Business:

Revised painting estimates for handrails update 6:49 – The Board requested an estimate that included labor and material in one price. **Travis** had the paint contractors come back with that revised bid. Paint warranty is for the product only, not the labor to apply replacement paint. There was a discussion of the new prices. One coat of oil primer and two coats of paint included in new prices.

Jamison said to do all handrails at once approximate totals would be: Roll Right would be \$49,200; Dependable Painting would be \$44,460 and Builder Bob would be \$53,400. **Travis** said before the hail storm about 25% of the rails needed attention. A decision was placed on hold until prices could be

obtained on wrapping the rails in metal and replacing parts with 4X4's. **Travis** said he would have these figures next month. There are three rails that require replacement. **Jan** asked if we could have the rails done when the buildings are repainted and do it all at one time. **George** and **Travis** said that is usually how it is done. **Lance** asked if the 25% could wait until next year. **Travis** said that except for a couple of bad rotted boards, they could wait. We could do a patch job on those. **Travis** was instructed to go forward with the patch job on the worst rails pending a decision by the Board on the rest of the handrails. **George** is going to contact the company that built his gazebo about possibly fabricating new rails off site at their factory and bringing them in already built for installation. **Anita** wanted to know if the use of the composite Trex was off the table. **Jamison** said it was so expensive that the Board was not so inclined to use it. **George, Jamison** and **Lance** volunteered to form a committee to work on the options suggested tonight and previous meetings. They will come up with a workable proposition and bring it back to the Board.

WFV – OA owned garages: Revisit and update rental, sale and pricing policies. **Paula** and **Jan** will work as a committee to develop guidelines for rental, sale and pricing policies and bring these back to the Board for feedback.

Elliptical replacement estimates – Travis has been having the fitness equipment repaired as it breaks down up to this point. The Elliptical has finally gotten to the point where it can no longer be repaired. It needs to be replaced. Quotes from HealthStyles Exercise Equipment range from \$2495 to \$3695 before shipping, installation and tax. **Anita** will research a new elliptical type of equipment and places to purchase them. She will report back next meeting.

Manager's apartment vacancy 29:00 – Cesar's rent is up and he will be out of the apartment on May 31. The carpeting in the apartment is 14 years old and needs to be replaced. Cesar will not be required to pay for having it cleaned. The cupboards need to be spruced up. **Travis** said Cesar will paint the apartment. WFV will pay for the paint. The sink needs to be re-calked. **Travis** inspected the deck and railing and they are in good shape. It is a brand-new railing. There was discussion of turning the apartment into a party room or a long-term guest suite. The Board will inspect the apartment after Cesar moves out. The discussion was turned over to a committee consisting of **Lance** and **Rosann 33:07.**

A/C unit recommendation 34:01– At past meetings there has been discussion of different size and color of air conditioners causing disruption of the uniformity of the WFV property. This included the possibility of having to build fences around the air conditioner platforms. The previous list of allowable air conditioners that the Board issued has since become obsolete. **George** has information from A to Z Plumbing and Heating for some Lennox units. There are no restrictions now. The Board finally came up with the following: replacement air conditioners must fit on the existing pad with a preference for grey.

Reports:

Unpaid Charge Summary 41:30 – Owners with late charges are sent notices every month. There are

only a couple individuals on the list that have been there more than one month. The unpaid charges were discussed. **Jamison** told **Travis** to revoke the tenants' access to the clubhouse for the aging unpaid charge. **Travis** will send a notice to the owner of unit 1512 notifying him until his dues and late charges are current his tenant will not have use of common elements.

Accounts Payable and Profit & Loss 44:51 – Trash collection by Waste Management is over budget. WM is suggesting 4 pick-ups per week for approximately \$1,650 per month. Having an additional one or two pick-ups per week on the two busiest trash buildings was discussed. We have a rash of illegal dumping in our bins in the last month. Travis said any time the trash protrudes over the top of a dumpster, we are charged an additional \$75.00 for each offending dumpster. **Travis** will contact **Tasha Qualls** at **Waste Management** to check the price of pick-up on Monday and Friday for all dumpsters and Wednesdays for the dumpster by the Clubhouse and by buildings 8 and 9 only. **Travis** will also research other companies such as Ram Waste, Northern Colorado Disposal and Gallegos Sanitation.

Water Mitigation May 8th Storm 53:44 – **Travis** gave the Board spreadsheets updating them on the progress of the clean-up because of the storm. **Travis** said unit 902 is the only unit left to address. **Travis** said after this hail storm, we are getting leaks from the vents. **Lance** asked: "So, what are we vulnerable for right now? What are our immediate problems right now even today?" **Travis** said, "It is addressing these leaks in the five units." **Lance** asked if we need to get someone out here to help get these leaks fixed before we get more rain. Travis said he didn't need more help. Travis and Cesar have been sealing the roofs that have been leaking so they can handle it. **Nico Restoration** has been hired to restore some of the water damage.

The Pool and Hot Tubs 1:00 – Opening Saturday, May 27. There have been several minor repairs. Heather, pump and filter are working. There are problems with the pool cover and garage door. It is expensive to repair the pool garage door because it runs on the compressor and we must call repair companies out of Denver and they are high priced. The pool cover requires a lot of maintenance because it has so many parts. Travis will keep the compressor on the garage door running so that the door can be operational. **Course of action: Travis and Cesar** will work on the mud and dirt pressing against the cover on the south end of the pool where the cover rests when it is not extended. We need **new springs on the pool gates** because they are not closing properly when they are used. **Simple legible signs should be purchased and mounted on the gates** stating that this is an emergency exit only and if used an alarm will sound. **Travis will get an estimate** to repair the **cover**. **Garage door** can be shut off every day and will function without any repairs.

Tank less hot water heater bids 1:09:45 – **Rosann** made a motion to replace the water heater upstairs that serves the apartment, guest suites, laundry and kitchen with a tank less hot water heater using the \$5500 budgeted for the year 2017 for two hot water heaters. This motion was seconded and unanimously approved. **No decision was made as to which tank less water heater should be purchased, nor was a vendor selected.**

Executive Session Management Companies 1:17:50 – Due to conflict of interest, **Travis** and **Rosann** were asked to leave the meeting.

Information gathered to this point was distributed to the remaining Board members and will continue to be shared with the remaining Board members. **Travis** will be invited to submit a proposal as an Independent Management Company to be considered along with any other proposals received should the Board decide to pursue outside management. **Travis** would need to submit his proposal by a specified date. Conflict of interest was also discussed and documentation on conflict of interest will be sent to the Board members present in the executive session.

Next board meetings: 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; Thursday, August 17, 2017 at 5:00 PM.

Meeting adjourned at 7:06 PM.

Respectfully Submitted,

Jan Massey