

**West Fork Village
HOA Meeting Minutes
June 15, 2017**

Members Present:

Lance Lambert – President
George Hekowczyk – Vice President
Anita McAllister – Treasurer
Jan Massey – Secretary
Paula Harding – Voting Member
Travis Ryan – On-site Manager
Michael Thwaites – Owner/Resident
Wanda Anderson – Owner/Resident
Nancy Hall – Owner/Resident
Ken Eberly – Owner/Resident

Roll: Roll was taken twice due to a late arrival

Meeting Minutes: 5/18/17 Minutes were not approved. There were corrections and changes requested to the wording. Amended minutes will be sent out to the Board via e-mail. These minutes will have to be approved in August. Rosann did not understand why she needed to leave the Executive Meeting. In the past, she remained in the meeting without making comment or voting.

Open Discussion:

On-site manager: The four resident/owners in attendance at this meeting expressed their desire to keep an On-Site Manager at West Fork Village. They opposed changing to a Management Company. Their reasons were: security, quicker attendance to issues, use clubhouse apartment as part of compensation, get a less expensive on-site manager, eliminate Board compensation, charge back compensation to Board members if they miss a meeting. Owners felt that these options could reduce the cost of on-site management to make it more affordable.

Grass on berm on Northwest side of complex between by buildings 14 and 15 is dry to the point of dying. Travis suggested increasing the watering time from 10 minutes three times a week. There other areas in the same condition.

An owner had issues with leaves not being cleaned up by the landscape company after the May 8, 2017 hail storm. She does not feel that the new landscape company is doing as good a job as the previous landscapers have in the previous three years that she has lived here.

Old and New Business:

Committee Updates 3:06 –

Handrails 3:06 – George met with a contractor to see if he could pre-fabricate deck railings and install them. The contractor is so busy with existing work that he has no time or workforce to build the rails. George told him to keep us in mind, in case he has down time later in the year. George's brother will investigate alternatives vendors for the association.

WFV owned Garages Paula 7:20 – Recommendations: increase sales price to a base of \$6,500; buyers put in bids; re-negotiate contract with realtor or get new realtor; stop charging the HOA

Status/Transfer Fee to WFV of \$300; Escrow Fee and Title Charges should be split between Buyer and Seller; reduce the three maintenance garages to one or two by consolidating the contents and selling unused items i.e. the snow blower that is not being used; send the renter/buyer list to the Board; increase garage rent; all rented garages are on a month-to-month lease.

Clubhouse Apartment Lance 19:14 – Recommendations: new carpet; re-rent it at about \$1,050; or use as compensation for management in some way.

Elliptical Anita 22:33 – Recommendations: Bowflex Max Trainer priced at \$999, \$1599 or \$2199; the more you pay the more features you get; reviews are good; buy direct from Bowflex company; reviews say customer service is great. Travis will see that existing elliptical is removed from the fitness room because could create a safety hazard.

Cleaning Gutter Estimates 25:22 – Last meeting it was suggested to obtain estimates to have the gutters cleaned out. We inspected gutters on buildings 1, 2, 3, 5, 7 and 12 and didn't see the need to have them cleaned. The one over in building 2 that was spoken about at the last meeting that wasn't draining is draining. Managers stuck a hose down it and it didn't back up. We might need to install 6-inch commercial grade to eliminate the current problem. They are currently 5-inch. The only ones that should be cleaned every year thus far are the auxiliary garages. The only thing we saw in the gutters is some granules from the shingles. It wasn't enough to cause problems.

Re-install 37 gutters on every building 26:55 – Phillips Seamless Gutters is at \$2,385. If the gutters are not function properly or damaged the price is \$1 per linear foot to make new ones, Foothills Gutter & Insulation is at \$2,400 and if it would take more than one day their price is \$75 per man hour. Foothills would also have a gutter truck on-site in case the gutters are damaged or don't work properly. Their price is \$4.50 per lineal foot. Builder Bob said he would do it for time and materials only for 3 guys at \$25 per each man hour. He said it would be between \$500 and \$800 and he will be able to do it on Saturday July 1st, K&B Gutters are at \$6,185.00 the linear foot price for new gutters. Travis recommends having a gutter company do the work. Travis likes Phillips Seamless Gutters and Foothills Gutter & Insulation. Gutters can be replaced on buildings 4 and 6 and there will be no ice damming problems because the ice and water shields has been installed.

Ice-damming 29:00 – (Buildings 4 and 6 had ice and water shields installed for ice damming in October or November of 2016 and it is working.) **Travis** highly recommends finding a solution to this ice damming problem. The person who works for gutter companies was one of the contractors who originally did the insulation work at West Fork and came in and consulted after there were broken pipes from freezing. They said that the investors wanted to fill the attic space with an overabundance of insulation and in so doing they may have covered the vents along the soffit allowing there to be no flow of fresh air which is one factor of the ice damming. The investors were told not to do this by the contractor but they said it needs to be to prevent the pipes from freezing again. **George** said that we should have an insulation contractor come in and clear the area over the vent hole on the inside of the soffit and block off the insulation over the vent hole with plastic and a nail gun to allow air flow. **George** also suggested installing a fan to pull more air into the attic. The **gutter contractor** recommends both ice and water shield what was installed on buildings 4 and 6 and installing commercial

heat tape. He said the association could write out a lease with each owner to use their outlet to plug into their power source. He is thinking it would be about \$10 per month per unit. I would recommend north, east and west sides installing the commercial heat tape. This is 20 different areas that need it and would affect 20 owners. It would have a thermostat on each one so when the temperature would hit the target temperature like 38 degrees the tape would start warming up the gutter up. The heat tape would be installed in the gutter and downspout. He gave me a rough estimate of \$750-\$800 per side. The cost to have the ice and water shield on each building was \$2,850.00. Ice and water is an excellent option but the best overall solution is to remove the ice initially because when the ice sits against the hardy board siding it destroys it and it falls apart. **Travis** will check with the consultant at Foothills about George's suggestions.

Handrail Estimates 38:13 – To wrap with gutter steal (same color as the gutters with 26-gauge metal)-Phillip's Seamless Gutters LLC \$3,666.00 for building 1 to rip out the 2x2 spindles, wrap the top and bottoms of each handrail with metal, insert the 4x4's with wrapped metal (nailing the 4x4's with nails on the top of the rail). The 6-foot hand rails would have 2-4x4's, the 10 foot handrails would have 4-4x4's and the 12 footers would have 5-4x4's. A total of 68 4x4's on building 1 hand rail. It would be best to have the veneer stone removed so the metal is underneath the stone thus making it even harder for water to get underneath the metal. In the process of having bids for that work. The other companies who have looked at it are Foothills Gutter & Insulation, Joshua with Sanchez Bros. Custom Exteriors. They have not yet given us a price. The rails that are rotting will be sealed-up for this year and we will work on the rails for all 16 buildings in 2018.

Tank less water heater 45:35 – Travis contacted all the companies about the one tank less heater for upstairs and they have not given us a new price for the one. Board voted to replace the 75-gallon hot heater upstairs in the clubhouse with a Rheem tankless heater and to have McCreery and Sun do the work. In addition, the Board asked **Travis** to schedule the work to be done as soon as possible. The vote quoted the wrong model number for the heater, which was later corrected by e-mail and a correcting vote.

Annual Meeting 49:00 – We need to send out **annual meeting** agendas, nomination letters, proxies and any other documents to the owners. What should the agenda points be? Do we want to send a year- in-review this year? What else needs to go in the annual meeting letter? How many Board members will remain serving and are ending their term this year? The notification of the meeting, the proxies and the nomination letters must be in the mail at least 14 days before the meeting.

Waste management contract 53:46 – We have a binding three-year contract with them. It ends in February of 2019. If the contract is terminated by WFV before the term ends there are hefty penalties. **Lance and Travis** will consult with Kevin Ward about the pricing Tasha of WM has quoted for an additional pickup of 4 dumpsters on Wednesday and changing our Tuesday pickup to Monday. **George** suggested that **Travis** check the dumpsters on his property patrols and if a dumpster is getting too full, close the entrance with yellow caution tape and a sign telling residents "This dumpster is full. Please, use another dumpster on the property."

A/C Unit Restrictions 1:01:25 – Jan needs to re-write this and then it needs to go on the web-site.

Fire Blight Estimate Newell Brothers 1:03:44 – We have 15 trees that are infected with fire blight. Recommendation is to remove 13 of the affected trees. **Travis** proposed that he and Cesar remove the 13 trees and stumps. **George** agreed with removing all trees with fire blight, because spraying did not work at Pinnacle. If you keep any trees with the disease, you are risking infecting the other trees.

Reports:

Unpaid Charge Summary 1:08:48 – Akinrinola has been on this report since March for varying amounts. They receive a letter every month about their past due. Motion was made and passed unanimously to remove clubhouse access to any owner and/or tenant with an unpaid charge of more than \$300.

Accounts Payable & Payroll 1:11:28 – Reviewed and discussed.

Profit and Loss Actual vs Budget 1:13:53 - Repairs are \$8000 because of the water mitigation due to the hail storm of May 8, 2017, which cost \$5007. Computer expense was for McAfee Anti-Virus purchase.

Travis Accomplishments - Travis' Accomplishments (5-6 things)-Finishing up seeding most of the dead turf, Watering seeded areas every other day (making sure they are moist), Addressing bee swarm in building 15, getting the pool/hot tubs running for memorial weekend, fixing the pool cover, fixing the front door of club house and spending memorial weekend trouble shooting the problems, addressing water damaged units from May 8th storm, isolating problems with roof leaks because of the storm and sealing the roof jacks (waiting on the few drywall repairs to make sure the roof leaks are sealed), cleaning out the drainage south of the pool since it doesn't drain properly, removed rust and painted the trash gates. Pool cover is now functioning and pool is being covered every night.

Executive Session 1:17:43 Management Companies

Travis was sent the following e-mail:

From: Lance Lambert [<mailto:llambert02@hotmail.com>]

Sent: Friday, May 19, 2017 7:21 AM

To: Travis Ryan

Subject: Invitation to submit a Proposal

Travis, at this time the WFV- HOA Executive Board would like to inform you that we are soliciting proposals from outside management companies to manage the West Fork Village properties. The Board at this time would like to extend an invitation to you to present the Board with a proposal of your own as an independent Community Management Company. We would need your first draft proposal by Thursday, June 1, 2017 in order for it to be considered. Please, let us know if you intend to submit a proposal.

Thank you.

West Fork Village Owners Association Executive Board

Vote was taken to accept the proposal from Greeley Community Management. (This vote was later reversed after negative feedback on GCM was received.)

The Board elected to put the question of Management Companies to the ownership at the annual meeting. The question to vote upon would be a **Yes for** a Management Company or **No against** the use a Management Company. If the vote carries to use a Management Company, the Board will continue research and choose a Management Company.

Next board meetings: 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; Thursday, September 21, 2017 at 5:00 PM.

Respectfully Submitted,

Jan Massey