

West Fork Village O.A. Inc.
Executive Board General Meeting Minutes
February 12, 2015

ROLL:

Board Members Present:

Jamison Walsh-President
Adam Porter-Vice President
Steven Hooten-Voting Member
Sandi McNeely-Voting Member (via Teleconference)

Travis Ryan-On-Site Manager

Others Present:

Wanda Thwaits-Owner

MINUTES:

MOTION: It was moved and seconded to approve the minutes as submitted for the date of January 12, 2015.-Motion passed.

OPEN DISCUSSION:

Wanda explained her concern of the stolen dumbbells from the Fitness Room in the Clubhouse.

Jamison explained that Travis has filed police reports with Greeley Police Department and that the Board will be purchasing a camera system for the Clubhouse to try and prevent any additional theft and protect the Association from liability issues.

REPORTS:

- A. **(Tabled)**Executive Session-Unpaid Charge Summary & Discussion of Two Unit Owners & Architectural Violation & Employee Contracts
- B. Dispute Resolution 13-The Board liked the resolution. The resolution will give guidance and direction to speed up and resolve any disputes between owners, renters or with the Board by setting up a meeting with a professional Mediator. Travis will have a final draft to present to the Board at the meeting in March.
- C. Owner Responsibility Sheet (ORS)-The Board likes this sheet to help show who is responsible for what according to the Association's Covenants, Conditions, and Restrictions. Steven brought up that he is concerned with owners not cleaning out their dryer vents because of a potential fire. Discussion proceeded and the final decision is that when the ORS is approved by the Board

there will be a letter attached to this sheet explaining that it is the owner's responsibility to clean-out their vents on a regular basis to prevent fires caused by the lint trapped in the vent. Travis will follow-up with the attorney for his approval on the ORS.

- D. Clubhouse Rules-Need some changes.... Were sent to Travis for him to make the changes.
- E. Sign-up for Committees-Financial & Budget, Architectural Review, Compliance by emailing Travis at onsitemanager@westforkvillage.org

OLD & NEW BUSINESS

- A. Pest Prevention Tips Letter-Explains and gives owners, resident's helpful tips on how to reduce pests from migrating into their unit. After a number of problems with mice getting into units, it was decided that the owners, residents should be made aware of their responsibility of preventing and eliminating this potential problem.

MOTION: It was moved and seconded to approve the Pest Prevention Tips Letter. (The letter will be sent out in a mass mailing in the coming months. Find it on the website until you receive it in the mail.)-Motion passed.

- B. Camera System for the Clubhouse-The Board discussed about the importance of having a camera system and why at this time it is necessary to help eliminate further theft of the Association's property in the clubhouse and help in possible liability issues. The Board has researched different options in the last year and have decided to purchase their own system and have Management install it rather than going through a security company. The security companies were averaging \$3,000-\$4,000. The Board approved a \$2,000 budget which will include the electrician to come in do some minor work. The system includes 6 cameras with night vision and a 24 channel, 3TB DVR. The cameras will be placed in the clubhouse for now and later on add exterior cameras in the pool and spa areas. The reason to add cameras in the pool and spas are for liability, trespassing, and vandalism.

MOTION: It was moved and seconded to approve The Lorex LW security system.-Motion passed.

- C. Message Board for Executive Board and Community on the Association's Website-It is ready to be used. Concerns were brought up by the On-Site Manager-
 - 1. It should be secure from the public and only owners have access
 - 2. Each owner should be given a passwordBoard discussion followed about the importance of only allowing owners access with a password. Email may still be the best option.
- D. Reserve Study-Highlights and Explanations of its purpose-Outline was given to the Executive Board by the On-Site Manager which addressed "Practical Points on the Association's Reserve Fund Study- It's Function and Purpose, West Fork's Reserve Fund Study, and It's Crucial Main Points to Address for 2015 and beyond"
The President explained the details of a reserve study and the On-Site Manager expanded to where we are today and how the Association should proceed. The President suggested that the Board receive estimates for updating the current one since it was done in 2006 and is outdated. The remainder of the Board agreed to proceed with obtaining estimates from various reserve study companies.

- E. Budget for 2015-Discussion on increasing dues but the Board said not until they have the Reserve Fund Study completed then they will have a better picture of how to proceed. Changes were made to reflect the current dues of \$130.00.

MOTION: It was moved and seconded to approve the budget for 2015.-Motion passed.

- F. Schedule of Fines-Tiered-The President requested this go to a committee.
- G. Amend Resolution 12-The President explained the back ground and some history of why to remove this sentence under Appeal/Hearing third sentence down, "If a hearing is requested within the 10 business days no further action or additional notices for the same violation or fine shall be assessed until the hearing process is complete." It was explained further that it makes it impossible to inforce the Covenants, Conditions, and Restrictions which is their fiduciary duty.

MOTION: It was moved and seconded to amend Resolution 12 removing the third sentence under Appeal/Hearing paragraph.-Motion passed.

NEXT MEETING: Saturday, March 14, 2015, at 10:00.

UPCOMING MEETINGS: Monday, April 13, 2015, at 6:30 pm; May 14, 2015

Meeting Adjourned at 8:30 pm.

Respectfully submitted,

Travis Ryan, On-Site Manager