

*West Fork Village  
HOA Board Meeting Minutes  
March 14, 2015*

**ROLL: Board Members Present:** Jamison Walsh—President  
Cathy Bohannon—Secretary  
Rosann Holman—Voting Member  
Steve Hooten—Voting Member  
Sandi McNeely—Voting Member (Teleconference)

Travis Ryan—On-Site Manager (Teleconference)

**Others Present:** Janet Lambert and Anita McAllister

**MINUTES—February 12, 2015:**

**MOTION: It was moved and seconded to approve the February 12, 2015 minutes as submitted—Motion passed.**

**OPEN DISCUSSION:**

Anita McAllister—1) She offered her services and suggested we offer a brief, low-cost dog training class to resident pet owners. Cathy Bohannon's sister is a professional dog trainer and she will ask Cindy what she might charge to work with Anita on such a course. Anita will also contact her.  
2) She has a friend who is a computer guru and she would like to explore the possibility of the HOA subscribing to Comcast internet and then allowing residents access for a lesser fee than the direct cost per unit through Comcast.

**REPORTS:**

- A. Camera System: Installation of three cameras began on February 23, 2015. One camera is in the gym (completed 3/2/2015), one in the Office/package collection area (completed 2/26/2015), and the third in the Conference Room (completed 3/1/2015). The one in the Conference Room needs to be moved as the sun coming in from the west hinders the picture. The cameras are connected to a hard drive which will store up to 1022 hrs. All three are motion triggered. There is room for additional cameras to be installed—this will be addressed at a future meeting.
- B. Committee Signup: We are in the process of establishing some committees to alleviate some of the research Travis does on behalf of the HOA. Those already established are: Compliance Committee, Finance & Budget Committee and Architectural Review Committee. Others are set to be approved in the coming months. The more residents who are involved in the HOA, the stronger and more efficient the Association will be. Information will be added to our Website in the near future. Anyone interested in any committee already established or to make suggestions for additional committees may contact the Resident Manager.
- C. New Updates to Website: The Pest Prevention Letter and the West Fork Website Search Option will be up on our Website soon.

**OLD AND NEW BUSINESS:**

- A. Reserve Study Estimates—Three estimates for the Reserve Study have been received, Association Reserves, Bradley Property Consultants and Aspen Reserve Specialties. CAI (Community Association Institute) recommended these three in Travis' managerial classes. Travis has spoken with Bradley Property Consultants and has yet to speak to the other two. Travis will follow up with the other two.

*Jamison Walsh—Can we do one without a site visit which would allow us to add it to our budget?*

*Travis Ryan—No we need to start with the on-site visit this year.*

*Jamison—Aspen Reserve Specialties appears to be the one with greater detail. Compare Bradley Property Consultants and Association Reserves with the information provided by Aspen to see which might be the best for WFV. We need to have the study completed by June 15 to allow enough time so it may be presented at our Annual Meeting in July. If the study cannot be completed within this timeframe, we will postpone it and get it into next year's budget.*

Travis will follow up.

- B. Dispute Resolution Policy and Procedures (Resolution Number 13)—*This will help in facilitating a mediator when there is a dispute with neighbors or the Association when the Board is not able to resolve the dispute and before it would be filed with the court legal system. (See attached sheet.)*

Discussion occurred specifically regarding the exempt claims.

This needs to be sent to the community for a 30-day review/response time prior to further action.

**MOTION—It was moved and seconded to submit this for Kevin Ward's (our attorney) approval prior to sending it to the community for a vote—Motion passed.**

- C. Board Vacancies: Adam Porter (Vice President) and Kelly Hoff (Treasurer) have resigned from the Board and these positions need to be filled at least until the Annual Meeting in July.

**MOTION—It was moved and seconded to nominate Anita McAllister to replace Kelly Hoff as treasurer on the Board for the remainder of this year—Motion passed.**

**MOTION—It was moved and seconded to nominate Steve Hooten to replace Adam Porter as Vice President on the Board for the remainder of this year—Motion passed.**

- D. Resolution 12 was amended on February 12, 2015. Jamison summarized Resolution 12 for those present who are not familiar with it.

Adam Porter and Kelly Hoff both need to sign this resolution before it can be filed with the County. Since Rosann Holman and Cathy Bohannon missed the February meeting and did not vote on it, they do not need to sign it.

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- E. Schedule of Tiered Fine Research—*It was requested at the last meeting that the research go to a committee and the only committee that would apply to do this kind of research is the Compliance Committee that worked on the Pet Rules and Regulations. The Board needs to come up with specific tasks and a timeline as to when certain tasks will be accomplished. Any time the Committee meets, they need to post a notice in the mail room 14 days before they meet, which would be open for owners to join the meeting.*

Discussion ensued regarding the schedule of tiered fines.

Liability should determine the degree of fine levied against an owner and how the violations are defined. Category I and II violations are defined and Category III violations are any that are not covered in Category I or II.

**MOTION—It was moved and seconded to investigate the fine system prior to presentation to the owners—Motion passed.**

Jamison will work on this.

**EXECUTIVE SESSION:**

- A. Unpaid Charge Summary & Collection Log: Kevin Ward (our attorney) is reviewing the unpaid charge summary for two unit owners prior to his making recommendations on how we need to proceed.
- B. Employee Contracts—Jake's contract expires March 20. Discussion ensued. It was decided that his contract would be extended for 60-90 days. Travis and Jamison will work on an evaluation document that may be used to review his performance to be completed within the next 30 days.

**NEXT MEETING: Monday, April 13, 2015 at 6:30 pm**

**UPCOMING MEETINGS: Thursday, May 14, 2015 at 6:30 pm and Thursday, June 11, 2015**

**Meeting adjourned at 11:15 am.**

Respectfully submitted,

Cathy Bohannon, Secretary