

*West Fork Village
HOA Board Meeting Minutes
June 11, 2015*

ROLL: **Board Members Present:** Jamison Walsh—President
Steve Hooten—Vice President
Cathy Bohannon—Secretary
Anita McAllister—Treasurer
Rosann Holman—Voting Member
Sandi McNeely—Voting Member

Travis Ryan—On-Site Manager

Others Present: Keith Montey, American Family Insurance, Pat Pope, Ken Eberly

INSURANCE DISCUSSION: Keith Montey, American Family Insurance

Keith Montey presented some information regarding our insurance policy.

- A. He won't know of any changes until 60-90 days prior to the renewal date which is in December.
- B. There are some issues that have come up with the hail resistant products used following the hail storms in some parts of the country—not so much here yet. Some insurance companies are suing Tamco Heritage, the hail resistant product company, because it is not performing to the degree promised. American Family Insurance is not involved in that lawsuit.
- C. West Fork Village is one of few (if not the only) condominium complex of our size who doesn't have the 1-2%/building deductible. Right now we're at a flat \$10,000 deductible—that could change upon renewal.
- D. Lenders are getting worse regarding requirements for Fannie Mae/Freddie Mac loans. Building Ordinance of Law requirements are stiffening up with regard to wiring and the age of the building—ours are up to code and should not present a problem.
- E. At this time, Keith does not see a need to make changes in our coverage. We are covered for most, if not all, coverage requested. We do need to review and update our covenants periodically.
- F. Our self-management is a plus with regard to our insurance needs.
- G. The environment for condominium complexes is different with regard to wind/hail coverage. Unit owners may ask for HO6 policy from their personal insurance (~\$20/year) which will cover you for any additional assessment which may come up in the future.
- H. Auto insurance is keeping American Family Insurance afloat in Colorado.

Keith excused himself after his part of the discussion was completed.

***Jamison Walsh:** Do we need to increase our fee to cover the additional paperwork requested by lenders?*

***Travis Ryan:** Companies are surprised by our \$100 charge—most others charge \$500 for this additional work.*

***Jamison:** Send the paperwork via e-mail so we can vote to raise it prior to our next meeting.*

MINUTES:

Motion: It was moved and seconded to approve the May 14, 2015 minutes as submitted—
Motion passed.

OPEN DISCUSSION:

A. POOL VOLLEYBALL NET AND BALL:

Sandi McNeely: She would like our HOA to purchase a volleyball net and ball for the swimming pool.

Jamison: Yes, we can do that.

B. PATIO SHADES & WEATHER RESISTANT CANVAS CANOPIES:

Jamison: He's been checking on the possibility of hanging shades/weather resistant canvas canopies on the patios/decks.

There is nothing we can do to avoid hanging them by attaching them to the building—they are too heavy. We need to figure a way for owners to be able to install a shade on a patio/deck.

Rosann Holman: Isn't it enough to have them hang energy-saving curtains on the inside window?

Jamison: No, there are a lot of inexpensive, nice-looking shades on the market. Maybe we should approve some and require they be installed by a professional.

C. CAMERAS:

Jamison: Lorex sells some tamper-resistant dome cameras for \$120 each. There are some similar on Amazon for ~\$30 each. They have a 160° vision capability and could not be accessed without being seen on camera. We should order one to see how it works. Wireless would be ~\$100 more.

REPORTS:

A. TV ANTENNAS: Another possible option for TV for 69 channels (owner's recommendation)—see handout and estimate. An antenna on the roof and a wire that goes down to the junction box with a splitter with booster. The cost for an outside antenna is \$100 and splitter with booster is \$55. The Association could charge a \$20 hook-up fee and \$5/month. Do we need to request the original contract with Cardinal Broadband to find out if it's possible to use those wires in the junction box? We also need to experiment with one building to see if it works.

1. **Ken Eberly:** He presented information proposing that the HOA add a Clear Stream Antenna to each building and charge residents a minimal fee for attaching to it. He has one in his unit (2nd story) and receives 80 plus channels (some are duplicates). HD channels are great—weaker channels may go out during the day, they come back pretty well at night. TVO makes a great DVR for antennas.

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Rosann: How does the wiring work?

Ken: One per building and a splitter—cameras use that same wire. The antenna is ~\$100 and includes the roof attachment. (An estimate of total cost is attached—~\$331.96/building.)

Jamison: Should we decide to do this, we need to write up a contract indicating the HOA is not liable for how well it works—owners would be left on their own to resolve the problem.

We need to ask attendees at the Annual Meeting to see how much interest there is in this.

Ken: Antenna Direct is the brand name—check on Amazon.

- B. MAINTENANCE POSITION UPDATE: *The Association is hiring an assistant maintenance manager to replace Jake since he is leaving. You can find the application at www.westforkvillage.org under forms.*

Travis: He has received five applications—most look promising. They are not certified for pool maintenance, just some experience. He will interview more applicants next week.

Jamison: What is the interest in the apartment?

Travis: Only one would not live in the apartment—he lives just down the road in Pinnacle. Jake's last day is June 28. He would like to hire by that date if possible.

- C. ASSOCIATION RESERVES: *Bryan Farley was here on May 28 to do a site visit and do measurements. He will complete the Reserve Study on July 14 and we have 60 days to make any changes.*

Travis: The site visit went very well—Travis was very pleased.

Jamison: We will make an announcement at the Annual Meeting regarding the Reserve Study. It would cost extra to have someone come make a presentation at any of our meetings.

OLD AND NEW BUSINESS:

- A. ANNUAL MEETING AGENDA:

1. Last year's agenda was distributed. The overall review was that the Annual Meeting was much more orderly than in the past. A follow-up meeting is in the schedule for July 20 for outgoing and incoming officers to make the transition.
2. Jamison will write up a rough draft and have it to Travis by the end of next week. Jamison and Travis will then work together to compile the packet to send to owners.
3. We will not schedule a BBQ following the meeting. We will provide snacks—maybe a tray from Panera.

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4. Discussion ensued regarding elections.
 - a. Members who have served a full 3-year term may run for another 3-year term should they choose.
 - b. Nomination Form: We will ask for a 250-word bio from each nominee and have those available for attendees to review. Should additional nominees come from the floor, they will be asked to give us a verbal bio. Following each bio, questions may be asked of the nominee and may be distributed at the meeting.
 - c. Discussion ensued regarding eligible Board Members. It was determined that only owners may serve on the Board.

- B. **WALL/LEDGE MAINTENANCE:** *It is on all of the upper, inner unit decks that hold the pergola need to be repaired and replaced with either composite material or a metal cap. The top of the wall/ledge was installed with hardy board siding and they pieced it out with four or five pieces of hardy board; thus, the joints are allowing water to get into the wall down into the deck wall to the deck railing and the lower deck wall that divides the two lower units (see pictures).*

Travis described the problem using the pictures—discussion followed.

MOTION: It was moved and seconded to approve the repair as described per Builder Bob's estimate—Motion passed.

- C. **REQUESTING AN ADDITIONAL EMPLOYEE TO CLOSE AT NIGHT.** *We are at the point where we need to hire additional help to close the clubhouse. Jake is doing most of the work on the pool and spas and he is averaging with opening and closing 20 hours per week. It is real hard to close the clubhouse at 10:30 to 11:00 at the latest and get up and do it again at 8:00 am. I have done it for about a year and a half so I know it causes burnout. The other thing that is hard is working all day and start relaxing at 6:00 pm and then shift gears at 9:00 pm to go and close.*

The average time to close is half an hour. There will be two days of 45 minutes and maybe once a month or once every two months that they would need to work 2-3 hours. Jake and I figured \$14 an hour would be good for some high school or college kid or someone who likes being up late. I think it would be fair to pay for drive time. It would be good to get them certified for being a pool operator.

Jake and I spoke today about him not getting everything done in the time allotted before the pool and spas open and closing and night is the biggest problem he is having with not having enough time to open. He spent 3 ½ hours yesterday opening and had another 2 hours to finish up the rest of his check list.

1. **Jamison:** *Prepare a checklist of duties required to open and close the clubhouse each day. See who we end up with our new assistant manager.*

We probably cannot add this to our budget this year.

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Work with the new assistant manager longer hours this summer and readdress it in the new budget year.

EXECUTIVE SESSION:

- A. Violation from Building 3—Pet

MOTION: Effective immediately, all appeals must be made in writing received via e-mail or postmarked within ten days of the date of the violation letter. The Board will review the written appeal and vote on whether or not to allow the appeal to move forward or to proceed with the violation letter and/or fine (if applicable)—Motion passed.

- B. Violation from Building 9—Clubhouse
- C. Violation from Building 9—Loud Noise
- D. Violation from Building 4—Noise Violation
- E. Unpaid Charge Summary

NEXT MEETING: Saturday, July 11, 2015, Annual Meeting, at 10:00 am

UPCOMING MEETING: Monday, July 20, 2015, at 6:30 pm (Officer Transition); Thursday, August 13, 2015, at 6:30 pm

Meeting Adjourned at 9:00 pm.

Respectfully submitted,

Cathy Bohannon, Secretary