

**West Fork Village  
HOA Board Minutes  
November 12, 2015**

**Roll: Board Members Present:**

Jamison Walsh - President  
Rosann Holman - Vice President  
Jan Massey - Secretary  
Sandi McNeely - Voting Member (teleconference)  
George Hekowczyk - Voting Member  
Lance Lambert - Voting Member

Travis Ryan - On-site Manager

**Others Present:**

Paulette Hall

**Executive Session:**

**Alleged violations Building 14:**

After lengthy discussion by the board, it was voted unanimously to turn the disputes between the two renter/tenants in question over to the unit owners either to resolve between themselves or to hire a mediator at the owners/tenants expense for resolution of the violations at issue. The owners are welcome to use the WFV conference room to conduct their meetings with each other and/or their tenants. Neither the board nor the on-site manager are here to resolve disputes between renters.

Use of the conference room must be scheduled with the on-site manager.

At this point introductions of the board were made.

**Violation Appeal in Writing-Building 7:**

Cooperation of the tenant and owner by adhering to requests 1 thru 4 are appreciated by the board and this sentiment should be included in the appeal response letter. After review and discussion by the board of items 5 and 6 of the appeal letter, it was determined that the fines and penalties will stand as originally stated.

**Unpaid Charge Summary-Attorney's 6 month payment plan:**

Per attorney Kevin Ward, the notice to the two most severe past due owners notifying them of intent to start foreclosure proceedings should come from the board. Sandi will draft the letter and Travis will send it to Kevin Ward to review for content and legality, but

the letter needs to come from the WFV-OA Executive Board. It was agreed by the board to have these letters professionally served by a Process Server when they are ready and approved.

The remaining delinquent accounts were discussed and reviewed.

### **Minutes:**

October 12, 2015 minutes were approved.

The minutes loaded on the WFV web site for August, 2015 are actually the minutes for August, 2013. The correct minutes need to be uploaded for August, 2015.

### **Reports:**

#### **Maintenance-Reserves-Decks and Railings:**

Builder Bob has been paid: \$54, 744.19 and Pete Duran (masonry) has been paid: \$12,362.00 for a total of \$67, 106.19 for the repair of decks so far this year (May - October). There was discussion of doing an assessment to recoup the expenditures so far on decks and railings as well as to finance the remaining repairs required. It was brought up that the paint does not match after the decks have been repaired. Even though there has been sun fading and weathering on the old paint, there is a need for Builder Bob to complete a section that is being painted instead of stopping short or painting more than necessary to reduce the glaring paint mismatching. Builder Bob is supposed to correct the mistakes made by his inexperienced employee. The deck and rail repair expense has gone \$9,000.00 over budget for 2015.

#### **Budget and Finance Committee:**

Jamison Walsh and Jan Massey both volunteered to help Travis and Anita McAllister with the Budget and Finance Committee.

Meeting scheduled for December 7, 2015 at 1:00 PM.

### **Old & New Business:**

#### **Reserve study-Ad Hoc Committee's Report:**

All changes recommended by the Ad-Hoc Committee were discussed and explained. The changes were approved by a unanimous vote. Travis will submit these changes to Association Reserves Colorado, LLC so that they can prepare the final reserve study.

**Insurance Estimates:**

Board decided to stay with American Family Insurance until such time as Travis receives the remainder of the estimates and has submitted them to our attorney Kevin Ward for his input. If at that time, we decide to change insurance carriers, we will cancel American Family and switch to the desired carrier.

**Insurance Letter:**

Travis has a template for the letter required to be sent to all WFV owners informing them of the change in the deductible of the association's master property insurance policy. It encourages owners to review and amend their personal or business homeowners insurance policy to avoid any gap in coverage. The HO-6 is the condo insurance and the Loss Assessment is the property coverage which is supplementary.

It was recommended by our insurance agent to send these letters certified so that receipt of letters can be tracked. The board voted not to send the letters certified, but to post the letter on the web site as well as send them USPS.

**Updated Pool and Club House Rules:**

Changes should be noted in the cover letter that goes out with the updated pool rules.

Typographical errors were corrected and a vote was taken to pass the new rules.

Resolution number entered for these updated rules was entered at the meeting as 14 but it should have been 15. The rules were signed by the board members present.

Corrections will be made and although the rules are passed and signed, we will do a clean copy next month.

It was decided that if any of these rules become a problem, that these new rules can be revisited and amended.

**Updated Owner Responsibility Chart:**

It is done. It needs to be re-formatted. We got the sign-off from the attorney. Jamison needs to get it together and send it out to the board before the January meeting.

**Resolution addressing all open flame devices on patios:**

Board agreed with banning open flames on patios. The fire code reinforces this as well. A resolution will need to be drafted and the board will need to vote on it.

**Changing rules for executive board vote via e-mail:**

Tabled due to lack of time.

**Need an outline of process regarding buyer/seller reserves re: CC&R 10.13 on page 19:**

Tabled due to lack of time.

**Xcel Energy Assessment for club house and garage lights:**

Tabled due to lack of time.

**Approve snow removal contract with Alpine Gardens for 2015-2016:**

After discussion, it was decided to approve the contract with Alpine Gardens for hourly rate for 2015-2016 season with the following details: sidewalks and driveways cleared at 3 inches accumulation. Private Roads & parking spaces cleared at 4 inches accumulation. Additional areas cleared at 4 inches accumulation. Travis will call Alpine when WFV requires Alpine to remove snow. Removal to be completed by 9:00 AM Weekdays and 10:00 AM Weekends. Travis will call for the following if he deems it necessary: chemical treatment, continuous storms, drifting snow due to wind, and holiday snow removal.

Snow piling to be located at the east end of buildings 1, 2 & 3 at the end of those roadways into the area past the end of the two parking spaces. Snow can continue to be piled in the north west corner by the retaining wall.

Use of ice melt to be provided by the association to individual unit occupants was recommended.

Jamison signed the contract with Alpine based on the above details at an hourly rate. A letter will need to be sent letting residents know of the changes to the details of snow removal and letting them know that there is ice melt available at the clubhouse if they want.

**Next board meetings: Monday, January 11, 2016 at 6:30 PM; Thursday, February 18, 2016 6:30 PM; Saturday, March 19, 2016 at 10:00 AM.**

Meeting adjourned at 8:51 PM .

Respectfully submitted,  
Jan Massey, Secretary

