

**West Fork Village  
HOA Meeting Minutes  
October 20, 2016**

**Board Members Present:**

Lance Lambert – President  
Anita McAllister – Treasurer  
Jan Massey – Secretary  
Rosann Holman – Voting Member  
Jamison Walsh – Voting Member  
Travis Ryan - Onsite-Manager  
Gene Baker – Owner  
Janet Baker – Owner

**Roll:** Was not taken. Owners did not arrive until meeting was already in progress. At that time the board did introduce themselves to the owners.

**Year-to-Date 3<sup>rd</sup> Quarter Financial Report:** Jeffrey Yeager CPA, discussed and answered questions about the Balance Sheet, Profit & Loss vs Budget, Statement of Cash Flows and Aging Report. Travis needs to have the reservations for the guest suites removed from the Aging Report. **Addition per Travis:** I have in my notes when we discussed with the CPA about the foreclosure units and why we are short on dues. He explained about the bad debt category on the budget and we need to transfer the bad debt to that category to reflect on the P&L.

**Open Discussion:** Gene Baker asked how many Board members there are and was informed that there are seven permanent Board members.

**Vote to raise garage dues for 2017:** A motion was made to raise the garage dues to \$150.00 per year effective in 2017. The motion was seconded and the vote was unanimous to raise the garage dues to \$150.00.

**Meeting Minutes for September 17, 2016** – Unanimously approved.

**Old & New Business:**

**Conduct of Meeting** – Lance requested that the Board conduct the meetings in a more orderly fashion to accomplish more at each meeting and stay on point for each agenda item. He suggested instead of interrupting someone who is speaking and having side conversations that an individual raise their hand to be heard. Lance will, if necessary interrupt the meeting if it gets out of order or off point. He encouraged each member present, if they feel strongly about a point of discussion, to lean on him facilitate them being heard.

**2017 Budget Committee Meeting Update & 2017 Budget** - There are two budget scenarios. One reflects selling three HOA owned garages for immediate income and another version reflecting no sale of garages for long term rental income. Jamison raised the question of non-unit owners who do own garages. There are 5 of these situations. This situation is against covenants and Jamison wants to seek advice from the HOA attorney. Lance because of the budget timeline and possible pricey legal fees wants to get a couple of different options to deal with this situation. 36 garages are owned. 14 garages are rented and 5 garages are used by the association. 1 each for the manager and assistant manager, 2 for association storage and supplies and 1 is being supplied to Builder Bob at no charge. Gene Baker expressed an interest in buying a garage if one becomes available. There was no decision made regarding the budget and the Budget committee will schedule another meeting to work on the budget. The budget approval will be added to the November OA meeting.

**Appeals Request Form & Notice of Violation – (24:15-39:13)** At the last meeting Jamison offered to work on this form. He presented a preliminary form, but still needs to tweak it. There are two pages, the notice of violation and the violation and fine appeal. It was recommended that the appeal form should not be sent with the violation letter. The forms were reviewed by the board and recommendations made to improve and complete the form. Jamison would like at some point to create a form with drop downs to fill in the blanks. Jamison requested the information from Travis on late fee notice inclusions so that he could add that to the new form.

**Sod or Seed? – (39:13-53:16)** The Board voted unanimously to have All-Terrain plant seed in November when they finish the leaf clean-up and trim the trees, because of the likelihood that we will not be renewing their contract. At least there is an opportunity to get some of the reseeding done at All-Terrain's expense.

**All Terrain's 2<sup>nd</sup> Response on the Dead Turf** – All Terrain said they will pay Time & Material for the three large north areas, but the association would have to cover the cost of the rest. They want to explain what has happened to the dead spots first hand and requested a meeting with the board to walk the grounds and explain first hand.

**Considerations to end the contract with All-Terrain because of multiple problems with their service** – Lance explained the problems he and Travis have been having with All-Terrain. Due to these issues, Lance requested that Travis seek bids from other landscape contractors for 2017. Travis has already reached out to Krew Cuts. There was also a discussion about replacing All-Terrain for snow removal as well. Rosann was interested in renewing WFV's relationship with Alpine Landscaping.

**For all contractors in the future, we will be solidifying dates for each single item.**

**2017 Board and Owner Meeting Schedule – (53:16-1:03:16)** Board voted to change the General Board meetings to the third Thursday of each month at 5:00 PM. The Board voted unanimously in a separate vote to hold the Annual meeting for the election of Board members and the year in review on Saturday, July 15, 2017 at 10:00 AM. The Board decided to approve a budget at the November 17, 2016 meeting and present it to the Owners in a special meeting on Thursday, December 15, 2016 at 5:00 PM for approval. That way we can start the year with a budget that has already been approved and not wait until July, 2017 to approve a budget we have been using for 6 and a half months. We can also have a Christmas party at the December 15, 2016 meeting for those owners who come to the meeting. The Board must approve a budget at the November 17, 2016 meeting. The budget will be reviewed in November by the Board for presentation to the owners at the special meeting in December. Per Jamison there needs to be a quorum of owners present who oppose the budget or it stands as presented.

**Current Garage Numbers** – There are a total of 55 garages. Of these: 31 are owned by unit owners, 5 are owned by non-owners, 2 are used by the on-site manager and assistant manager, 1 is used by contractor (no rent charged), 1 is an empty rental and 13 are occupied rentals. Jamison raised the question of the 5 garages owned by individuals who no longer own condominium units at WFV. This issue is addressed in the Covenants 4.10 Auxiliary Garage Buildings. Kevin Ward needs to be consulted about the non-unit owners owning garages. Jamison also questioned the 5 garages being used by WFV for managers (2), property maintenance (2) and Builder Bob (1). Do we sell these, keep them, need them? These two items will be placed on the November agenda.

**Continue Selling Garages vs Keep them for Revenue – *Tabled***

**Have Cesar trim the Trees instead of a contractor – (1:04:00-1:08:00) *Hold off till next year and put it on the wish list. Travis will keep an eye on the trees brushing up against the buildings.***

**Decks Repairs & Other Issues Related to the Deck Areas – (1:08:00-1:19:40))** Travis' goal is to reduce the cost of the deck repairs by getting other estimates, opening the corner decks so that water runs off instead of pooling, using composites, installing awnings over the front door to protect pedestrian traffic from dripping water. Total cost of decks only going forward with no unforeseen damage is \$275,125.00. There are 122 upper decks which may require or have already had work on them this includes 2 decks on the clubhouse; 24 enclosed middle decks on buildings 1-6; 36 unenclosed middle decks on buildings 7-15; 60 open corner decks on buildings 1-15. Of these 122 decks, 27 have already been completed. The average cost of a corner deck is from \$3,393 to \$5,193 depending on the amount of deterioration. Cost for a middle deck was unclear. There is still no absolute count on exactly how many decks require work and how extensive that work is. Jamison volunteered to head up the investigation into the decks, contractors and best practice for repairs.

Another problem has developed on the upper corner units. It seems that the sliding glass doors were not properly installed with weather proofing and they are leaking down between the siding and the building leaving water marks near the front door.

The deck and patio railings on some units require constant maintenance. Management is getting estimates to replace rotten railings with composite material that does not have to be painted or maintained for a decade or two. Jamison volunteered to spearhead the deck, railing and other issues related to the decks and patios. Jan suggested we put the decks on the January agenda so that we can address more pressing agenda items.

**All-Terrain will be winterizing the irrigation system on 10/26/16. They will do the fall Clean-up, bush trimming and tree trimming on 11/21/16. (1:19:40-1:20:08)**

**Schedule for Painting – (1:20:08-1:23:19)** The week of January 23<sup>rd</sup> we will be reaching out to a dozen paint contractors to send them the RFP and let them know of the meeting on March 6 & 7 to go over the details of the contract, RFP packet, show them the property/buildings and Q&A. The deadline to receive the RFP packets will be March 24<sup>th</sup>. April 7<sup>th</sup> will be the deadline to have all the fine details of each contractor on a spread sheet and the Board can vote on whom to hire at the next meeting. In 2010 we paid \$6,000 per building and \$4,000 for the clubhouse for a total of \$94,000 with a one year warranty. George is going to be involved in the painting project.

**Ice and water shield installation of building 4 and 6 still has no firm date. (1:23:19-1:24:07)**

**Accounts Payable for September handed out. (1:24:07-1:36:43)** – There was an error discovered. Sandra McNeely is still listed a Board member with HOA dues compensation instead of Mike Burgess. Travis needs to inform bookkeeper Tricia of the change in Board membership. Mike Burgess' lack of participation in Board meetings and e-mails was discussed. Lance will reach out to Mike to see if he is still interested in being on the Board. A goal was set for each Board member to personally reach out to at least one owner and encourage them to come to a Board meeting. Ideally we should invite them to the December 15, 2016 meeting to vote on the budget. Doing a newsletter was suggested as means of communicating with the WFV residents. Redesigning the web-site was also discussed.

**Unpaid Charge Summary & Attorney Response on Owner's 6-month Payment Plan, Foreclosure and His Opinion on Liens (1:48:00 -2:03:14)** – Jamison paraphrased the e-mail from attorney Kevin Ward in that we have not followed the letter of the law and we need to do due diligence in communicating with unit owners. when pursuing foreclosure on delinquent accounts. We need to provide a specific payment plan to the owners. IE: You have 6 months to pay this much every month, by this date and if you do that you have met your obligation. Letters should say: The Executive Board of WFV-OA has voted and you have 6

months to bring your account current with us. The current amount outstanding as of this date is this. By this date your arrearages need to be paid in full. At the end of the 6 months if you have not met the minimum payments and it is not paid in full, then the Board can vote for foreclosure. If the Board votes for foreclosure, all documentation is turned over to the attorney to pursue the foreclosure.

If a property is in the process of being sold, Kevin said the association should put a lien on the property. Kevin did warn that foreclosure is not a means to recoup arrearages. It is only a means to stop the amount from increasing. It's a means to plug the leak.

Jamison will draft a form letter to use to set up a 6-month payment plan. Travis will send what we have been using to Jamison and Jamison will re-vamp it.

**Pet Committee meeting** – *Tabled until November meeting.*

**The On-Site Manager has been considering starting a property management company (2:05:40-2:11:00)** -and he wants to make sure it wouldn't be a conflict of interest if he started one while continuing with his contract with West Fork Village. It wouldn't interfere with West Fork Village. Everything would be done after hours. Zulema would take care of all the work while Travis is working here. West Fork Village would remain a number 1 priority.

Travis said maybe this could be discussed at his annual review. He also said that Zulema would be taking care of most of the HOA business during the day. Travis would take care of WFV after hours. Travis asked that the Board talk about this for right now, because they are not that serious about it right now. Travis would not start a management company, if the Board decided that it is too much of a conflict of interest.

Jan went on record that she feels that this is a conflict of interest under any circumstances. Jamison wants to think on this. Lance wants to think on this and feels there may be some issues.

**Cesar and Zulema's duties and their compensation** – handouts did not include compensation. These can be seen on the budget. Cesar's contract is from January through December. If either Cesar contract is not renewed in December, it would continue month to month until-such-time as the contract was renewed. Cesar's hours run out the end of October. Travis has a 5-year contract. He gets evaluations in December.

**Follow-up on complaints of noise coming from assistant manager's apartment (2:04:00-2:05:37)** –Travis spoke to Cesar and the crying child noises seem to have abated per Travis and Jamison.

**Fundraising at the Clubhouse (1:44:08-1:47:57)** – The request by a resident to collect Coats for Colorado in the Clubhouse or Mailroom was denied by a unanimous vote of the 5 board members present. Board did not want to set an unmanageable precedent.

**Transferring Reserves from BBVA Compass Bank into the Chase Operating Account for the Deck Work (1:36:58-1:44:08)**- Travis transferred money from the Chase savings account to the Chase operating account for decks. Jan said that reserve money should never be transferred to operating accounts until WFV has been billed for services for which the reserve money needs to be used. Decks will not even be worked on for the rest of the fall and winter season. We are losing what little interest we would earn by transferring reserves prematurely. Jan would also like to pursue the idea of finding a higher rate of interest with an online bank. The CD at BBVA does not reach maturity until September, 2017. If that account is closed there will be a penalty which could be sizeable. It was discussed that all bills are paid out of the operating account. The only time money should be taken from the reserve account is if there is an invoice that needs to be paid and there is not enough money to cover the expense in the operating account. It was also pointed out that there should be a monthly transfer from operating to reserve. Lance pointed out that we need to be able to pay bills out of the income generated from dues, clubhouse, guest suites without dipping into the reserves. The idea of a balanced budget is to exist on earnings without spending more than you are earning and causing a Reserve Account deficit. Theoretically no money should be withdrawn from reserves unless it is a capital improvement and/or emergency.

**Next board meetings: Thursday, November 17, 2016 at 6:30 PM; Thursday, December 15, 2016 at 6:30 PM; Thursday, January 19, 2017 at 5:00 PM; Thursday, February 16, 2017 at 5:00 PM; Thursday, March 16, 2017 at 5:00 PM.**

Meeting adjourned at 9:00 PM.

Respectfully submitted,

Jan Massey, Secretary