

**West Fork Village  
HOA Meeting Minutes  
November 17, 2016**

**Board Members Present:**

Lance Lambert – President  
George Hekowczyk – Vice-President  
Anita McAllister – Treasurer  
Jan Massey – Secretary  
Rosann Holman – Voting Member  
Jamison Walsh – Voting Member  
Travis Ryan - Onsite-Manager

**Meeting Minutes for October 20, 2016** – Travis requested an addition to the Financial Report notes. Minutes were not approved and should be approved at January meeting after addition.

**Old and New Business:**

**Closing Hot Tubs 2:51-1** – The Board voted unanimously to close two of the three hot tubs, effective December 1, 2016 to reopen at the same time as the pool in May.

**Raise Garage Annual Dues 20:27-1** - The Board voted to raise the garage dues from \$150 as voted on at the 10/20/16 Board meeting to \$200 effective January 1, 2017. The vote was 5 for and 1 against. The motion passed. Jamison requested that the minutes reflect a 166% increase to the garage dues. The increase is \$80 based on the dues of \$120 on January 1, 2016.

**Propose to Owners monthly assessment increase 22:00-1** – The Board unanimously voted to address the increase of the monthly assessment from \$150 to \$200 effective July 1, 2017 with the home owners at a special meeting as early as April 8, 2017.

**Change part-time position to hours only: delete apartment subsidy, free garage and eliminate PTO 55:05-1** – The Board voted unanimously to eliminate the apartment subsidy, garage and PTO from the part-time assistant manager contract.

**Rent manager apartment at fair market value 27:11-1** – The Board voted 5 to one to rent out the manager’s apartment for fair market value. Rosann dissented, because she felt that the \$1,275 per month as listed on the proposed budget was too high.

**Resignation of Mike Burgess from Executive Board 55:41-1** – Lance spoke to Mike Burgess 10/19/16. Mike said he is unable to devote the time required to participate on the Board and he resigned from the Board.

**Continue selling up to three garages per year 56:46-1** – The Board voted unanimously to sell up to three garages in the year 2017.

**Vote on Insurance Carrier 1:06:40** – The Board voted unanimously to remain insured by American Family. This is a savings of between \$1,965 and \$16,614 based on the three other bids Travis received from other insurance carriers. It is also a reduction of \$6,458 from the amount charged by American Family in 2016.

**Vote on Budget for 2017 to be presented to owners 12/15/16 1:14:25-1** – The Board voted unanimously to approve the budget as presented pending the determination of fair market value of the manager apartment and correction of the BBVA money market. 0:30-2 Rosann volunteered to get comps on the manager's apartment and the garages.

**Notice of Violation, Appeals Request and 6-month Payment Plan Letter forms 1:30::40-1** – The revised forms were not available. Travis will e-mail them to the Board and the new forms will be used going forward. Rosann will review the requests the appeals requests, make her recommendations and submit them to the Board at the next Board meeting for a final vote.

**2017 Board and Owners meeting Schedule 52-2** – The Board voted unanimously to accept the 2017 meeting schedule after corrections are made. 9:12-2 The mailing for the Special meeting will include an explanatory letter, the meeting schedule, a request for the owners' e-mail addresses, a copy of the budget and a proxy.

## **Reports:**

**Ice and water shield installation 10:21-2** – on buildings 4 and 6 is completed.

**Accounts payable for October 11:45-2** – It was requested that the Board compensation be excluded because there is no actual expenditure and that wages for the three employees be included as a lump sum.

**Unpaid charge summary 17:33-2** – Liens were placed on Hooten and Daniel. The Board voted unanimously to put Hooten on a 6-month payment plan. The Board decided to use the collection agency as a last resort. The discussion of using PFC for collections was tabled.

**Pet Committee meeting 27:16-2** – Charge \$25.00 per dog for registration (both permanent resident dogs and guest dogs) with the Owners Association going forward from the date of approval. Include picture of dog owner at registration along with picture of the dog. New photo of dog required after one year if dog was registered as a puppy. We need

certification from a veterinarian dated within the last 30 days verifying dog weight and best guess as to breed of dog and dog temperament. There was disagreement as to breed restriction of Pit Bull. When a grand-fathered animal (whether for weight or number of dogs) leaves the premises for whatever reason it will not be replaced. We cannot enforce a rule that requires the owner of a dog that inflicts injury on a person or another dog to be responsible for all medical bills. This is a civil matter. The Board voted to accept certain changes proposed by the Pet Committee except for the items to which there were objections.

The accepted changes were the one-time \$25.00 per pet charge for registration. Photographs of the owners and photographs of animals registered as a puppy after a year. dog.

We need certification from a veterinarian dated within the last 30 days verifying dog weight and best guess as to breed of dog and dog temperament.

**Pet request for 4 dogs in unit 1501 39:18-2** – The Board voted to allow the registration of two dogs as permanent residents. The other two dogs must be registered as guests and are allowed as guests for a 24-hour period. Dogs visiting more than a twenty-four (24) hour period require prior permission from the Manager or Executive Board.

**Closed money market at BBVA 54:22-2** - The money market at BBVA Compass for \$54,141.31 was closed and deposited to the Chase Bank High yield savings account, pending transfer to the Business savings at Bank of Internet account.

**Applied at Bank of Internet for Savings account 52:50-2** - This account is still in the progress of being set up and approved. Jamison requested that the e-mails from Bank of Internet stop being directed to the Executive Board.

**Next board meetings: Thursday, December 15, 2016 at 5:00 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