

**West Fork Village
HOA Meeting Minutes
April 20, 2017**

Board Members Present:

Lance Lambert – President
George Hekowczyk – Vice President
Anita McAllister – Treasurer
Jan Massey – Secretary
Rosann Holman – Voting Member
Jamison Walsh – Voting Member
Paula Harding – Voting Member
Travis Ryan - On-site Manager
Zulema Ryan - Owner

Meeting Minutes: March 16, 2017 meeting minutes accepted unanimously.

Open Discussion:

Anita McAllister 1:35 – Anita would like to reclassify her HOA Board Compensation Expense-5006 to Accounting Expense-5071. We still must pay Yeager \$200 to do our 2016 taxes. They have not been done yet. No determination was made after the discussion.

Research Management Companies 3:50 - At the special meeting of April 30, 2016 an owner inquired about using a Property Management Company as opposed to On-Site Manager. Jamison as Board President agreed at that time that WFV should have a side by side comparison reflecting the pros and cons of each. Management companies will be researched.

Cesar 5:18 – Travis said Cesar will continue to work at WFV when he moves off-site. Travis said Cesar is planning to move in about 6 months.

Old and New Business:

Hand Rail Estimates 5:50 – Estimates were presented for painting the hand rails and a separate estimate for covering the hand rails with sheet metal. Jamison submitted an outline of the hand rails and the code for both commercial and residential. Whether WFV is commercial or residential depends on who you talk to at the county. Jamison will try to get something in writing from the county to verify the WFV status to determine which code applies to WFV so that the Board can proceed with a process to address the hand rail repair, refurbish or replacement. Travis still needs to get clarification on the estimates before a decision on paint can be made. Travis was asked to get a complete price including labor, oil base primer as specified on RFP and Duration paint by Sherwin William for each of the three different types of hand rail i.e. upper corner, upper middle and lower hand rails. Labor only for hand rail painting ranged from \$2,220 to \$3,560 per building. Estimates on wrapping hand rails ranged from \$2,850 to \$4,300 for building #1.

Hot Water Heaters for Club House 52:18 – Estimates ranged from \$4,736.07 to \$7,105.81 for two 75-gallon water heaters. One for the apartment and guest suites upstairs and one for the kitchen and bathrooms with showers downstairs. Travis was asked to get the costs on tank less water heaters including rebates and gas cost savings, before the Board can approve the expenditure. George recommended A to Z Plumbing and Rosann recommended Wulf Plumbing.

Management Office Hours 1:01 – Travis was authorized by the Board to change office hours for residents by appointment only. He will manage the hours he needs to be in the office for phones, accounting and other office duties around his schedule. This change is to give Travis time to carry out other duties around the premises. Travis will replace the existing sign on the outside clubhouse doors to reflect that his office hours to residents are by appointment only.

Garage Sales 1:05 – Rosann made the motion to allow Travis to purchase garage #50 and continue to use garage #37 as part of his Manager compensation. **Per Travis, “Please change under Garage Sales. I will no longer need Manager compensation for any garages including #37 once we buy #50.”** (E-mail dated 4/26/17 5:46 PM.) The Board voted unanimously to allow Travis to purchase garage #50 even though it did not comply with the Budget of selling only three garages. Two garages have already been sold. There is one in process with the realtor and title company for residents Budensiek so that this sale to Travis will make the fourth garage sold in Budget year 2017. This decision was made due to a confusion from a discussion by the Board of record on November 21, 2013 regarding first right of refusal would go to renters. **Travis needs to notify everyone on the rental list tomorrow that there will be no more garage sales until the system has been reviewed.** A **Moratorium** was placed on the sale of any garages until further notice. The issue of Garages and sales will be placed on the Agenda for May 18, 2017. The purchase price and right of refusal will be discussed and a clear-cut process will be put into place. No more garages will be sold until fair market value can be determined, right of refusal discussion can be reviewed and boundaries set for the realtor representing the HOA since according to the minutes of November 2013 the term was for 2 years.

Cleaning Oil Stains 1:21:49 – A violation letter will be created specifically to address driveway stains. There will be only one letter sent giving the resident/owner 10 days to clean up the stains in the driveway. If clean-up has not been done at the end of that time, the Association will have the stains cleaned up at the owner’s expense. Jan will revise the letter and send it out to the Board via e-mail. **Jim Carroll**, a resident at West Fork Village will do the clean-up for \$15.00 per hour. The cost of his supplies for clean-up will be reimbursed to him by the Association.

Payroll for HOA employees 1:26:44 – It was determined to use the free **Quick Pay** application through Chase Bank.

Orientation Power Point 1:28:00 – Paula Harding is editing this Power Point. She is condensing it and removing the duplications and adding bullet points. She is not ready to add the voice over since the Power Point should be completely revamped.

Reports:

Unpaid Charge Summary 1:29:42 – The highest outstanding of \$607.60 is Daniel. He has sold his Unit 1212 and closes on 4-26-17. There is a lien on the property filed a couple of months ago and it should be collected at closing. Travis and Jamison did not feel that a new lien for the current amount needed to be filed, because we are covered under what Travis called a Super Lien that we have on it and it will be collected through the Assessment Status Letter.

Accounts Payable & Payroll for March 1:30:43 – Anita thinks she has a better way to pull monthly accounts payable. Although Board Compensation is an expense, it is not a payable. The existing report does not include payroll expenses.

Financial Reports 1:33:42 – Anita said bounced checks should go under a line item titled bad debt. They were not listed on the P & L. There were three bounced checks totaling \$232.02. Of this \$100.00 has been recovered, but the \$36.00 returned check charges are not reflected nor have they been recovered. **Per Travis, “The total that was paid according to our collection policy was \$20. The bank charges \$12.” (E-mail dated 4/26/17 5:46 PM.) The \$20 for one of the returned items is reflected under income line item 5017 returned check charges. Only \$12 of the \$36 bank charges is reflected under expense line item 66910.**

The Garage Real Estate Sales 4180 figure is incorrect. It is \$4,000.00 below what it should be. Anita will look at closing papers and make General Ledger corrections.

Travis’ & Cesar’s Accomplishments 1:40:10 - Travis and Cesar finished inspecting and repairing buildings 1-6 siding on the upper roof; Travis supervised tree trimming-clearance and elevation by Newell Brothers; Travis got water heater estimates and hand rail estimates-painting/covering with metal; monitoring and cleaning out the southeast ditch along 29th Street as needed.

Goal Tracker 1:44:35 – address target dates, priorities; add to Travis’ punch list having a weekly time tracker of each item-a projection of what each item will take; **Any Board input forward to Travis to include on the punch list.**

Grass Reseeding areas on the property 1:45:36 - Travis and Cesar will be prepping, seeding with EZ Seed and marking off the areas. Projected start time-To Be Determined.

Monthly Water Bill Monitoring - once the irrigation water is turned on we need to make sure the water bill stays within the budget. Jan volunteered to take this on and report to Travis and the Board if there are discrepancies.

Next board meetings: Thursday, May 18, 2017 at 5:00 PM; Thursday, June 15, 2017 at 5:00 PM; Saturday, July 15, 2017 at 10:00 AM Election of Board; Thursday, July 20, 2017 at 5:00 PM; August 17, 2017.

Meeting adjourned at 6:48 PM.

Respectfully submitted,
Jan Massey, Secretary