

**CHEESMAN TOWER WEST
BOARD MEETING MINUTES - AMENDED
FEBRUARY 21, 2008**

Presiding: David Krasnow, President

Board Members Present: Margie Keenan, Treasurer
Denise Wood, Secretary
Rob Jones, Member at Large
Hall Skeen, Member at Large

Weststar Management Present: Kevin Hayutin

CTW Staff Present: James Bussell

OPEN FORUM

The owner of unit #1203 was present to discuss a pilot recycling program for high-rise buildings. The city is taking applications, which must be submitted by March 15, for 8-10 buildings to participate. He volunteered to apply on behalf of our building and be the coordinator of the program. The board agreed to discuss and respond to him by the end of February.

BOARD MEETING

Mr. Krasnow called the meeting to order at 6:45 pm.

Mr. Jones and Mr. Bussell updated the Board on the status of the chiller project. The towers are on site and the chiller is on its cement pad in the chiller room. There is a verbal approval from the engineers to cut a hole in concrete for the second set of ductwork, which will require a change-order to the existing contract. D&D needs to have the power off for part or most of three days. There was discussion about how best to handle residents' safety and security needs during that time. Tentative dates are March 4, 5, and/or 6. Excel Energy will be confirming dates by 2/22/08.

MOTION: A motion was made, seconded and unanimously passed to approve the minutes of the meetings of January 17 and 31 (as amended).

FINANCIAL STATEMENTS

MOTION: A motion was made, seconded, and unanimously passed to approve the January financial statements.

REVIEW OF DELINQUENCY REPORTS

A delinquency has been turned over to the attorney.

OLD BUSINESS

Pool Leak Repair

Custom Restoration has done about as much as they can. It was suggested that we move toward a monthly repair cycle, and consider replastering or repairing from the inside of the pool next time we drain it. Christa will be asked to request pricing from Custom for that work. Kevin will ask Christa/James to investigate getting a pool liner.

MOTION: A motion was made, seconded and unanimously passed to amend Custom Restoration's original proposal approved November 15, 2007 from \$6750 to \$8374.28 to be paid from reserves.

Building Insurance

The Board was reminded that Insurance will be coming due in Spring and agreed to ask HRH (Kathy Zickus) to come to our March meeting and walk us through the contract.

NEW BUSINESS**Elevator Retrofit Upgrade**

The Otis Elevator contract has been signed, dated January 31, 2007. The next phase is to set up the project start date so that Otis can reserve the best crew for us.

Maintenance Items

The Board reviewed the bid from Tri-Plex Painting to paint the lobby and mailroom. Christa will be asked to verify that this bid includes painting the back hallway, and, if so, schedule the work.

Employee Insurance

Employee health insurance renews soon. Our agent, Gemini, will be asked to review. Rates appear to be down somewhat.

Reserve Study

There was some discussion about the pending Reserve Study. More time is needed to review and a separate meeting will be set for that.

Newsletter Items

There was brief discussion about newsletter items for the next issue. One item should be reviewing emergency procedures and contacts.

Automatic Laundry

It was noted that revenue from laundry is, so far, higher than anticipated. Dryer vent cleaning will be scheduled for mid-March; Automatic will provide this service.

Garage Washing & Striping

There was discussion about the need for power washing the garages and subsequent restriping. The garages are very dirty because of various construction projects, so it was decided to get bids for professional power-washing of all three garage/parking areas, broken out by area, so we can make a decision based on financial feasibility. Professional striping will follow in the garages. James will later stripe the Humboldt St. lot and North parking deck.

The meeting adjourned at 10:15 pm.

Respectfully submitted,

Denise Wood
Secretary

ADDENDUM

In electronic communications on 2/27/08 and 2/28/08, the Board unanimously agreed to approve a bid of \$3,475.00 from Lookout Renovation to rebuild 56 feet of the retaining wall in the moat area, to be paid from Reserves.