

**CHEESMAN TOWER WEST
BOARD MEETING MINUTES
MARCH 20, 2008**

Presiding: David Krasnow, President

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

Weststar Management Present: Tracy Mulvihill

Guest Present: Kathy Zikus, HRH

Resident Volunteer Present: Sandra Corriere

Ms. Zikus reviewed building insurance policies, which renew on April 1. None of the premiums have increased. We will be getting increased coverage on the property policy for next year at no increased cost. The total amount due is **\$27,834**. Workers Comp policy reduced in amount as well for April 2008-April 2009. Invoices will be emailed to Christa.

BOARD MEETING

There being no Open Forum items, Mr. Krasnow called the meeting to order at 7:00 p.m.

Unit #1001 owner has volunteered to assist in routine "housekeeping" issues and is working with Christa to devise a new, simpler monthly checklist of to-do items for both James and Christa. Mr. Krasnow will review and present these to James and Christa.

Suggestions for immediate attention:

- Painting lobby (A bid has been approved; work will be scheduled for March/April.)
- Garage power-washing and striping (This will be done as soon as the chiller project is completed.)
- Basement – strip & refinish floors, paint (depending on where the bulk of the elevator work will be) – including dumpster room.

Followed by:

- Power washing of lobby floors.
- Assessment of all floors & walls to see what needs to be painted and cleaned. Christa to get account with OxiFresh to clean carpets in specific hallways (walk in April, paint/clean in May if possible, depending on budget availability).

Refinishing of stainless steel and repair of wall paneling in elevators will be deferred until after the elevator retrofit is complete.

MOTION: A motion was made, seconded and unanimously passed to approve the minutes of the meeting of February 21, 2008 as amended.

FINANCIAL STATEMENTS

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

REVIEW OF DELINQUENCY REPORTS

There was a brief review of collection procedures. Dunning letters are to be sent when dues are 60 days past due, or owners may be referred to the attorney at that time. At 90-120 days the board may refer delinquencies to the attorney or a collection agency.

OLD BUSINESS

Chiller Project

Mr. Jones conducted a tour of the boilers and new chiller. There are about \$114,000 of invoices yet to come. The project is estimated to complete and chiller turned on by mid-April.

Pool Leak Repair

A pool liner is not a viable option for our pool because it has a gutter filtration system. The pool was replastered in 2003 for \$8572. Christa will be asked to research the history of pool work over the past few years, then we will get BornEngineering involved to help determine next course of action.

Maintenance & Building Inspection

Maintenance checklists were reviewed.

NEW BUSINESS

Elevator Retrofit Upgrade

A meeting is scheduled with Otis Elevator next week, on Thursday March 27 at 3:30 pm. Mr. Jones confirmed his review of the final contract shows all required changes had been made.

Swimming Pool Temperature

There has been an issue about the pool temperature. Mr. Skeen suggested “topping off” the pool twice a week to help keep the water temperature even.

Reserve Study

It was agreed to ask BornEngineering to segregate some sections of the Reserve Study, while still including them in the final document, so that the financial sections will be most useful in budget and financial planning.

Newsletter Items

There was brief discussion about newsletter items for the next issue and agreement that the next one should come out by the end of March.

Humboldt Street Garage Entrance

It was suggested we requote (if required) painting the ramp walls, garage door & pedestrian door and there was discussion about what budget is available. Christa will schedule this work if the quote from Willie Bzzz dated 8/31/2007 for \$4,738.00 for doing the stucco is still valid. If not, she'll request a new quote.

Employee Salary Increases

It was confirmed that employee salary increases are made on annual basis at budget time.

Dain Rauscher Account – Signatures & Corporate Resolution

Ms. Wood will follow up with Dain Rauscher to obtain new signature paperwork, including a corporate resolution document, for the reserve account. Ms. Keenan, Mr. Krasnow and Ms. Wood will be signers.

The meeting adjourned at 10:15 p.m.

Respectfully submitted,

Denise Wood
Secretary

ADDENDUM

In electronic communications on 3/24/08 and 3/25/08, the Board unanimously agreed to activate the US Bank line of credit and transfer the proceeds to our Dain Rauscher reserve account for upcoming project expenses.