

**CHEESMAN TOWER WEST
BOARD MEETING MINUTES
JUNE 19, 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, Kevin Hayutin

CTW Staff Present: James Bussell

OPEN FORUM

No Unit Owners were present.

BOARD MEETING

Mr. Krasnow called the meeting to order at 6:31 p.m.

BUILDING UPDATE

Mr. Bussell provided an update on building maintenance projects.

Pool leaks – Testing drain pipes & gutter with air balloons today. There are definitely leaks from the gutter. If the leaks are found, we can fix the pipe or block it (there are 8 drains and gutters; we need at least 4 operating).

Plumbing – An expansion joint in Unit 706 was leaking and was fixed today. Kevin and James to negotiate charges with Troutman & Shreve regarding workmanship/warranty issues, including repairs to 506, 606 and 706.

Chiller/Boiler – Adding valves to isolate heating water system from cooling water system will mean both systems would not have to be drained if there is a problem with either system. Bid of \$3,187.00 from C&I Mechanical, Bert Blanchard.

Chiller/Boiler – Add a pressure-reducing valve to the domestic water supply to abate noise and maintain even pressure. Bid of \$3,347.00 from C&I Mechanical, Bert Blanchard.

Design Mechanical (Comfort Systems) – Proposal for maintenance contract for chiller and boiler. Since chiller should be under a one-year warranty, information needs to be gathered to make sure we don't duplicate costs but do the appropriate maintenance to insure the warranty is valid. Also James has asked for information regarding a warranty extension.

MOTION: A motion was made, seconded and unanimously passed to approve the minutes of the meeting of May 15, 2008, as submitted.

FINANCIAL STATEMENTS

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

Mr. Jones has been in touch with Seminole Energy regarding new pricing for various contract options going forward.

REVIEW OF DELINQUENCY REPORTS

Delinquencies were reviewed with general discussion.

OLD BUSINESS

Chiller – Mr. Jones indicated Aaron will review the physical plant to make sure all punch list items are complete. He will ask Aaron to provide documentation of meetings with fire department detailing what the requirements were and how they were met.

Pool – On June 2, 2008, a motion was made, seconded and unanimously passed (via electronic communication) to accept the United Leak Detection, Inc. bid dated May 30, 2008 to pressure test the swimming pool's plumbing lines for leak locations. Total cost for this service is not to exceed \$1,800 and will be paid from the Reserve Account.

Maintenance Chart – The revised maintenance chart was reviewed. New chart format is a big improvement and we will work with it from now on.

Property Inspection Report – Christa will be asked to give Weststar a copy of the Board's building walk-thru notes so they can be coordinated.

Deck Party Rules – Ms. Wood will use existing party room rules and modify them for the deck, to be presented for Board approval.

New Computer – The new computer arrived earlier than expected. Installer will give Christa a date when he will install and transfer files and do some operating system training. An external storage device for backup purposes will be included.

NEW BUSINESS

Otis Elevator – Mr. Skeen has set up meetings with contractor regarding A/C retrofit, etc.. The target start date for Otis is still the first of August; CBI will start sooner.

Reserve Study – Copies of several documents from Bornengineering regarding engineering studies and repair of roofs and garages were provided for study. Another meeting time will be set to review these and Terry Foulke will be asked to attend.

Bicycle Parking – The HOA is the owner of the bike racks, not the individuals using them. Rules need to be rewritten so unused spaces can't be reserved on an unlimited time basis. To be added: If a space remains empty for a period of time (TBD), it reverts to the HOA to be reassigned.

Bulletin Boards – It was agreed to install bulletin boards near the elevators in the basement and under the stairs in the carriage room for resident notice use. Ms. Bastien volunteered to purchase these and coordinate their installation. Notices can be the size of 3 1/2 x 5 cards only and must be dated.

The meeting adjourned 10:10 p.m.

Respectfully submitted,

Denise Wood
Secretary