

**CHEESMAN TOWER WEST
BOARD MEETING MINUTES
JULY 17, 2008**

Presiding: Rita Bastien, Vice President

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

Weststar Management Present: Tracy Mulvihill, Kevin Hayutin

OPEN FORUM

No Unit Owners were present.

BOARD MEETING

Ms. Bastien called the meeting to order at 6:30 p.m.

MOTION: A motion was made, seconded and unanimously passed to approve the minutes of the meetings of June 19, 2008, as amended and of June 23, 2008, as amended.

FINANCIAL STATEMENTS

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

MOTION: A motion was made, seconded and unanimously passed to approve that any excess revenue over expenses at year end is to be swept into the Reserve Account.

REVIEW OF DELINQUENCY REPORTS

Delinquencies were reviewed with general discussion. We received a default judgment against a delinquent owner and are working on setting up a settlement.

OLD BUSINESS

Chiller – Aaron did a physical inspection today. Electrical punch list is now complete and approved by him; we can pay the final bill. There is one remaining issue on the Mechanical punch list, so final payments are being held. We received a packet of information regarding extended warranty (5 year) for the chiller. Discussion was deferred pending having time to review the warranty information.

Pool Leak Repair – We received a bid from Advanced Pools & Spas for extensive repairs, including replacing our gutter system with a skimmer system. Someone from Neptune Pools is to come and advise as well. Also consideration is being given to relining the drain pipes.

New Computer – It is installed and working well. We did purchase and install a backup drive with a new process to back up daily. After we remove the hard drive we'll recycle the old computers.

James “Pending” Maintenance Chart – Remove the items referring to Humboldt St. parking deck drain. These are not James’ issues. Work in the Humboldt Street parking lot is complete now. Remove dead tree branches from the carport on the north side.

Property Inspection Report – Discussion of getting the windows in the pool house cleaned. Ms. Bastien and Mr. Skeen to evaluate whether they need cleaning. Bid for getting entry doors refinished, \$450.00 from Environmental Door Restoration, is approved. Christa/James to schedule the work. Stairwell emergency lights and batteries should be stocked so that lights are never out for more than 24 hours. No action yet taken to repair drywall in second floor laundry room.

NEW BUSINESS

Otis Elevator – Mr. Skeen has been communicating with Joe Gibson & John Tripp at Otis; they are working toward starting on August 11. Wayne White (project manager) says getting started is dependent on status of parts orders. A project walk-thru will take place sometime next week. James is getting a bid from someone to examine the elevator roof, with the thought it might need repairing before the elevator renovation. Mr. Skeen will draft a “guidelines” document and send it around for comment, with a target to get it to the residents no later than August 1.

Reserve Study – Final copy, dated 7/16/08, is in hand and will be accepted.

Natural Gas Renewal Contract – Oil and gas prices are way down now. Per our advisor, it may be best to lock in soon. Mr. Jones will lock in at the best possible time.

Building Energy Conservation – Ms. Keenan reiterated the need to reinforce the “save energy” message. She suggested putting something in the newsletter every month. Kevin will work with James to get an inventory of “old” light bulbs and start using energy-efficient ones as soon as possible. Ideas welcomed. Tracy to talk to Metropolitan management about using environmentally-friendly cleaning products.

Expansion Joint Repair – We do not have the final bill yet from Troutman & Shreve. Negotiations to get the amount reduced were not successful. Further discussion will take place when the invoice arrives.

Discussion Regarding Community Bulletin Board – Sizes to be similar to the one existing in the mailroom. Ms. Bastien will acquire the boards and James will hang them.

CTW Annual Summer Deck Party – Date and time set for August 24, 4:00 pm. HOA to provide meat, buns, soft drinks and paper products. The rest of the food is potluck which Christa will coordinate. Ask James to grill again (and we’ll pay him). Notification in the newsletter at end of July.

Correspondence – Weststar will complete the Department of Labor Conveyance Registration Notice. This costs \$200/elevator car. There will be a rebate on health insurance from Kaiser coming in 2009 and 2010. We also received a check from HRH, believed to be part of a class action settlement.

Regarding additional video cameras, a bid was received to add more but a complication is that we already have the maximum number that the current system can support. We could change systems or add a unit. It’s possible that two of the cameras are redundant and maybe one could be redirected to the basement. Discuss with James.

Recycling program – discussion to be deferred.

The meeting adjourned at 8:35 p.m.

Respectfully submitted,

Denise Wood
Secretary