

**CHEESMAN TOWER WEST
BOARD MEETING MINUTES
NOVEMBER 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: Kevin Hayutin

CTW Staff Present: James Bussell

Mike Vallandingham from Carrier Commercial Service presented options for extended warranty and service agreements for the new chiller.

The extended warranty completely covers the chiller, parts and labor (\$7,350) or parts-only (\$4,316) for four additional years for everything that was shipped with the new chiller, offered as one lump sum. This can be signed any time up to May 1, 2009. Routine maintenance is not covered; James has been calling Western Building for such service.

There is a second bid for routine maintenance, at \$863/quarter for four years. This amount can be reduced if James takes care of maintaining the pumps and towers, and Mr. Vallandingham will provide adjusted pricing. If Carrier is not engaged to do the routine maintenance on the chiller, then an extended warranty is not an option. If we do have a maintenance agreement, there is no differential charge for overtime or holiday work.

James: Booster Pump/Pressure Reducing Valve – There are two options:

1. Put a pressure-reducing valve in the line and add vibration-mitigation, estimated cost of \$3,500-7,500.
 2. Switch out to a 3-phase motor that would regulate itself, estimated cost close to \$10,000.
- It was agreed to ask C&I Mechanical for a revised price for Option 1 to include the isolation valve and flex connector.

Motion-sensor switches – One will be installed in the 10th floor laundry room to see how well it works. Basement storage units will be installed on the south side to test them too.

BOARD MEETING

Mr. Krasnow 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 meeting of October 16, 2008, as amended.

FINANCIAL STATEMENTS

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

REVIEW OF DELINQUENCY STATEMENT

Delinquencies were reviewed. Mr. Hayutin reviewed process of receivership, which will be moving forward until the account is paid in full.

OLD BUSINESS

Pool Leak Repair – The mesh material previously discussed does not now seem to be the best solution. Neptune Pools is still evaluating other products and methods and will propose a new solution in the next week or two.

Otis Elevator Modernization – Progress is effectively on schedule; the crew's objective is to get the project completed before Christmas and also try to remove the planking and materials from the 15th floor before Thanksgiving. They are working to discover the cause of the recent failures.

Exterior Painting – All painting and panels have been completed. It looks very nice. The bill will be paid from the Reserve Fund.

Exterior Landscaping – A new company came and did the cleanup in front; it looks nice.

"Pending" Maintenance Chart, Routine Building Inspection & Property Inspection Report – A large amount of work was completed since the last meeting.

Insurance – Christa took pictures of CTW assets and is almost finished assembling them on a disk.

NEW BUSINESS

Maintenance Checklist Items – It was agreed to schedule lobby tile cleaning. New sweeps have been installed on the lobby doors. Interior elevator cab cleaning/repair will be scheduled when the elevator project is complete.

BornEngineering Site Observation Service – Report not yet received.

Boiler Replacement Project – Mr. Jones contacted Eric Gromko, who replied that EG Power Company could do a site visit, prepare documentation for bidding, permitting and construction management. They will be asked for a proposal and to make a presentation to the Board.

Bids and Proposals – Proposals and pricing were provided for the booster pump, chiller maintenance, and motion sensors previously discussed.

Holiday Party – An invitation to go out Monday, November 24 and there will also be a notice in the newsletter. The hours of the party will be from 5:00-7:00 pm on Sunday, December 7. Ms. Keenan will coordinate; everything will be pot-luck.

Annual Meeting – January 22, 2009 was set as the date for the annual meeting.

The meeting adjourned at 9:35 p.m.

Respectfully submitted,

Denise Wood
Secretary