

**CHEESMAN TOWER WEST
BOARD MEETING MINUTES
DECEMBER 18, 2008**

Presiding: David Krasnow, President

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

Weststar Management Present: Kevin Hayutin, Tracy Mulvihill

CTW Staff Present: James Bussell

Guest: Brandon Thompson, Thompson Engineering

EG Power Presentation

Brandon Thompson of Thompson Engineering (affiliated with EG Power) walked the Board through an engineering proposal for replacement of the boiler. Installation time is estimated at 45-60 days. Brandon recommended that we identify a contractor by April 1, 2009 at the latest in order to have enough time to order the boiler parts and get the actual work going in June. We will need to install special valves to isolate the boiler from the chiller, this will require some plumbing work which can be done in advance. The Board will make a decision about the proposal at the January meeting.

BOARD MEETING

Mr. Krasnow called the meeting to order at 5:30 p.m.

MOTION: A motion was made, seconded and unanimously passed to approve the minutes of the meeting of November 20, 2008, as amended.

FINANCIAL STATEMENTS

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

REVIEW OF DELINQUENCY STATEMENT

Delinquencies were reviewed. The receivership continues to move forward.

OLD BUSINESS

Pool Leak Repair

Resolving the leak issues continues to be a puzzlement. Several vendors have been consulted, each of whom have proposed a different solution. There is no consensus as to exactly which solution will work. Neptune Pools will re-bid the project and the Board will determine a strategy at the January meeting.

Otis Elevator Modernization

Otis is nearing completion of the project. It is expected that both elevators will be operational as soon as tomorrow (Friday). There are a few remaining items which still need to be completed so the project will not officially end until the end of December or the first part of January.

Chiller – Carrier Service Agreement & Extended Warranty

Still waiting for Carrier to provide a revised service agreement (the Board asked for a revised bid at the November meeting).

Pressure Reducer Valve/Booster Pump Repair Work

MOTION: A motion was made, seconded and unanimously passed via email to approve an invoice from C&I Mechanical to install a pressure reducer valve. Payable out of operating funds.

The valve was installed today (Thursday, December 18, 2008). Weststar and James will be testing the pressure level over the next few days. It appears that the sound issue has been greatly reduced and perhaps eliminated. However, there are several lingering plumbing questions which need to be answered.

Laundry Room Sensor Test/Review of Storage Area Sensor Options

James has had difficulty finding a sensor which will work, he continues to look into options.

“Pending” Maintenance Chart, Routine Building Inspection & Property Inspection Report

Routine maintenance is current.

NEW BUSINESS

Maintenance Checklist Items

Interior elevator cab cleaning/repair will be scheduled in January once the elevator upgrade project is complete. Also in January/February James will begin to repair drywall and paint around the elevator call buttons on each floor.

North Parking Deck Ramp Repair

The Board has received two bids however both bidders have informed us that the work could not start until sometime in January 2009. The Board expressed concern about concrete work being done in one of the coldest weather months of the year. It was decided that replacement of the ramp and underlying glycol system should be postponed until Spring. In the meantime, a drum will be placed near the ramp which will contain a mixture of sand and salt, and signs will be placed in appropriate places near the ramp reminding residents to be cautious. James will do his best to keep the ramp clear of ice.

SB 100 Policy & Procedure and CTW Rules Review

A packet was handed out which will be discussed at the January meeting.

TV Converter Boxes for Guest Suite & Fitness Room

We are in the process of obtaining coupons which can be used to defray the cost of the converter boxes.

BornEngineering Site Observation Service

Report received just prior to Board meeting, the report will be discussed at the January meeting.

Correspondence

Various letters to and from the Board were reviewed.

Bids and Proposals

Proposals and pricing were provided by EG Power for the engineering work related to the boiler replacement (see EG Power Presentation above) and two bids for replacement of the north parking deck ramp.

The meeting adjourned at 8:05 p.m.

Respectfully submitted,

Margie Keenan
Treasurer (acting Secretary)