

**CHEESMAN TOWER WEST
BOARD MEETING MINUTES
August 27, 2009**

Presiding: Denise Wood, President

Board Members Present: David Krasnow, Vice President
Barbara Creek, Secretary
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

Open Forum: Resident from Unit 805 concerned about activities and trash left in parking lot across Humboldt. We could ask police to patrol more often. Westword dispenser tagged again and also the road sign. We will ask Christa to call about it.

BOARD MEETING

Ms. Wood called the meeting to order at 6:39 p.m.

MOTION: A motion was made, seconded and unanimously passed to approve the minutes of the meeting of July 24, 2009 as amended.

FINANCIAL STATEMENT

MOTION: A motion was made, seconded and unanimously passed to approve the July, 2009 financial statements.

REVIEW OF DELINQUENCY STATEMENT

Current delinquencies were discussed.

OLD BUSINESS

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

- Batteries have been replaced in smoke detectors. Tool inventory is still pending.
- Owner requested grab bars in showers in fitness room. We will get a quote to do that.
- Owner requested that the air intake installed with the boiler project next to Unit 304 be moved. Board discussed painting it.

Maintenance Checklist Items – Routine maintenance tasks were discussed. They are being completed as time permits.

Boiler Replacement Project – Project is mostly finished with minor items left to be completed. Boiler should be ready to turn on by mid-September. It needs to be tested and the city needs to do final inspections. Pipes need to be marked to signify what they are. Project went very smoothly. Thank you to Rob and James for managing the project.

Roof Replacement Project – New roof is finished. There were some initial leaks that have been repaired. A small area is ponding, which will be fixed. Heat tape needs to be replaced in the drains after they are cleaned out. We also need new conduit for one side to run power for heat tape. Final step will be inspections. Everything should be complete next week. Drywall will be repaired by Jeremy. Thank you to Kevin for managing this project on time and on budget.

North Parking Deck Project – Board viewed progress. The demolition is almost complete. The Board continues to be very happy with engineer, Phil Lykosh. He provides a report with pictures for every site visit. We have received the first invoice. Metal posts have been shored up. There are some additional repairs that have become apparent which we will get a bid for.

Capital Spending Plan – Discussed the funding of the balance of the projects. The sources available are the Construction Loan, the Reserves, and the Assessment funds. The Board will use the Assessment funds first, then the reserves, which will hopefully mitigate the need to draw additional funds from the construction loan.

NEW BUSINESS

Special Assessment/Capital Spending Update – Denise suggested having an owners' meeting when all of the projects are done. We could have a slide show of final results of projects. It was proposed to have it on October 22nd.

HVAC Evaluation – The HVAC system is tied into one of the units, causing problems with the entire system. The Board has consulted an engineer to evaluate the options and propose a solution.

Office Equipment Upgrade – The copier/printer is on a month to month lease. There is a machine available that makes color copies for \$15/month more. It costs more for supplies as well. The suggestion was made to get a cheap color printer for the office instead of a different copier. A new phone is also needed in the office. Kevin will contact the phone company that he works with to advise us on the phones.

Rental Unit – We have a contract with the signature of one of the tenants and Denise. We assume they are still moving in.

Newsletter – We do not need to do a new newsletter in September.

Owner Issues – The carpet on the 2nd floor cannot be cleaned any further. The Board will inform the homeowner.

Correspondence –

- It is required by law that each Association has a reserve policy. We will accept the offer by our lawyer to prepare one.
- An old invoice was received for the chiller project from Comfort Systems USA, which was never billed. A **motion** was made, seconded and unanimously passed to pay the bill for \$15,579.57 out of the Reserves Account.

Bids & Proposals -

The Board received two bids to replace the door to the deck by the swimming pool. Overhead Door Company of Denver, Inc. gave the lowest bid of \$1989.63. A **motion** was made, seconded and unanimously passed to hire Overhead Door Company to replace the door, to be paid from the Reserves Account.

The meeting adjourned at 9:01 p.m.

On August 31, 2009, a motion was made, seconded, and approved to accept and pay the change-order for repair work to be done by All-Around Fabrication, Inc. in the amount of \$3076.87, to be paid through the contractor, CRI, out of the Assessment funds allocated for the North Deck project.

Respectfully submitted,

Barbara Creek,
Secretary