

**CHEESMAN TOWER WEST
BOARD MEETING MINUTES - Amended
September 17, 2009**

Presiding: Denise Wood, President

Board Members Present: David Krasnow, Vice President
Barbara Creek, Secretary
Hall Skeen, Member at Large

Weststar Management Present: Tracy Mulvihill, Kevin Hayutin

CTW Staff Present: James Bussell

Open Forum:

BOARD MEETING

Ms. Wood called the meeting to order at 6:35 p.m.

MOTION: A motion was made, seconded and unanimously passed to approve the minutes of the meeting of August 27, 2009 as amended.

FINANCIAL STATEMENT

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

REVIEW OF DELINQUENCY STATEMENT

Current delinquencies were discussed. Almost all of the assessments have been received. The residents owing the remaining balance of \$15,635 will be assessed late fees.

OLD BUSINESS

“Pending” Maintenance Chart, Routine Building Inspection & Property Inspection Report – Routine maintenance tasks were discussed. They are being completed as time permits.

- Testing smoke detectors is completed.
- Tool inventory is pending completion.
- Spot on 2nd floor carpet remains a problem. Board will have RMR Restoration look at the carpet to see if they can fix it.
- Entry key pad at front door was fixed.
- Pool door replacement has been completed. Need to get it re-keyed. Residents will have to use key for both sides.

Boiler Replacement Project – The boiler is ready to fire up, but James says there’s not enough combustible air. They are going to put a bigger motor on it so will run better. The boiler should not be run with the current motor. This should be completed tomorrow. We will hold retention amount of cost until it has been completed. Otherwise, all inspections are done.

Roof Replacement Project – The warranty is effective August 13, 2009, when installation was completed. We are taking care of drywall damage resulting from roof leaks. James ordered heat tape and some of the electrical needs to be repaired. We are still waiting for the last invoice.

North Parking Deck Project – This project is almost done. Concrete pouring is scheduled for Tuesday and Wednesday next week. They hope to pour the ramp next Friday. It will need to cure for at least 7 days.

Capital Spending Plan/Loan - The Board is working on final figures so we can finalize the loan with the bank. All that remains is to determine any balances due on the capital projects and the resources available to cover those amounts. The Board was pleased that the total of the original projections for costs was very accurate and the resources are adequate to cover the final amounts due.

Homeowners Meeting , Oct 22 – We will celebrate the completion of the construction projects. The Board will ask Christa to put the meeting in the newsletter prior to sending out an invitation.

HVAC Evaluation - We discussed options for the HVAC bleeders problem. There is a proposal from Design Mechanical, Inc. to repair the problem. The Board agreed to go with their plan.

Office Equipment Upgrade – There is a printer/scanner available for \$150.00 that will solve our needs. We discussed postponing the phone purchase for a while.

Rental Unit - We still don't have a renter. Christa is continuing to show the unit.

Dumpster – There is a bent wheel on one. We have called for them to replace this dumpster.

NEW BUSINESS

Newsletter – give new items to Christa.

Bids & Proposals –

- We have a bid from CRI to waterproof the moat area. There is no guarantee that waterproofing the moat will prevent leaks in the garage. James & Kevin will discuss the need to include this with the deck project tomorrow with CRI.
- Colorado Garage Door Service submitted bid to replace damaged doors on north deck. A **motion** was made, seconded and unanimously passed to replace all 4 garage doors at \$1140.00 each. This was decided because parts of all of them need to be replaced anyway. This cost will be added to the north deck project and will come from the Assessment funds.
- CRI also submitted a bid to replace the separation walls in the garage.

The meeting adjourned at 8:51 p.m.

Motion: On September 25, 2009, a motion was made via email to contract with Economy in the amount of \$3930 to purchase and install a vent cap for the proper functioning of the boiler. The motion was seconded and unanimously passed by the Board. The cost will be included with the Capital Projects and will come from the Assessment funds.

Respectfully submitted,

Barbara Creek,
Secretary