

**CHEESMAN TOWER WEST
BOARD MEETING MINUTES
October 15, 2009**

Presiding: Denise Wood, President

Board Members Present: David Krasnow, Vice President
Margie Keenan, Treasurer
Barbara Creek, Secretary
Rob Jones, Member at Large
Hall Skeen, Member at Large

Weststar Management Present: Tracy Mulvihill, Kevin Hayutin

CTW Staff Present:

Open Forum:

BOARD MEETING

Ms. Wood called the meeting to order at 6:32 p.m.

MOTION: A motion was made, seconded and unanimously passed to approve the minutes of the meeting of September 17, 2009 as amended and the minutes of the special Board Meeting on October 5, 2009.

FINANCIAL STATEMENT

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

REVIEW OF DELINQUENCY STATEMENT

Current delinquencies were discussed.

OLD BUSINESS

Building Maintenance Checklists – Routine maintenance tasks were discussed. They are being completed as time permits.

- Tool inventory continues to be pending.
- Painting the dumpster floor will be moved to November.

Boiler Replacement Project – Project is now complete. The noise problem has been solved, also. The vent cap has been ordered and will be installed this week.

North Parking Deck Project – Garage doors should be installed next week. Painting of pillars and walls is being completed this week.

Capital Spending Plan/Loan - The construction loan was converted to a 15-year loan. The first payment is due Oct. 25 with a 6.5% interest rate.

Homeowners Meeting , Oct 22 – There will be a presentation and refreshments are planned.

HVAC Issues – This will be postponed until spring since the chiller has been turned off.

Office Equipment Upgrades –

- Bought a new printer with a scanner at Office Depot for \$50.
- Discussed changing some of the Board packets to electronic format to save paper and ink.

Rental Unit #204 – Renters have been approved. We are waiting for the deposit checks to arrive.

Roof Project – This project is complete. We are waiting for the thermostat to be replaced for the heat strip.

NEW BUSINESS

Pool – We have received bids to paint the pool. The Board discussed the various options and decided to ask CRI to come to the next board meeting to explain the options.

Moat – The drain was not working properly and cleaning it out has made a difference in the leaking into the garage. A **motion** was made and seconded to accept the bid from CRI in the amount of \$6855 to seal the moat to prevent further leaks into the garage.

Holiday Office Schedules – The time off requests by staff were discussed. The Board discussed what coverage will be needed.

Parking Spot – The spot will be available for rent in two weeks. The Board will ask Christa to send out another notice and collect names of those interested. A drawing will be held at the Community Meeting.

Holiday Party – We will have another potluck dinner. We picked Dec.6 at 5:00.

CORRESPONDENCE

HOA Policy and Procedure for the Reserve Study – This is a new requirement for HOAs. The Board reviewed and suggested changes to the proposed policy.

Office Equipment Service Agreement – The cost has doubled from Automated Business Products to maintain the copier. We will ask Christa to check other options.

BIDS AND PROPOSALS

Cleaning the Garage – we have a bid for \$1400. James feels he can do as good a job as an outside company. The Board agreed to have him do that.

Painting – We received a bid to clean up and paint the wall surrounding the north parking deck. It was suggested we ask CRI to clean up the wall since the construction project contributed to its current state.

The meeting adjourned at 8:46 p.m.

Respectfully submitted,

Barbara Creek,
Secretary