

**CHEESMAN TOWER WEST
BOARD MEETING MINUTES - Amended
November 19, 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: James Bussell

Open Forum: The owner from Unit 704 attended to listen.

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 October 15, 2009.

FINANCIAL STATEMENT

MOTION: A motion was made, seconded and unanimously passed to approve the October, 2009 financial statements. The year-end statements have not been completed. Margie provided an up-to-date detail of our financial status.

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
- Basement cleaning is a high priority.
- Pool window cleaning, which had been deferred until construction completion, will be scheduled.
- Smoke detector tests will be performed in January.
- James needs to create a schedule for examining units for plumbing shut-off valves. Denise will help create a letter to residents.

North Parking Deck Project – Project is complete. CRI painted the walls that were damaged as a result of the project. James will acquire the same paint CRI used and paint the rest.

Office Equipment Upgrades –

- Copy machine – Christa has made calls regarding options available. A decision will be made soon.

Pool – The discussion continues to determine the best approach for dealing with the pool. We realize it needs to be painted, but want to make sure we only do what will fit into an overall plan. Denise and James will research and summarize what has been done and learned in the past in order to facilitate informed discussion.

Moat – CRI has this project for waterproofing partially done. It should be complete in a week or so, pending weather.

Painting – James will now have more time, so should be able to complete the painting projects inside and out.

NEW BUSINESS

Building Security – Board discussed the options that had been researched following the break-in via the north door to the parking deck. It was agreed by the board that a magnetic door is not viable because of the construction of the door, but we need additional security measures to prevent a repeat of this recent break-in. The board accepted a proposal from Mathias to replace the electric strike and latch on the north door, costing \$629.52, to be paid from Repairs & Maintenance. James will install a longer plate to extend the mullion.

Another proposal was approved to replace the security camera for the area outside the north door with a higher quality, color camera costing \$202.50 plus tax. See Bids & Proposals. The whole security camera system will be re-evaluated in time for next year's budget, with the thought of upgrading or replacing it.

There was discussion around adding alarm stickers on windows. James and Kevin will pursue this.

James will also be installing a mirror and motion-activated lights in the north parking area when weather permits.

Annual Meeting – The Board set the proposed Annual meeting to be the fourth of February.

Holiday Potluck – Margie agreed to coordinate the Holiday potluck again this year, with Christa's help.

Holiday Schedules – Staff will be given half-day holidays on both Christmas Eve and New Year's Eve. Because Christa will be on vacation on December 24 and there will likely be last-minute package deliveries, someone needs to be found to be in the office that day. Denise and Kevin will take care of this.

Holiday Decorations – It was decided to acquire an artificial Christmas tree with LED lights. This will pose less of a fire hazard, save on electricity costs, and be more economical and ecologically correct over time. James will make the purchase. Budget is \$250 or less.

CORRESPONDENCE

HOA Policy and Procedure for the Reserve Study – The proposed Reserve Plan was reviewed and approved by the Board.

Office Equipment Service Agreement – We are currently on a month-to-month lease with Bank of America for the copier/fax machine. We need to replace the drum unit, costing \$94.72, prior to returning the machine to Bank of America. As soon as a good lease plan is identified, we will make the switch. In the meantime, we will lease from month to month. Christa continues to research the options.

Shut-Off Valves letter – Correspondence to and from the resident in #301 regarding shut-off valves has become lengthy and confusing. It was decided to ask Myra to write a letter that will clarify legal responsibilities and requirements.

Denise will respond to other correspondence regarding security, mail delivery, and service animals.

BIDS AND PROPOSALS

Shield Services Inc. – A bid was submitted to replace the camera at the north door, viewing the north deck. This is recommended so license plates can be seen more clearly. They also submitted a bid for an improved DVR system to keep records from the cameras.

Mathias Lock & Key – This company recommended an upgraded electric strike and latch, for which they submitted a bid that was approved by the Board.

The meeting adjourned at 8:46 p.m.

Respectfully submitted,

Barbara Creek,
Secretary