

**CHEESMAN TOWER WEST
BOARD MEETING MINUTES
January 21, 2010**

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: Resident from Unit 902 concerned about lack of action on changing laundry room hours. He would like hours to be later because the washer causes vibration in his unit. He is unhappy that nothing has changed since his request last July. The Board suggested that they would call the vendor to see if they can alleviate the noise. This issue will be addressed with other rules that need to be looked at.

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 December 17, 2009 as written.

FINANCIAL STATEMENT

MOTION: Related to the motion made at the July 24, 2009 Board meeting, the Board is moving \$5000 from the operating account to the reserves. The Board discussed moving some Reserve funds into CDs, even though the rates are low. The Treasurer will take care of that. A motion was made, seconded and unanimously passed to approve the December, 2009 financial statements.

REVIEW OF DELINQUENCY STATEMENT

Current delinquencies were discussed.

OLD BUSINESS

Building Maintenance Checklists –

- Most of the painting is done in the basement.
- Tool inventory is complete, but needs to be typed up.
- The lobby tile has been cleaned.
- The pool area has been cleaned.
- Mirror for parking deck is installed.

Office Equipment Upgrades –

- Copy machine – now have new replacement copy machine that seems to be very adequate.

Pool – Bids for maintenance and repair have been solicited from two vendors and are pending.

Building Security – Everything has been completed for updating the security system for the north deck. It was suggested that it might be prudent to change the key pad codes, which haven't been changed. A suggestion was made that the Board talk about additional changes that will improve security during the next budget meeting.

Annual Meeting –

- A projector will be borrowed by Margie or Barb.
- Name tags will be used.
- Rob Jones announced that he will be submitting his resignation before the annual meeting, increasing the vacant positions that will need to be filled to two.
- It will be announced that James will get back to the shut-off valve project.

NEW BUSINESS

Building Repairs – There is a crack in the pipe on the south side of the building. The pipe will need to be replaced between the 3rd & 4th floor; the heat tape should be replaced as well. This will be evaluated. A bid was submitted from Quality 1st Plumbing. This is a pressing need. The cost is \$470.15. Quality 1st also bid to do additional needed plumbing work. The pressure release valves for the water storage tanks are broken. The copper piping connected to the pressure-release valves, it was just discovered, was stolen during the last break-in. The Board decided to have this company repair the pipe, repair the water tank valves and repair the drain in the pool. The Board will investigate the need to replace all of the water tanks in the near future.

Building Insurance – Our insurance agent will be at our March meeting to discuss the renewal of the building insurance.

February Newsletter – The Board discussed items to put in the newsletter.

CORRESPONDENCE

A call was received regarding noise made by hot water heating. We will have the company that installed the new boilers evaluate the pressure. Other correspondence was also discussed.

BIDS AND PROPOSALS

Quality 1st Plumbing submitted a bid for plumbing mentioned above.

The meeting adjourned at 8:46 p.m.

Respectfully submitted,

Barbara Creek,
Secretary

Subsequent Business:

MOTION: On January 22, 2010, via email, Rob Jones resigned his position as member-at-large on the Board, effective January 21, 2010. His resignation was accepted by the Board President. On January 31, 2010, via email, a motion was made, seconded and unanimously passed, to allow Denise Wood to finish Rob's term, thus vacating her position.