

**CHEESMAN TOWER WEST
BOARD MEETING MINUTES
March 18, 2010**

Presiding: Margie Keenan, President

Board members present: Hall Skeen, Vice President
Barbara Creek, Treasurer
Elspeth MacHattie, Secretary
Denise Wood, Member at Large
Donna Bryant, Member at Large

Weststar Management present: Tracy Mulvihill, Kevin Hayutin

Open Forum: The Owner from unit 1203 described the CHUN (Capitol Hill United Neighborhoods) Tree Program; he is a program participant. Four CTW trees were planted through this program, which also prunes young street trees. CTW's trees are now too old and large to take advantage of this CHUN program.

BOARD MEETING

Ms. Keenan called the meeting to order at 7:00 p.m.

MOTION. A motion was made, seconded, and unanimously passed to approve the minutes of the meeting of February 18, 2010, as amended.

FINANCIAL STATEMENT

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

REVIEW OF DELINQUENCY STATEMENT

Current delinquencies were discussed.

OLD BUSINESS

Building maintenance checklists. No issues at the moment.

Dryer vent cleaning. MacGray (which bought Automatic Laundry) will fulfill the vent cleaning contract CTW had with Automatic.

Pool. The Board agreed that the Westcoat Pool Chip coating is the preferred option, and Mr. Skeen will try to get more referrals from people currently using this coating. It has been determined that the pool drain system complies with current law; we do not need a dual drain. CRI will be asked for a new proposal covering only the Westcoat option and including all likely costs (to deal with concerns about the extent of the patching that may be found necessary). Mr. Skeen has agreed to lead the pool project.

Shut-off valve project update. The process of checking units to determine whether they have shower and tub shut-off valves is complete in the 05 stack and nearly complete in the 01 stack.

Rules and Regulations discussion. The Board will begin discussion of possible revisions at a special meeting on April 8, 6:30–7:30 p.m.

Elevator maintenance contract. As part of the elevator upgrade completed in January 2009, CTW received 12 months of free maintenance from Otis, after which the regular maintenance contract was to be reinstated; instead it lapsed. It has now been reinstated.

NEW BUSINESS

Water shut-off policy and procedure review. The Board discussed new wording for building water shut-off notices, to clarify the process and Residents' responsibilities.

Summary of FHA requirements. Weststar provided the Board with a summary of the new requirements that condo associations need to meet for units to qualify for FHA financing. The Board decided that no changes need to be made at the present time.

April newsletter. Newsletter items were discussed.

CORRESPONDENCE

Registration fee. The City and County of Denver notified CTW of a new Occupational Privilege Tax registration fee of \$50, which will be collected every two years.

2011 special assessment. An Owner asked for the likely amount of the 2011 special assessment (discussed at the last Annual Meeting). The exact amount is not yet known. Ms. Wood will draft a reply.

EXECUTIVE SESSION

The Board met briefly in executive session.

BIDS AND PROPOSALS

Insurance. Stan Buerger of Willis HRH presented a proposal for renewing CTW's insurance policies at almost exactly the same rates as last year for basically the same coverage (the amount of CTW's fidelity bond has been raised to meet FHA requirements). The Board accepted this proposal.

Tree trimming. The Board agreed to accept the Ross Tree Company bid of \$225 for trimming the fir in front of the building. But first, to determine whether other work should be done at the same time (e.g., the evergreen by the 12th Street garage is tilting and another tree brushes the building on windy days), Weststar will check on the cost of having an arborist evaluate all CTW trees.

Lawn care. Lawn Doctor offered to renew the lawn service CTW had last year. The Board will check with Mr. Bussell about the value of this service before renewing.

Carpet cleaning. The Board received two bids for carpet and upholstery cleaning. This issue will be revisited in May.

Trash service. The Board received and discussed a bid from South Waste Disposal.

The meeting adjourned at 8:55 p.m.

Respectfully submitted,

Elspeth MacHattie,
Secretary

SUBSEQUENT BUSINESS

- The Board reviewed the new CRI proposal and the referrals Mr. Skeen obtained from owners of pools with the Westcoat coating. **MOTION:** A motion was made, seconded, and unanimously passed to accept Proposal #10107-Revised from CRI for resurfacing the pool in an amount not to exceed \$16,000. To be paid out of Reserve funds.
- The Board agreed to hire an arborist from JBK landscaping to inspect all the CTW trees.