

**CHEESMAN TOWER WEST
BOARD MEETING MINUTES
August 19, 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: Kevin Hayutin

Margie Keenan called the meeting to order at 6:36 p.m.

REVIEW AND APPROVAL OF BOARD MEETING MINUTES

MOTION. A motion was made, seconded, and unanimously passed to approve the minutes of the meeting of July 22, 2010, as amended.

REVIEW AND APPROVAL OF FINANCIAL STATEMENTS

Actual vs. planned budget. Actual expenses in 2009–2010 were considerably less than the amount that had been budgeted. The Board noted that these savings came mostly from a reduction in CTW's use of energy and also from lower costs for elevator maintenance.

Transfer to Reserves. The board agreed to transfer \$25,000 from Operating funds to the Reserves in order to carry out the motion passed at the July 22, 2010, meeting to move any excess of Operating revenue over expenses at year-end to the Reserves.

MOTION. A motion was made, seconded, and unanimously passed to approve the July 2010 financial statements.

REVIEW OF DELINQUENCY STATEMENT

Current delinquencies were discussed.

MISCELLANEOUS STATUS REPORTS

Building maintenance checklists. The Board decided to proceed with routine servicing of the steam room generator, as a service supplier has recommended, to reduce the need for future repairs.

CTW project maintenance calendar. The inspection of the '04 and '06 stacks for integral shut-off valves in the baths and showers has been completed.

OLD BUSINESS

Rules & Regulations review. The Board finished its review of Sections 2 and 3 of the Rules & Regulations and will move on to Section 4 at the next meeting.

Deck repair/replacement project. Please see the comments under Bids & Proposals.

Pool UV sanitation system—MOTION. A motion was made, seconded, and unanimously passed to accept the bid from Neptune Pool Specialists for the purchase and installation of a UV pool sanitation system. The total cost will be \$1,595, to come from the Reserves.

NEW BUSINESS

Reserve study update. The Board discussed a bid from Bornengineering for a Reserve Study update (Born conducted our previous Reserve Study). It was decided that it would make logistical sense to postpone this update until the already planned major projects (the repairs to the deck and the 12th Avenue garage) have been completed.

Light switch signs. Small signs will be posted in certain common areas, such as the laundry rooms, to encourage people to turn off the lights as they leave.

BIDS AND PROPOSALS

Deck repair (primarily replacement of the waterproof membrane in order to stop the leaks into the 12th Avenue garage). CTW has received proposals from two engineering companies, Lykosh & Associates, Inc., and Bornengineering, for designing the repair, providing construction drawings and specifications, assisting with the selection of contractors, and providing construction oversight services. The two bids differ considerably in cost and also in the amount of service (especially supervision) to be provided. It was decided to meet with company representatives within a week or two so that the Board members can ask questions and get a fuller description of the services each company can provide to CTW.

ADJOURNMENT

The meeting adjourned at 8:47 p.m.

Respectfully submitted,

Elspeth MacHattie,
Secretary