

**CHEESMAN TOWER WEST
BOARD MEETING MINUTES
September 16, 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

Open Forum: In connection with the Rules & Regulations review, the Owner from Unit 903 presented some reasons why it would be helpful to allow Residents to store a bicycle in their parking spaces.

Margie Keenan called the meeting to order at 6:48 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 August 19, 2010, as amended.

REVIEW AND APPROVAL OF FINANCIAL STATEMENTS

CD purchase. After discussing the Reserve fund and near-term expenses, the board voted to put \$40,000 of the cash in the Reserves into CDs.

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

REVIEW OF DELINQUENCY STATEMENT

Current delinquencies were discussed.

MISCELLANEOUS STATUS REPORTS

James' pending items list. Pending items were discussed, including completing installation of a rubber bumper at the south end of the basement hallway to protect the wall from carts.

OLD BUSINESS

Rules & Regulations review. The Rules & Regulations review is almost through with Section 4. Only one more section to go!

Deck repair/replacement project—engineering bids. The board discussed the engineering bids for the deck repair/replacement project that is intended to stop the leaking from the deck into the 12th Avenue garage. The bids were alike in the materials and processes proposed. A major focus of the discussion was ensuring that the amount of supervision to be provided during the construction would be adequate to ensure that the work is done as specified. The Board decided to accept the bid from Lykosh Associates (the same company that carried out the recent repairs on our north parking deck). **MOTION.** A motion was made, seconded, and unanimously passed to accept the bid from Lykosh Associates for engineering and associated services for deck repair at an estimated cost of \$25,000, to be paid from the Reserves.

12th Ave. garage gutter replacement. The board discussed a bid to replace part of the gutter system that diverts leaking water away from the parked cars in the 12th Avenue garage. The current gutter system is damaged and leaking itself. Because the deck repair to be done in 2011 will remove the cause of this leaking, it was decided to investigate further to see if some less costly repairs could contain the leaking until the deck repair is completed.

NEW BUSINESS

October newsletter items. October newsletter items were discussed.

Security system upgrade. The Board agreed that the security system upgrade, which will add new cameras in the basement, pool, and deck areas, should begin as soon as possible. Some questions remain about camera placement and the DVR and monitor that should be used. Shield Services provided the original system and has bid on this upgrade. The Shield Services representative will be asked to come to the October Board meeting to answer questions and discuss the proposed changes in more detail.

Office phone system upgrade. Funds for an upgrade to the office phone system were included in the 2010–2011 CTW budget. The board agreed that this project should be undertaken soon.

Holiday party—preliminary planning. The Board began the planning for the holiday party—focusing on the food!

BIDS AND PROPOSALS

Please see the sections on deck repair/replacement, 12th Avenue garage gutter replacement, and the security system upgrade, above.

ADJOURNMENT

The meeting adjourned at 8:30 p.m.

Respectfully submitted,

Elspeth MacHattie,
Secretary