

**CHEESMAN TOWER WEST
BOARD MEETING MINUTES
October 21, 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

CTW staff present: James Bussell

Open Forum: The Resident from Unit 101 was present to make some suggestions about building security.

Margie Keenan called the meeting to order at 6:38 p.m.

REVIEW OF SECURITY SYSTEM UPGRADE

Bill Higgins from Shield Services was present at the Board's request to answer questions about the proposed security system upgrade (which was included in the 2010–2011 CTW budget). We established that Shield Services' bid does include a new monitor capable of displaying the feed from all the cameras, including the 5 cameras to be added. We will get the higher-end DVR of the two recommended in order to get more reliability and features, and we will keep the old DVR and monitor for backup or other uses. The cameras supplied will be generic so that CTW can change individual cameras easily. Installation will take about a week (running the new cables is the major part of the labor). Equipment warranties range from 1 to 3 years. Shield Service's work is guaranteed for 1 year.

MOTION. A motion was made, seconded, and unanimously passed to accept the Shield Services proposal dated June 7, 2010, for 5 color cameras, a higher-end DVR, cabling, and coring, not to exceed \$7,000, to be taken out of the Reserve account.

REVIEW AND APPROVAL OF BOARD MEETING MINUTES

MOTION. A motion was made, seconded, and unanimously passed to approve the minutes of the meeting of September 16, 2010, as written.

REVIEW AND APPROVAL OF FINANCIAL STATEMENTS

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

REVIEW OF DELINQUENCY STATEMENT

Current delinquencies were discussed.

MISCELLANEOUS STATUS REPORTS

Call/office visit log. Carpet stains, including an apparently permanent stain, continue to be an issue on the 2nd floor. The Board will investigate the cost of replacing this carpet.

OLD BUSINESS

Rules & Regulations review. The review will resume at the next meeting with Rule 5A.

Security system upgrade. Please see the first item of business above.

Deck repair/replacement project —progress report. Phil Lykosh of Lykosh Associates has been here to inspect the deck and will report to us soon.

NEW BUSINESS

Meeting of Cheesman Park Condominium Associations Presidents. At the end of September, Tom Fanta, board president at Huntington House, organized a meeting of the association presidents of the condominiums surrounding Cheesman Park. CTW Board president Margie Keenan attended this meeting and found it worthwhile. They discussed the possibility of forming a loose coalition in order to share information and suggestions and perhaps to bid together for some services. They will meet again in February.

Phone system upgrade. We have received proposals from Telewire (a company Weststar has worked with before) for two types of phone systems appropriate for the CTW Office. Mr. Hyutin will talk to Christa Kilpatrick about phone features and will check on cabling cost and warranty details.

Request to change James Bussell's hours. The Board agreed to try out a change in Mr. Bussell's work hours; he will be in the building weekdays from 8 a.m. to 4 p.m. (instead of 9 a.m. to 5 p.m.). The Board will review this change at the end of the year.

ADJOURNMENT

The meeting adjourned at 9:00p.m.

Respectfully submitted,

Elsbeth MacHattie,
Secretary

Additional business conducted by e-mail. After receiving further information, Board members agreed at the beginning of November to proceed with the purchase of a Vertical SBX phone system (with a 5-year warranty) for the CTW Office. This project was included in the 2010–2011 budget, and the \$1,428 cost (installed) will come from operating funds.