

**CHEESMAN TOWER WEST  
BOARD MEETING MINUTES  
December 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

**CTW staff present:** James Bussell, Christa Kilpatrick

**Open Forum:** Owners from Units 903, 1104, 1106, and 1504 were present for the deck repair overview and Q&A session with Phil Lykosh. One owner also asked about the possibility of a rule change to allow bike racks in some of the parking spaces in the garages. Mr. Hayutin is continuing to work on getting a letter of permission from the city.

Margie Keenan called the meeting to order at 6:41 p.m.

**OVERVIEW OF DECK REPAIR/REPLACEMENT PROJECT - PHIL LYKOSH  
FROM LYKOSH ASSOCIATES, INC. IN ATTENDANCE**

Mr. Lykosh reviewed the project for us and answered questions, pointing out that CTW needs to make decisions about aesthetics and other changes before the project starts. These are the major points he made, based on his initial inspection. (1) The original concrete underneath the (no longer) waterproof membrane is probably still in good shape. (2) The steel beams under the deck have some surface corrosion but probably not enough to be a concern. (3) The current membrane is loose laid, but the new membrane, which will be poured on, will adhere to the concrete, making it less likely to be compromised. (4) All the pavers need to be removed for this work and then replaced. For about the same amount as replacing the pavers would cost, CTW could install a concrete deck instead (this would also require changes to the drain system that would not be necessary if CTW reuses the pavers). (5) Ongoing settling of the building should not be an issue, because the waterproof membrane will flex along with the existing expansion joint between the building and the concrete layer underpinning the deck. (6) Maintenance will consist of keeping the drains clean; clearing them at least once a year. (7) The contract specifies that the project will take a maximum of 60 days. (8) If CTW decides to postpone the project for a year (to the spring of 2012) in order to build up the Reserve account, the condition of the deck is *not* going to get appreciably worse and the cost of the project should stay about the same. (9) The estimated project cost is \$180,000. The estimated budget for Lykosh Associates' engineering services for this project is \$25,000.

The Board voted to postpone this project. Please see the update in the Old Business section, below.

**REVIEW AND APPROVAL OF BOARD MEETING MINUTES**

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

**REVIEW AND APPROVAL OF FINANCIAL STATEMENTS**

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

**Cost of reactivating phone system after power failures.** Because of the high cost of restoring the functionality of the new CTW Office phone system after the power failure on November 18, 2010, CTW has bought a battery backup for that system to avoid this cost in the future.

**REVIEW OF DELINQUENCY STATEMENT**

Current delinquencies were discussed.

## MISCELLANEOUS STATUS REPORTS

**James' pending items list.** The new doors into the Humboldt Street garage will be painted to match the basement walls.

**Pool heating problem.** The switch that determines when the pool is full is shutting off the water pump and that allows the water in the pool to cool. Mr. Bussell is investigating whether the switch needs to be reset or whether the pump manufacturer has a solution to offer.

## OLD BUSINESS

**Rules & Regulations review.** The board is waiting on some further information about two potential revisions; other than that, the revision is complete. Each Owner will have the opportunity to review the revised rules and then to attend the regular CTW Board meeting at which the Directors will vote on whether to accept the revised rules.

**Update — Deck repair/replacement project.** The Board voted unanimously to put the deck repair/replacement off until the spring of 2012. There were three primary reasons for this decision. (1) Mr. Lykosh thought that a delay would probably not raise the cost of the repair work and that the leaking would not get worse over that time. (2) By 2012, CTW hopes to be able to fund at least half of the project cost from the Reserve account. (This projection is contingent on our energy costs remaining well below budget and on our not having any major unbudgeted expenses over the next 12 months.) (3) We will be able to postpone the assessment for this project for a year, and, it is hoped, substantially reduce the amount of that assessment.

**Annual Meeting planning.** The Board began the planning for the Annual Meeting, to be held on January 27, 2011.

## NEW BUSINESS

**HVAC air drier.** The Board received a bid from Design Mechanical, Inc., for replacing the air drier in the building's HVAC system; the current drier has failed. Excess moisture and condensation in the air in the HVAC system can cause malfunctions in Unit thermostats. This bid is from the same company that installed CTW's new chiller. **MOTION.** A motion was made, seconded, and unanimously passed to accept the bid from Design Mechanical, Inc., to install the HVAC system air drier at a cost of \$3,243.94, to be taken from the Reserve account.

## BIDS AND PROPOSALS

Please see the New Business section, above.

## ADJOURNMENT

The meeting adjourned at 9:22 p.m.

Respectfully submitted,

Elspeth MacHattie,  
Secretary