

**CHEESMAN TOWER WEST  
ANNUAL MEETING MINUTES  
January 27, 2011**

Presiding: Margie Keenan, President

Ms. Keenan called the meeting to order at 6:35 p.m.

The presence of a quorum was confirmed.

**INTRODUCTIONS**

Ms. Keenan introduced the current board members:

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

Ms. Keenan also introduced CTW's Weststar Management representative, Kevin Hayutin; CTW's attorney, Myra Lansky; and CTW staff members Christa Kilpatrick and James Bussell.

**APPROVAL OF MINUTES FOR THE 2010 ANNUAL MEETING**

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

**ELECTION OF TWO BOARD MEMBERS**

Hall Skeen and Denise Wood have completed their 3-year terms. Both agreed to be nominated for new terms, and no other nominations were offered. Mr. Skeen and Ms. Wood were elected by acclamation.

**PRESENTATION OF STATE OF THE ASSOCIATION AND BUDGET**

Board President Margie Keenan described the projects that CTW completed during fiscal year 2009–10:

- The final steps in the installation of the new roof and new boiler
- Conversion of the construction loan to a long-term loan (for \$625,000, with a 15-year term, 6.5% interest rate, and no prepayment penalty)
- Repair and resurfacing of the north parking deck and ramp
- Replacement of the north parking deck garage doors
- Resurfacing of the pool to eliminate leaking, and resealing of the tile around the pool
- Replacement of 7 stained and clouded windows in the pool area
- Installation of a new filtration system in the pool
- Trimming of the large trees on 12th Avenue and Humboldt Street.

Ms. Keenan also described the work that CTW has completed so far in fiscal year 2010–2011:

- Installation of an ultraviolet sanitation system for the pool, which allows us to use much less chlorine in the water
- An update to our security camera system that has added 4 new cameras
- A new, more functional phone system for the CTW office

Work in progress includes the Rules & Regulations review, and updating and preliminary planning for the repair of the 12th Avenue garage and the repair and waterproofing of the sun deck (to stop the leaking into the 12th Avenue garage). This project was originally scheduled to begin in 2011. The Board has hired an engineer and has received an initial report and a cost estimate. The project will be paid for from the Reserve Fund and a special assessment. In order to build up the Reserve Fund, the Board has postponed this project until the spring/summer of 2012.

Looking beyond 2011, the exterior ironwork on the building needs painting, and the CTW Reserve Study should be updated once the deck project is completed so we know what other major projects are likely.

### **FINANCIAL REPORT**

- The Reserve Fund balance as of 7/31/2010 was \$121,299.
- CTW's natural gas costs were under budget for FY 2009–10 and projected to be under budget for FY 2010–11.
- Principal balance on the long-term loan was \$593,268 as of 12/31/2010.
- The 2010–11 budget projects that Operating Fund expenses will be proportional to those in 2009–10.

### **HOUSEKEEPING**

Several general housekeeping and safety issues were discussed:

- Security reminders. Residents should not let anyone into the building unless they know that person. Keep emergency numbers handy (CTW refrigerator magnets).
- Trash chute reminder. Residents are reminded not to put large items, including cardboard boxes, down the trash chute because they can block and or damage the chute and clearing blockages can be hard and hazardous.
- Power outage reminder. Residents should have emergency lighting available, such as flashlights or LED lanterns. Battery-powered hall and stairway emergency lights will last only 90 minutes.
- Water conservation reminder. Denver Water has announced that rate increases are coming; residents are asked to repair leaky faucets and running toilets promptly and continue other conservation efforts.
- Enzyme cleaner reminder. Caustic pipe cleaners are very hard on CTW's aging pipes. The Association recommends enzyme cleaners. We have bought some in bulk; it's available in the CTW Office for \$6 a quart, about half of what you would pay in the store.

### **ADJOURNMENT**

The meeting adjourned at 7:33 p.m.

Respectfully submitted,

Elsbeth MacHattie,  
Secretary