

**CHEESMAN TOWER WEST
BOARD MEETING MINUTES
May 19, 2011**

Presiding: Margie Keenan, President

Board members present: Denise Woods, Vice President
Barbara Creek, Treasurer
Elsbeth MacHattie, Secretary
Donna Bryant, Member at Large
Hall Skeen, Member at Large

Weststar Management present: Kevin Hayutin

Open Forum: Owners from Units 704 and 1103 were present. Questions were asked about whether the CTW Association could require Owners to have individual condo insurance and about the criteria for determining the responsibility for damage that occurs in a Unit as the result of a problem in another Unit.

Margie Keenan called the meeting to order at 6:46 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 April 21, 2011, as written.

REVIEW AND APPROVAL OF FINANCIAL STATEMENTS

MOTION. A motion was made, seconded, and unanimously passed to approve the April 21, 2011, financial statements.

Operating budget note. With 3 months still to go, we are under budget for the year so far, owing primarily to lower than budgeted gas and electric costs.

REVIEW OF DELINQUENCY STATEMENT

Current delinquencies were discussed.

MISCELLANEOUS STATUS REPORTS

Employee vacation time. The Board discussed setting a policy for vacation time rollovers and buybacks of vacation time.

OLD BUSINESS

Deck Repair/Replacement Project - meeting with landscape architect from JBK. Mark Kramer of JBK Landscape was present to discuss the JBK bid for designing the landscaping for the deck, once it has been repaired. Among the issues discussed were the pros and cons of reinstalling the current pavers (they break occasionally, and we are running out of our replacement supply; they are very heavy; there may be lighter and even less expensive options), the amount of maintenance different design approaches might require, the possibility of making the deck more accessible to people with mobility issues, and other options for making the deck more appealing and more usable generally. The Board also noted that landscaping should not interfere in any way with the waterproofing system to be installed, that it should fit with the style of the building, and that it should not be high maintenance.

The Board will hear the opinions of at least one other landscaper and will get a second bid.

Emergency planning - emergency action plan. Ms. MacHattie will look at the City and County of Denver documents outlining the emergency planning process for building owners and managers and report on that process at the next meeting.

One Call system. The Board reviewed the One Call system notice and request for phone numbers that will be distributed to Owners and Tenants.

NEW BUSINESS

Bike rack update. The Board discussed ways to encourage people to get personal bike racks and also to repair or remove nonworking bikes from the existing CTW bike racks, in order to free up space at the front of the Humboldt St. Garage.

Budget meetings. Ms. Creek distributed a preliminary budget for the Board to review in preparation for the budget meeting on May 25.

BIDS AND PROPOSALS

Bid from Art Craft Signs. The signs in the Exercise Room and the Pool will updated to reflect the revised Rules and Regulations.

Bid from JBK Landscape. Please see the discussion of this bid under New Business, above.

ADJOURNMENT

The meeting adjourned at 9:55 p.m.

EXECUTIVE SESSION

Respectfully submitted,

Elspeth MacHattie,
Secretary