

**CHEESMAN TOWER WEST
BOARD MEETING MINUTES
June 23, 2011**

Presiding: Margie Keenan, President

Board members present: Barbara Creek, Treasurer
Elspeth MacHattie, Secretary
Donna Bryant, Member at Large
Hall Skeen, Member at Large

CTW staff present: James Bussell

Weststar Management present: Kevin Hayutin

Open Forum: The Owner from Unit 802 was present to discuss the bicycle racks and the policy on bicycles that appear unused and in need of repair.

Margie Keenan called the meeting to order at 6:43 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 May 21, 2011, as written.

REVIEW AND APPROVAL OF FINANCIAL STATEMENTS

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

REVIEW OF DELINQUENCY STATEMENT

Current delinquencies were discussed.

OLD BUSINESS

Pool deck surface peeling. Mr. Hayutin and Ms. Creek met with a CRI representative to discuss the coating applied by CRI to the pool deck during the pool remodel. This coating is peeling in some places. CRI will sand off the current coating in the problem areas, Mr. Bussell will regrout those areas, and once the new grout is dry, CRI will reseal the grout with a product that should perform better. This process will take about 10 days. Rather than close the pool for 10 days during the summer, we will wait until the fall (probably October) to make this repair.

Update on bike racks in parking spaces and recycling service. The personal bike racks that have been installed by residents so far are working out well. As soon as the smaller CTW bike rack in the Humboldt St. Garage is empty, we can remove it and place recycling bins in that space.

Tour of hallways to check condition of paint. During this meeting, the Board members and Mr. Hayutin toured the hallways to inspect the paint and wallpaper. Most of the hallways are looking fairly good after the recent touch-up work. The Board discussed a possible schedule for routine interior painting that would spread the cost out by doing a certain number of floors each year. We will get bids for this work to compare to the 2 bids already received for painting all the floors at once (please see the Bids and Proposals section, below).

Vote on the FY 2011–2012 operating budget. MOTION. A motion was made, seconded, and unanimously passed to accept the 2011–2012 operating budget, with total income of 443,972 and total expenses (including \$30,000 for the Reserve fund) of 443,972 and a planned variance of \$0.

Progress report on One Call system. Test calls have been made successfully.

Emergency planning. Ms. MacHattie, Ms. Kilpatrick, and Mr. Bussell will develop a plan that meets city and county requirements.

Contract for boiler maintenance. Our building has 5 boilers: 3 for the heating system, 1 for domestic hot water, and 1 for the pool. The heating system boilers are the most complex and computerized and would be the most expensive to replace. The Board discussed and accepted a bid of \$2,338 from Economy Air Conditioning & Heating, Inc., for an annual maintenance contract on the 3 heating system boilers. The Board decided it would not be cost effective to extend the maintenance contract to the other 2 boilers for an additional \$1,068.

NEW BUSINESS

Exterior painting of floors 3 and 4. The current plan for the exterior trim painting is to do it in sections in order to better manage the cost. The Board discussed a bid from Exterior Solutions Plus, Inc., to paint the exterior on floors 3 and 4. This is the same company that painted floors 1 and 2 previously. We will get a second bid.

BIDS AND PROPOSALS

Bids for interior painting. The Board received bids for painting the hallways on floors 2 through 15 from Certa Pro (\$8,934) and TriPlex Painting, Inc. (\$12,725). Please see the discussion of hallway painting under “Old Business,” above.

Bid for exterior painting. Please see the discussion of exterior painting under “New Business,” above.

Bid for boiler maintenance. Please see the discussion of the boiler maintenance contract under “Old Business,” above.

ADJOURNMENT

The meeting adjourned at 10:16 p.m.

Respectfully submitted,

Elsbeth MacHattie,
Secretary