

**CHEESMAN TOWER WEST
BOARD MEETING MINUTES
July 21, 2011**

Presiding: Margie Keenan, President

Board members present: Denise Woods, Vice President
Elspeth MacHattie, Secretary
Donna Bryant, Member at Large
Hall Skeen, Member at Large

Weststar Management present: Kevin Hayutin

Open Forum: No Owners were present.

Margie Keenan called the meeting to order at 6:35 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 June 23, 2011, as amended.

REVIEW AND APPROVAL OF FINANCIAL STATEMENTS

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

MOTION. A motion was made, seconded, and unanimously passed to move \$30,000 from the Operating to the Reserve Account leaving less than \$2,000 in the Operating Account. This \$30,000 is the bulk of the excess of revenues over expenses at the end of the fiscal year, July 31, 2011.

In August, Gene West of Dain Rauscher will attend the board meeting to discuss the investing of our Reserve funds.

REVIEW OF DELINQUENCY STATEMENT

Current delinquencies were discussed.

MISCELLANEOUS STATUS REPORTS

Call/office visit log. The Board will write a letter to the Owner of an empty unit about checking for mold in that unit after a potential buyer reported a smell of mold.

OLD BUSINESS

Progress on second landscape architect bid. Our project seems to be too small to interest the landscape architects that we would like to talk to, but we need more than a gardener for this project; in particular, we need someone who can interface well with the project engineer. We are continuing to seek a second bid.

Bike rack and recycling update. The smaller CTW bike rack has been emptied and removed (now that a number of residents have moved their bicycles to personal bike racks in their parking spaces), and recycling bins have been placed in the vacated space. So far the feedback from residents on the recycling program has been very positive.

Progress report on One Call Now. Our new telephone and e-mail notification system is now up and running, and the feedback on this CTW improvement has also been positive.

Exterior painting bids for 3rd and 4th floors. The Board will meet later this month with a representative from Exterior Solutions Plus to discuss the problems and issues with the painting of the trim on the 1st and 2nd floors several years ago and to try to determine if this is the best and most cost-effective approach to maintaining the building's appearance.

NEW BUSINESS

Lobby and 1st floor painting. The Board accepted a bid from CertaPro to paint the CTW lobby and 1st floor, including the office.

Carpet cleaning machine. The Board discussed the possibility of buying a carpet cleaning machine for spot cleaning carpets between professional cleanings. Ms. MacHattie will check *Consumer Reports* for recommendations.

BIDS AND PROPOSALS

Lobby and 1st floor painting. Please see the discussion of the 1st floor painting under “New Business,” above.

Elevator maintenance contract. Otis Elevator submitted a proposal for an early renewal of its 5-year elevator maintenance contract that would save CTW a little money in this last year of the old contract but not on any costs after that. The Board decided not to accept this proposal; CTW will rebid the elevator contract next year to see if these maintenance costs can be reduced.

ADJOURNMENT

The meeting adjourned at 8:10 p.m.

Respectfully submitted,

Elspeth MacHattie,
Secretary