

**CHEESMAN TOWER WEST
BOARD MEETING MINUTES
August 18, 2011**

Presiding: Margie Keenan, President

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

Weststar Management present: Kevin Hayutin

Open Forum: The Owner from Unit 802 was present to discuss problems with the north door from the basement into the Humboldt St. Garage; it's difficult to hook the door open when one is carrying recycling. Also the lock on that door is hard to open from the outside with a key. The lock will be checked. The issue in supplying a better way of keeping the door open is that Fire Department regulations require the door to be closed except when it's actually in use.

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

INVESTMENT OF RESERVE FUNDS

Gene West from RBC Wealth Management (formerly Dain Rauscher) discussed his recommendations for CTW Reserve fund investments that might yield a little more return. However, the upcoming expenditure for the Patio Deck waterproofing project is limiting our ability to choose longer-term CDs and other financial instruments.

REVIEW AND APPROVAL OF BOARD MEETING MINUTES

MOTION. A motion was made, seconded, and unanimously passed to approve the minutes of the meeting of July 21, 2011, as written.

MOTION. A motion was made, seconded, and unanimously passed to approve the minutes of the special meeting of July 27, 2011, as written.

REVIEW AND APPROVAL OF FINANCIAL STATEMENTS

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

REVIEW OF DELINQUENCY STATEMENT

Current delinquencies were discussed.

OLD BUSINESS

Progress on second landscape architect bid. The search for a second landscape architect who is well qualified, can work with a project engineer, and would be willing to undertake this relatively small project remains ongoing.

Update on exterior painting bids. The additional bid we asked for from Exterior Solutions Plus is not available yet. We will have a special meeting to discuss this bid when it arrives.

NEW BUSINESS

Review of Emergency Action Plan draft. The Board reviewed the draft of the new Emergency Action Plan and suggested some clarifications. Once those changes are made, the plan will have to be reviewed and accepted by the

Denver Fire Department. The Board also discussed issues surrounding the training of staff (and possibly Board members and other residents) to take appropriate action during an emergency. When the plan has been accepted by the Fire Department all residents will receive a copy.

Review of survey on Patio Deck usage. The Board reviewed a survey, prepared by Ms. Wood, that will be distributed to all residents and Owners to learn how they are currently using the Patio Deck and what changes they would favor. The results of this survey will help the Board give guidance to the landscape architect when he or she is drafting proposals.

Voice mail function on the office phone. We have learned that the CTW Office phone does not transfer calls automatically to voice mail when the phone is in use. Staff will be asked to handle this by answering all calls and placing them on hold as necessary. (Calls that come in after hours or at other times when staff are not present do go automatically to voice mail.)

Condition of the oak and mugo pine on 12th Ave. The oak tree on the 12th Ave. parkway needs trimming and the mugo pine near the 12 Ave. Garage should be pruned of dead wood or removed. The Board has determined that this can wait until next spring when we will be redoing the landscaping in that area anyway in conjunction with the deck repair.

CORRESPONDENCE

Embassy House. The old CTW bike rack has been given to CTW's neighbor Embassy House, which had run out of bike and scooter parking spaces. The Board has received a letter from the office manager of Embassy House, on behalf of its Board of Directors, thanking CTW for its generosity.

Otis Elevator Company. The Board received a letter from Otis proposing to change the handling of calls received from an elevator (for example, when someone is stuck in an elevator). Due to a high proportion "no-voice calls," typically resulting from a passenger accidentally pressing the "Call" button, Otis offered to "only attempt to contact a customer concerning a 'no-voice call' if a second call from the same elevator is received within 30 minutes of the first call being made." Because a no-voice call could in fact still signal a real medical emergency, the Board decided to ask Otis NOT to implement this change for CTW's elevators. CTW will continue to be notified of no-voice calls.

ADJOURNMENT

The meeting adjourned at 8:56 p.m.

Respectfully submitted,

Elspeth MacHattie,
Secretary