

**CHEESMAN TOWER WEST
BOARD MEETING MINUTES
December 15, 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

CTW staff present: James Bussell

Margie Keenan called the meeting to order at 6:31 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 November 17, 2011, as written.

MOTION. A motion was made, seconded, and unanimously passed to approve the minutes of the special meeting of December 5, 2011, as written.

REVIEW AND APPROVAL OF FINANCIAL STATEMENTS

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

REVIEW OF DELINQUENCY STATEMENT

Current delinquencies were discussed.

MISCELLANEOUS STATUS REPORTS

James' pending items list. The Board and Mr. Bussell discussed the ongoing water crossover in the '03 stack and the steps being taken to locate the problem.

OLD BUSINESS

Patio Deck waterproofing project. The December 5, 2011, special meeting with Phil Lykosh, the project engineer allowed the Board to review deck options and to establish that CTW could wait until fall of 2012 or even 2013 to undertake the project (giving us time to build the Reserve fund, for one thing). The Board will meet on Thursday, January 5, 2012, with Mark Kramer, the president of JBK Landscape, to discuss the possible scope of the deck landscaping and the results of the survey of CTW Owners and Tenants about how they use the deck and what changes they might like to see.

Exterior painting, 3rd and 4th floors. Touch-up work to ensure that all balcony and metalwork surfaces supposed to be painted are painted, and in the correct color, is still proceeding.

Continued discussion of pipe maintenance. A 3-year history of clogs in CTW's 16 main lines ("mains") shows that over the past 3 years there have been more clogging problems on the west side of the CTW building than on the east side; however, we do not have an explanation for this (Mr. Bussell reports that the building blueprints do not

show anything to account for this difference). Mains clogs are indicated by water backing up into a sink, bathtub, shower, or toilet when it is *not* in use. For the most part these clogs have been occurring below the 6th floor. In order to get a clearer idea of whether or not mains cleaning would be useful in preventing clogs and of the current condition of the mains piping, the Board has decided to conduct a test on one main line, the pipe serving kitchens in a single stack. We will get a bid for installing cleanout points (for pipe access) on the 3rd and 6th floors, hydroscrubbing from the 6th floor down, and performing a camera inspection. We expect the cost to be around \$1,750.

NEW BUSINESS

FHA/HUD certification. The Board is waiting for research to be completed. We hope to discuss this at the January 19, 2012 Board meeting.

Replacement of emergency signs. Denver Custom Signs has submitted a bid for making these signs in acrylic. The total cost would be \$3,007.95, compared to \$4,382.20 for glass signs. We have asked for a sample, to see how the acrylic looks.

Repair and painting of enclosed balconies. The current repair work on the building's exterior metalwork has raised the question of responsibility for older balcony enclosures that were installed without the 4-inch setback currently required to allow access to the original balcony panels and metalwork. Myra Lansky, CTW's legal counsel, has informed the Board that under the CTW Declaration and Bylaws, Owners will be responsible for the cost of removing these older enclosures if that needs to be done in order to repair the original balcony panels and metalwork.. So far (on floors 3 and 4) the current repairs have not required this.

Cheesman Park Presidents' Council meeting report. Ms. Keenan reported on the December Cheesman Park Presidents' Council meeting, which discussed such issues as security, the Cheesman Park master plan, communicating with Unit Owners, and the Denver Lodger's Tax. This council continues to be a valuable resource for the area's HOAs.

Crack in 12th Ave. Garage door. The cracked top panel of the 12th Avenue Garage door has been braced for now. The options are to replace the top panel or to replace the entire door with a door intended for commercial use; the current door is residential quality and not intended for heavy use. The Board has received bids for both these options (\$695.50 to replace the top panel and \$2,750 to replace the door, tracks, springs, and hardware with a commercial model) and has decided to wait until the beginning of the next budget cycle (in July of 2012) to replace the door.

Snow removal. After receiving a complaint about snow removal, the Board has approved the purchase of a small snow blower in order to do a more thorough job of cleaning snow from narrow spaces, such as between cars on the parking deck.

BIDS AND PROPOSALS

Bid from Denver Custom Signs for emergency signage. Please see the discussion under "New Business," above.

Bid from Colorado Garage Door Service for 12th Ave. Garage door. Please see the discussion under "New Business," above.

ADJOURNMENT

The meeting adjourned at 8: 56 p.m.

Respectfully submitted,

Elspeth MacHattie,
Secretary