

**CHEESMAN TOWER WEST
BOARD MEETING MINUTES
January 19, 2012**

Presiding: Denise Wood, Vice President

Board members present: Margie Keenan, President
Barbara Creek, Treasurer
Elsbeth MacHattie, Secretary
Donna Bryant, Member at Large
Hall Skeen, Member at Large

Weststar Management present: Kevin Hayutin

Open Forum: The Owner of Unit 802 was present to ask whether the building entryway will be included in the landscaping effort. (Yes, but this will not involve any structural changes.) He also suggested that the appearance of the lobby and the Community Room would be improved if the artificial trees were removed.

Denise Wood called the meeting to order at 6:35 p.m.

DISCUSSION WITH LANDSCAPE ARCHITECT BECKY KNAPP

The Board was impressed with Rebecca Knapp and her portfolio. She is a Colorado licensed landscape architect with 14 years of experience, including work with HOAs (she also designed the garden of the red brick house on the SW corner of Franklin and 13th Avenue). She was well prepared for the meeting and had looked at the Patio Deck plans and the areas to be landscaped (the deck and the areas facing 12th Avenue and Humboldt Street) and had had an initial discussion with project engineer Phil Lykosh. Her answers to questions about amenities and plants showed that she can think creatively, consider particular situations, and be flexible. In addition to preparing a design, she could, if we wish, recommend contractors whom she has worked with previously and oversee the installation of the landscaping. She bills hourly, at \$75 an hour, and preparing a design will take 15 to 20 hours. The amount of supervision that might be needed depends on landscape contractor competence, but a ballpark figure is 20 to 40 hours. One item of interest from her conversation with Phil Lykosh is that we need to avoid any structure (such as an awning) that could act like a sail in the wind and pull up on the deck structure.

REVIEW AND APPROVAL OF BOARD MEETING MINUTES

MOTION. A motion was made, seconded, and unanimously passed to approve the minutes of the meeting of December 15, 2011, as amended.

MOTION. A motion was made, seconded, and unanimously passed to approve the minutes of the meeting of January 5, 2012, as written.

REVIEW AND APPROVAL OF FINANCIAL STATEMENTS

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

REVIEW OF DELINQUENCY STATEMENT

Current delinquencies were discussed.

OLD BUSINESS

Patio Deck project. The Board continued discussion of the Patio Deck waterproofing and landscaping project. An estimate prepared by CRI (Custom Restoration Incorporated) at the Board's request puts the cost of removing and reinstalling the pavers and installing the waterproofing at \$162,900. (The estimated cost of removing the pavers, installing the waterproofing, and pouring a concrete deck is \$167,785.) The estimate for additional work involving the spray-on fireproofing in the 12th Avenue Garage and waterproofing the 12th St. planter (the brick-sided, raised area that runs along the front of the building), the driveway into the garage (this involves removing and replacing the current driveway), and the area to the east of the driveway is \$26,200. The Board also looked at the proposal submitted by JBK Landscaping for landscaping the deck and the front and the west side of the building. It seems to be boilerplate, with little consideration of the issues the Board has twice discussed with Mark Kramer, JBK's president, and proposes three design phases at a total cost of \$8,300. Becky Knapp's estimated design cost is \$1,500. Given Ms. Knapp's

ability to listen, to be flexible, and to understand the limited scope of our landscaping project (please see the discussion at the beginning of these minutes), the Board decided to hire Ms. Knapp for this project. **MOTION.** A motion was made, seconded, and unanimously passed to engage Rebecca Knapp to begin a design for landscaping of the Patio Deck and the front and the west side of the building. Mr. Hall and Ms. MacHattie will draft an initial list of desired features and requirements (such as low maintenance) for Board to review and to give to Ms. Knapp. Finally, the Board discussed these estimated costs in relation to the amount CTW should have in the Reserve fund by the fall and the assessment that will be needed and decided to proceed with the project in the fall of 2012. This will be discussed in greater detail at the annual HOA meeting on January 26.

Exterior painting of 3rd and 4th floors. Some touch-up work remains, and caps need to be installed on the end rails.

Emergency Action Plan. CTW will continue to check with Debra Thorson of the Denver Fire Department to learn what progress is being made on reviewing our submitted plan.

Pipe maintenance. The Board has received a bid of \$1,975 from Mr. Rooter Plumbing Company for installing cleanout points on the 3rd and 6th floors, cleaning, and conducting a video inspection of one of CTW's main lines. The goal is to learn the current condition of the mains piping and whether or not cleaning would be useful in preventing clogs. The Board agreed to proceed with this project.

Lodger's tax on Guest Room rental. This discussion was postponed so that the Board can gather more information.

NEW BUSINESS

Gas rates. Good news! Natural gas prices have fallen, and CTW has signed a new contract with Seminole Energy Services that locks in a rate of \$4.01 a decatherm from May 2012 through June 2013. Our current rate is \$5.37. Several years ago it was over \$7.00. As in previous years, Rob Jones did the work that allowed us to take advantage of these new rates. Thank you Rob!

Additional information on FHA/HUD certification. The Board has received the information and forms for applying for FHA certification for our building. Because having FHA certification is currently an issue for some Residents and may become an issue for other Residents and potential buyers seeking mortgage assistance, the Board has decided to proceed with this project. Ms. Bryant, who has related work experience, will supervise this project.

Replacement of emergency signage near elevators. After examining samples of the sign materials, the Board has chosen to install etched glass signs, for better appearance and greater durability. Because we have not been given a deadline for doing this, we also decided to install the signs after July 31, 2012, in order to put the \$4,382.20 cost on the 2012–2013 budget.

Preparation for annual meeting. The Board reviewed the slides for CTW's Annual Meeting presentation.

BIDS AND PROPOSALS

Bid from CRI for the Patio Deck waterproofing project. Please see the Patio Deck project discussion under "Old Business," above.

Bid from JBK Landscape LLC for the Patio Deck landscaping project. Please see the Patio Deck project discussion under "Old Business," above.

Bid from Greater Denver Mr. Rooter Plumbing Company for main line work. Please see the pipe maintenance discussion under "Old Business," above.

Bid from Mathias for replacing the lock on the door from the basement into the north end of the Humboldt St. Garage. This would cost \$561.10. Before CTW takes this step, residents experiencing difficulty with this atypical lock will be offered individual instruction in opening it with less hassle.

ADJOURNMENT

The meeting adjourned at 9:34 p.m.

Respectfully submitted,

Elspeth MacHattie,
Secretary