

**CHEESMAN TOWER WEST
ANNUAL MEETING MINUTES
January 26, 2012**

Presiding: Margie Keenan, President

Ms. Keenan called the meeting to order at 6:39 p.m.

The presence of a quorum was confirmed.

INTRODUCTIONS

Ms. Keenan introduced the current board members:

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

Ms. Keenan also introduced CTW's Weststar Management representative, Kevin Hayutin, and CTW staff members Christa Kilpatrick and James Bussell.

APPROVAL OF MINUTES FOR THE 2011 ANNUAL MEETING

MOTION. A motion was made, seconded, and unanimously passed to approve the minutes of the 2011 Annual Meeting, as written.

ELECTION OF TWO BOARD MEMBERS

Margie Keenan and Barbara Creek have completed their 3-year terms. Ms. Keenan is stepping down. Ms. Creek agreed to be nominated for a new term. No other nominations were offered. Ms. Creek was elected by acclamation. The Board will exercise its option to appoint a member, to replace Ms. Keenan.

PRESENTATION OF STATE OF THE ASSOCIATION AND BUDGET

Board President Margie Keenan described the projects that CTW completed during fiscal year 2010–11 (8/1/10 to 7/31/11)

- Revised the CTW Rules & Regulations to clarify and update them.
- Installed an ozone sanitation system for the pool (so we can use less chlorine)
- Improved the security system, with four new cameras and a new monitor and DVR.
- Installed a new, more functional phone system for the office.
- Replaced the Humboldt St. garage north interior doors.
- Installed the One-Call Now notification system to improve communication with residents.
- Worked out a way to allow the installation of individual bike racks in many indoor parking spaces.
- Hired a new trash pickup company. The trash room has never been cleaner, we now have a trash pickup every day, and we have . . .
 - o Large item pickup!
 - o Recycling, with bins for recycling paper, plastics, and aluminum!
- Contributed an extra \$30,000 to the Reserve Fund

Ms. Keenan also described the work that CTW has completed so far in fiscal year 2011–2012:

- Revision of the Emergency Action Plan. The city of Denver now requires condominiums to have detailed emergency plans. Our revised plan has been approved with only minor changes. All Owners and Occupants will receive a copy of the plan, and one or more meetings will be held to go through the document and answer people's questions. We may also be asked to have a fire drill with a fire marshal observing.
- Pool resurfacing and tile resealing. This follow-up to the recent project to stop pool leaks and install new tile is covered by our warranty and is being done at no cost to the association.
- Shut-off valve evaluation. This evaluation has been completed and all units now have the required shut-off valves in their showers. The Board is also planning to conduct a trial cleaning and camera inspection of one of the main building drain lines.
- Exterior painting of the 3rd and 4th floors. (It was noted that exterior painting does not include painting the interior of balconies.)
- Initiation of process for FHA certification. Our building's FHA certification was allowed to lapse owing to changes in the certification requirements. The Board is looking into what it would take for CTW to qualify for certification and what the process would cost.
- Resident survey of Patio Deck usage. From this survey, the Board learned that residents would use the deck more if it were more comfortable, had some shade, and more demarcation of areas rather than being a single open space. However, no one wants to spend a lot of money just for such amenities.

Ms. Keenan also discussed work in progress:

- The Patio Deck and 12th Avenue Garage waterproofing and landscaping project is ongoing. Last year, the Board selected Phil Lykosh as engineer for this project, and more recently the Board hired Rebecca Knapp to be the landscape architect. The Board met with her for the first time last week to discuss the resident survey results and other landscaping issues such as not compromising the deck waterproofing and avoiding high-maintenance additions to the current landscaping. Ms. Keenan discussed possible total cost and assessment scenarios for this project. The estimated total cost is \$250,000–275,000, with \$110,000–120,000 coming from the Reserves and up to \$165,000 coming from an assessment. The project and the assessment are currently scheduled for autumn 2012.
- Our Board President is attending the quarterly meetings of the Cheesman Park Presidents' Council, where condominium leaders can share information about vendors and other issues, and our office manager is attending the quarterly meetings of the local Building Manager's Group, also in order to gather information of interest to condominiums in this area.
- Looking beyond FY 2011–12, the exterior painting project should continue with the painting of the 5th and 6th floors, and the CTW Reserve Study should be updated once the deck project is completed. This study will tell us whether other major projects are likely in the near future.

FINANCIAL REPORT

- The Reserve Fund balance as of 7/31/2011 was \$159,225. (We added a total of \$66,835 to Reserves in FY 2010–11.)
- The Association spent less than budgeted on utilities in FY 2010–11.
- The principal balance on the long-term loan as of 12/31/2011 was \$565,836.
- The 2011–12 budget projects that Operating Fund expenses will be proportional to those in 2010–11.

HOUSEKEEPING

Several general housekeeping and safety issues were discussed:

- Security reminders. Residents should not let anyone into the building unless they know that person; they should also be sure to close the parking garage doors behind them when entering or exiting.
- Emergency preparedness. Residents should be prepared for elevator and power outages with plans and flashlights. Residents should keep their emergency information up to date by giving the CTW Office updated phone numbers and other contact information.
- Ongoing pipe maintenance. Questions were answered about the '01 stack main line project. Owing to issues with clogging below the 6th floor in the main lines, the Board plans to test whether cleaning and inspecting

one of these lines (in the '01 stack) will alleviate the problem of water backing up in Unit drains when those drains are not in use. Cleanouts (entry points) will need to be installed on floors 3 and 6 in the '01 Units. In addition, the Association now recommends that garbage disposals be used sparingly. Because caustic drain cleaners are hard on CTW's aging pipes, the Association recommends using only enzyme cleaners (available in the CTW Office at \$6 a quart).

- Lower utility costs. A chart comparing monthly use in 2008, 2010, and 2011 showed that the building is using less natural gas than in previous years. A chart for 2007, 2010, and 2011 showed a decrease in electricity use, especially in the summer. This may indicate that our new chiller is more efficient than the one it replaced. This is occurring even though the average monthly temperature was higher in the past summer than in 2010 and 2007.

ADJOURNMENT

The meeting adjourned at 7:39 p.m.

Respectfully submitted,

Elsbeth MacHattie,
Secretary