

**CHEESMAN TOWER WEST
BOARD MEETING MINUTES
March 15, 2012**

Presiding: Denise Wood, President

Board members present: Elspeth MacHattie, Vice President
Barbara Creek, Treasurer
Doug Beekman, Secretary
Donna Bryant, Member at Large

Weststar Management present: Kevin Hayutin

CTW staff present: None

Open Forum: Design concepts for the deck and street level were presented by the landscape architect.

Denise Wood called the meeting to order at 7:20 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 February 16, 2012, as amended.

REVIEW AND APPROVAL OF FINANCIAL STATEMENTS

MOTION. A motion was made, seconded, and unanimously passed to approve the February 2012 financial statements.

REVIEW OF DELINQUENCY STATEMENT

Current delinquencies were discussed.

MISCELLANEOUS STATUS REPORTS

James' pending items list.
Building maintenance checklists.
CTW project maintenance calendar.
James' comp time.
Call/office visit log.
Parking lot page.
Notes to future boards.
Vendor contracts.

OLD BUSINESS

Patio / Deck Project. The Board authorized the landscape architect to price out concepts for the deck and street level areas so that those tasks can be integrated into the deck renovation project. The waterproofing portion of the project is anticipated to be completed Fall 2012, so the actual planting may be deferred until Spring 2013.

Exterior painting. The painting is almost finished. The task will be completed following a successful inspection by Weststar.

Emergency Action Plan. The Denver Fire Dept. approved the Emergency Action Plan. The Board is developing presentation materials to communicate the plan to the residents.

Pipe Maintenance. Mr. Rooter, the firm that was going to perform the hydro-jet cleaning and borescope inspection of the -01 plumbing stack, has gone out of business. The Board is seeking a new contractor to perform the work.

NEW BUSINESS

FHA recertification. The Board authorized \$2.5k for a member of the HOA's law firm to pursue FHA certification for the building.

Building Insurance Renewal. The Board decided to renew the building insurance with Willis of Colorado. A motion was made, seconded, and passed unanimously to transfer \$20k from reserves to the operating account to cover the building insurance payment. The borrowed funds will be transferred back to the reserve account.

Health insurance. Health insurance for James will be renewed with Kaiser.

Office Manager leave of absence. The Board will retain a temporary employee while the Office Manager is on leave of absence. The goal is to have a candidate selected soon enough to permit training by the Office Manager prior to the Manager's leave of absence.

Rental unit. The Board discussed the merits of selling unit 204. The revenues could be applied to the loan from Citywide Bank. The decision was made to defer serious consideration of idea.

CORRESPONDENCE

The Board approved a request to install a bike rack in a parking space.

BIDS AND PROPOSALS

The Board will enter into a contract with 5280 Elevator Inc. to provide elevator maintenance services. The existing contract with Otis Elevator will not be renewed.

ADJOURNMENT

The meeting adjourned at 9:10 p.m.

Respectfully submitted,

Doug Beekman,
Secretary