

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

Presiding: Denise Wood, President

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

Weststar Management present: Kevin Hayutin

CTW staff present:

Open Forum: The resident of unit 1403 discussed the intrusion by a non-resident into the 12th Avenue garage. Refer to New Business, 12th Avenue Garage Intrusion Incident, for more details.

Denise Wood called the meeting to order at 6:40 p.m.

REVIEW AND APPROVAL OF BOARD MEETING MINUTES

MOTION. A motion was made, seconded, and unanimously passed to approve the minutes of the 15 March 2012 meeting as written.

REVIEW AND APPROVAL OF FINANCIAL STATEMENTS

MOTION. A motion was made, seconded, and unanimously passed to approve the March 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 Project Manager has scheduled 8 May for a walk-down of the project with potential contractors. Responses from the potential vendors are expected the week of 21 May.

Emergency Action Plan. The Board scheduled two meetings (16 May @ 7:00 PM and 19 May @ 4:00 PM) to review the plan with residents.

Pipe Maintenance. The inspection and pipe cleanings went smoothly and without incident. The inspection did reveal damage to the '01 stack below unit #101, and repairs were authorized (see Bids & Proposals).

FHA recertification. The recertification process is continuing and may take up to three more months to complete. No concerns have been identified.

NEW BUSINESS

Christa Replacement Process. Christa informed the Board of her intention to not return to work after maternity leave. Weststar identified candidates for the position, and a suitable candidate was selected following interviews completed on 16 April 2012. The new Office Manager will start on 1 May 2012. Christa is assembling documentation to facilitate the transition and will spend her final week training her replacement.

Schedule Budget Meetings. Budget Committee meetings have been scheduled for 24 May and 14 June. The budget is scheduled for approval by 28 June. The budget will then be distributed to the homeowners.

12th Avenue Garage Intrusion Incident. The owner of unit #1403 offered suggestions regarding ways of preventing further intrusions into the building and modifying existing monitoring equipment. The Board considered each suggestion as discussed below.

- 1) Garage door automatic closing delay. The closing delay was reduced from 15 to 8 seconds prior to the incident. The Board considered a further reduction to 6 seconds but concluded that the current delay is adequate. If an intruder is tailgating a resident into the garage, then a shorter delay would be ineffective anyway because all doors have electric eyes to prevent door closure on anything in the door's path. It is prudent to command the door closed after your vehicle has cleared the door.
- 2) Signage. Signage indicating camera surveillance was rejected due to potential HOA liability as a "secure" building. The cameras are in place solely to assist in building management. Signage indicating private property is necessary to charge an intruder with trespassing, and such signage will be installed.
- 3) Camera position. The Board directed that a camera system professional be retained to assess options for improving image quality and field of view.
- 4) Emergency alarms. The Board rejected addition of such a system because CTW staff does not provide security or emergency services. It was suggested that simply honking one's horn might scare away an intruder.

Garden Beds – Spring Planting. Mayfair Gardener made an inquiry regarding planting this Spring. The Board directed Mayfair Gardener to plant annuals only with selection of the plants left to the gardener. The gardener was authorized to remove perennials at the gardener's discretion.

Potential Sale of Unit #204. The Board deferred further consideration of a possible sale until after the deck project is complete.

CORRESPONDENCE

Management will communicate the Board's decisions to the owners of unit #1403 regarding the 12th Avenue garage intrusion incident.

BIDS AND PROPOSALS

Humboldt Garage Door Opener Replacement Bid. A motion was made, seconded, and unanimously approved to proceed with replacement of the Humboldt St. garage door opener.

Carpet and Upholstery Cleaning. The Board approved proceeding with the annual cleaning of carpet and upholstery.

Pipe Maintenance. The Board approved the bid from Quality First Plumbing to repair the '01 stack.

ADJOURNMENT

The meeting adjourned at 8:20 p.m.

Respectfully submitted,

Doug Beekman,
Secretary