

**CHEESMAN TOWER WEST
BOARD MEETING MINUTES
May 17, 2012**

Presiding: Denise Wood, President

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

Weststar Management present: Kevin Hayutin

CTW staff present:

Open Forum: An owner of unit 1203 suggested that the Board assess the benefits of installing solar panels on the roof. The requestor and a Board member will investigate the risks and benefits.

An owner of unit 1103 offered to allow one Board member to inspect an installation of blinds.

Denise Wood called the meeting to order at 6:45 p.m.

REVIEW AND APPROVAL OF BOARD MEETING MINUTES

MOTION. A motion was made, seconded, and unanimously passed to approve the minutes of the 19 April 2012 meeting as amended.

REVIEW AND APPROVAL OF FINANCIAL STATEMENTS

MOTION. A motion was made, seconded, and unanimously passed to approve the April 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. A walk-down of the project occurred on 8 May with potential contractors. One potential contractor declined to participate, so the down-select will be between two contractors. Responses from the potential vendors are expected the week of 21 May.

Garage Door Opener. The Humboldt St. garage door opener was replaced. The garage door could be commanded open but not closed. The vendor will be called out to remedy the situation.

Pipe Maintenance. Repair of the plumbing under unit #101 will proceed once the scope of the effort, e.g. drywall and baseboard repair, is better understood.

Emergency Action Plan. The Board scheduled two meetings (27 May @ 7:00 PM and 30 May @ 10:30 AM) to review the plan with residents.

FHA recertification. The Board received a response from Lansky, Weigler, & Porter, P.C. regarding FHA recertification. They indicated that the crime insurance coverage needs to be increased. The increase in the insurance premium would be ~\$200/year. They also said that the budgeted transfer to reserves needs to be 10%, currently 7%. The Treasurer indicated that repayment of the principal on the bank loan may qualify as a transfer to reserves and would more than make up the difference between the budgeted and required transfer. The Treasurer will consult with our Auditor to determine if such accounting is permissible. Another recommendation was to defer FHA recertification until the deck project is completed. All other requirements for FHA recertification can be easily accomplished.

12th Avenue Garage Intrusion Incident. The camera in the 12th Ave. garage was moved, resulting in improved field of view and image quality. Signage indicating private property will be installed.

NEW BUSINESS

Changes to Employee Handbook. The Employee Handbook will be revised to clarify when the HOA will start covering employee health insurance and how vacation is accrued.

CORRESPONDENCE

None

BIDS AND PROPOSALS

None

EXECUTIVE SESSION

ADJOURNMENT

The meeting adjourned at 8:40 p.m.

Respectfully submitted,

Doug Beekman,
Secretary