

**CHEESMAN TOWER WEST  
BOARD MEETING MINUTES  
June 21, 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:** none

**Open Forum:** An owner of unit 1403 reported that it would not be cost effective to install solar panels on the roof. CTW will not pursue such an installation.

The owner of unit 802 recounted his experience of being caught in the elevator (see New Business).

The owner of unit 805 participated in a discussion of the insurance matrix (see New Business).

The owner of unit 902 described the fire department's response to a medical emergency. The responders were not aware of the Knox box that provides required access to the building. Management will communicate the apparent lack of responder training to the City & County of Denver.

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 17 May 2012 meeting as written.

**REVIEW AND APPROVAL OF FINANCIAL STATEMENTS**

**MOTION.** A motion was made, seconded, and unanimously passed to approve the May 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.** CTW received only a single bid for the project, and the cost was significantly higher than expected. The structural engineer reported that there is no significant structural damage and recommended monitoring the structure for signs of deterioration. The Board decided to defer the deck project and to proceed with structural monitoring. The scope of the deck project may have to be reconsidered.

**Pipe Maintenance.** The plumbing under unit #101 is repaired. The jet cleaning of that stack can now be completed.

**FHA recertification.** As reported by the Treasurer, the auditor stated that principal and interest paid by the Association for the construction loan can be considered transfers to reserves for purposes of FHA certification. With that finding, the Association should have no difficulty in satisfying FHA requirements for transfer to reserves.

## **NEW BUSINESS**

**Budget Approval.** A motion was made, seconded, and unanimously passed to approve the 2012-2013 budget.

**Elevator.** During the incident, the current elevator service contractor refused to call 911. Henceforth, Weststar will ensure that 911 will be contacted.

**Insurance Matrix.** The Association attorney determined that the insurance matrix, which identifies who is responsible for repairs, has not been followed consistently or correctly. The Association has a greater responsibility to pay for repairs than previously believed. The Board will track such expenses to assist future budget planning.

## **CORRESPONDENCE**

None

## **BIDS AND PROPOSALS**

None

## **ADJOURNMENT**

The meeting adjourned at 9:20 p.m.

Respectfully submitted,

Doug Beekman,  
Secretary