

**CHEESMAN TOWER WEST
BOARD SPECIAL MEETING MINUTES
July 19, 2012**

Presiding: Denise Wood, President

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

Weststar Management present: Kevin Hayutin

CTW staff present: None

Open Forum: No Owners were present.

Denise Wood called the meeting to order at 6:35 p.m.

REVIEW AND APPROVAL OF BOARD MEETING MINUTES

MOTION. A motion was made, seconded, and unanimously passed to approve the minutes of the June 21, 2012, meeting as amended.

REVIEW AND APPROVAL OF FINANCIAL STATEMENTS

MOTION. A motion was made, seconded, and unanimously passed to approve the June 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. We will proceed with replacing pool windows that were not replaced last year and with installing new signs indicating emergency exit routes, so these items have been removed from the Notes to Future Boards of Directors.

Vendor contracts. The Board discussed upcoming contract renewals; no changes are currently planned.

OLD BUSINESS

Security: safety meetings. Eight Residents attended the safety meetings to discuss the Emergency Action Plan and preparing an emergency "ready kit."

Security: issues, policies, and practice. CTW is installing "no trespassing" signs by building and garage entrances.

During the last power outage, which affected only some parts of our building, the front door remained locked but the back door was unlocked. In this instance James Bussell was available to monitor the door. However, there may be times when Mr. Bussell is unavailable and when we can't get personnel from a security company to fill in immediately. All Residents should be aware that building doors are likely to be unlocked during a power outage and should be sure to keep their Unit doors locked at these times.

It has been suggested that keys to the Units of Residents who might want Fire Department assistance in an emergency could be kept in a box in the Fire Command Center in the basement. However, we would have no way of preventing unauthorized individuals from breaking into this box. Apart from the spare keys kept in the CTW Office, the HOA cannot store keys for individuals.

Patio Deck/landscaping project. Phil Lykosh, our engineer for this project, has agreed to monitor the integrity of the Patio Deck structure until we can proceed with the full repair job. The Board is also soliciting bids for repairing the Deck waterproofing membrane in an area identified during an inspection as a likely source of leaks, in the hope that the leaking can be reduced. In addition, we are seeking bids for proceeding with the waterproofing of the planters and driveway on the 12th Ave. side of the building, which should also reduce the leaking, and bids for proceeding with the planned landscaping of the 12th Ave. and Humboldt Street sides of the building.

Rules & Regulations processes. The processes for enforcing the rules were discussed.

Insurance matrix. It was reiterated that the CTW insurance matrix is a summary of the statements about insurance in the CTW Declaration of Condominium (dated 1979); it is *not* a new policy.

NEW BUSINESS

Glass door repair. The Board discussed the damage to the glass door leading to the Pool and Patio Deck area. Residents need to understand that it is only common sense to exercise care in using the CTW common elements, which belong to everyone. Everyone should also be aware that repairs to these common elements are paid for out of everyone's HOA dues.

Renters to Owners ratio. Currently, we do not have a rule limiting the number of Units that can be rented. If the number of rentals increases, the Board may revisit this issue.

Pigeon control. According to the CTW Declaration of Condominium, keeping balconies clean is an Owner responsibility, not the HOA's responsibility.

CORRESPONDENCE

Correspondence was reviewed (please see the item about pigeon control under New Business, above).

BIDS AND PROPOSALS

There were no new bids or proposals.

ADJOURNMENT

The meeting adjourned at 8:15 p.m.

Respectfully submitted,

Elspeth MacHattie,
Vice President