

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

Presiding: Elspeth MacHattie, Vice President

Board members present: 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 1504 inquired about homeowner responsibilities for roof leaks. The insurance matrix indicates that the homeowner is responsible for repairs to his or her unit irrespective of the cause of the leak.

Elspeth MacHattie called the meeting to order at 6:36 p.m.

REVIEW AND APPROVAL OF BOARD MEETING MINUTES

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

REVIEW AND APPROVAL OF FINANCIAL STATEMENTS

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

The Treasurer reported that the \$20,000 that were borrowed from the Reserve account to help pay for the building insurance were accounted for in the fiscal year-end balance sheet with increased assets, reduced liabilities, and over budget expenses. There was <1% variance between the planned and actual expenses for fiscal year 2011-2012.

MOTION. A motion was made, seconded, and unanimously passed to transfer up to \$5500 from the Operating to the Reserve account.

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. The contract notification dates will be updated to reflect future dates.

OLD BUSINESS

Landscaping. The Board decided to defer landscaping until a contractor for waterproofing the planters was selected.

Waterproofing. The HOA received only one bid for the exterior waterproofing and repair of the 12th Avenue garage driveway. The Board requested that the engineer obtain more bids.

Rules and Regulations. The Board provided direction to legal counsel regarding enforcement of HOA rules and regulations.

FHA Certification. The Board increased employee crime insurance to comply with FHA certification requirements. The Board also requested a letter from the structural engineer attesting to the structural integrity of the pool deck and the ongoing monitoring of the deck to ensure that the structure remains sound. These actions, plus updated financial statements, should be sufficient to obtain FHA certification.

Signage. Wording for emergency exit signs was approved. The signs will be ordered.

NEW BUSINESS

Replacement of Pool Windows. The Board received three bids for replacement of a minimum of seven windows. The Board and building staff will coordinate with Edgewater Glass, the firm awarded the contract, which panes should be replaced.

Steam Unit Overhaul. The Board approved maintenance of the steam unit by AAA Steam & Sauna.

Motor Replacement. The Humboldt St exhaust fan motor is failing and must be replaced.

Upgrade of Office Copier. The Board approved upgrading the office copier to a newer and more capable unit at less cost to the HOA.

Re-keying. The Board awarded the re-keying contract to Arapahoe.

Office Hours. The Board approved changing the office hours to 8:30 AM – 5:30 PM.

CORRESPONDENCE

A response will be provided to a homeowner who had questions regarding the insurance matrix.

BIDS AND PROPOSALS

MOTION. A motion was made, seconded, and unanimously passed to give the pool window replacement contract to Edgewater Glass.

MOTION. A motion was made, seconded, and unanimously passed to give the Humboldt Street exhaust fan motor contract to Economy Heating and Air Conditioning.

ADJOURNMENT

The meeting adjourned at 8:45 p.m.

Respectfully submitted,

Doug Beekman,
Secretary