

**CHEESMAN TOWER WEST
BOARD MEETING MINUTES
September 20, 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: Owners of units 805 and 1005 expressed a preference for 9:00-6:00 office hours.

An owner of unit 1101 asked if the Board has reallocated budget to support vendors performing tasks that had previously been done by the Maintenance Manager. The Board is aware that there may be some temporary unusual expenses and will reallocate budget as required. Status of the deck project was also requested (see Old Business).

An owner of unit 902 expressed concern regarding HOA liability with respect to the termination of the previous Maintenance Manager. Colorado is a right to work state, and the termination was handled properly. The Board has followed advice from counsel to minimize the chances for legal action against the HOA.

Owners of units 1005 and 1104 expressed appreciation for how Weststar and the Board have handled recent events. The owner of unit 1104 also informed the Board that CTW is not on lenders' preferred lists of properties, a situation not likely to change with only FHA certification. Management will make inquiries regarding requirements for including CTW on the lenders' preferred properties lists.

Denise Wood called the meeting to order at 7:00 p.m.

REVIEW AND APPROVAL OF BOARD MEETING MINUTES

MOTION. A motion was made, seconded, and unanimously passed to approve the minutes of the 16 Aug 2012 meeting as amended.

MOTION. A motion was made, seconded, and unanimously passed to approve the minutes of the 27 Aug 2012 special meeting as written.

REVIEW AND APPROVAL OF FINANCIAL STATEMENTS

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

REVIEW OF DELINQUENCY STATEMENT

Current delinquencies were discussed.

MISCELLANEOUS STATUS REPORTS

Maintenance pending items list.
Building maintenance checklists.
CTW project maintenance calendar.

Call/office visit log.
Parking lot page.
Notes to future boards.
Vendor contracts.

OLD BUSINESS

FHA recertification. The FHA rejected CTW's application for FHA certification. Specific concerns were identified, but none were deemed as insurmountable. Management will address FHA's concerns and resubmit the application.

Landscaping Project. CTW awarded contracts to proceed with street level landscaping and waterproofing. Renovation of the deck area has been deferred.

Signage for Elevators. The new signs have been delivered and will be installed starting the week of 24 Sep 2012.

Pool Windows. The Board approved replacement of 17 windows in the pool enclosure (see Bids and Proposals).

Steam Room. Some of the steam room equipment could not be repaired and must be replaced (see Bids and Proposals).

NEW BUSINESS

Tree Trimming. Ross Tree Co. was awarded a contract to trim the large fir tree west of the main entrance..

Collection Status Report. Legal counsel provided a summary of activities relating to the collection of delinquent HOA dues.

Changes to Employee Handbook. Modifications to the employee handbook were presented.

Hiring. Two Board members volunteered to develop a job description for the Maintenance Manager.

Garage Door & Door Opener. The 12th Ave. garage door was replaced on 13 Sep 2012.

Office Hours. The hours were changed on a trial basis, and the Board is assessing how the new hours meet the needs of the residents. The Board deferred further discussion of office hours for one month.

CORRESPONDENCE

None.

BIDS AND PROPOSALS

MOTION. A motion was made, seconded, and unanimously passed to award a contract to AAA Steam & Sauna to perform repairs on the steam room.

MOTION. A motion was made, seconded, and unanimously passed to award a contract to Edgewater Glass to replace pool enclosure windows.

ADJOURNMENT

The meeting adjourned at 8:30 p.m.

Respectfully submitted,

Doug Beekman,
Secretary