

**CHEESMAN TOWER WEST  
BOARD MEETING MINUTES  
December 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:** none (illness)

**CTW staff present:** none

**Open Forum:** The owner of unit 805 informed the Board that meeting minutes have not been available. Management will ensure that an adequate number of copies will be made available promptly after their approval.

The owner of unit 802 inquired as to the status of a request for a wine tasting party to benefit the Colorado Symphony Guild. The Board's decision is presented in the Old Business section.

The owner of unit 1005 provided a status report regarding building insurance. Two prospective brokers have been identified. Interviews will be scheduled for the second week in January.

Denise Wood called the meeting to order at 6:50 p.m.

**REVIEW AND APPROVAL OF BOARD MEETING MINUTES**

**MOTION.** A motion was made, seconded, and unanimously passed to approve the minutes of the November 15, 2012 meeting as amended.

**REVIEW AND APPROVAL OF FINANCIAL STATEMENTS**

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

**REVIEW OF DELINQUENCY STATEMENT**

Current delinquencies were discussed.

**MISCELLANEOUS STATUS REPORTS**

Ray's pending items list.  
Building maintenance checklists.  
CTW project maintenance calendar.  
Ray's comp time.  
Call/office visit log.  
Parking lot page.  
Notes to future boards.  
Vendor contracts.

**OLD BUSINESS**

**Landscaping.** All activities for 2012 have been completed.

**New Rules.** The Board unanimously approved rule changes concerning the following: 1) shade installation on balconies, 2) posting of political information, and 3) rental of parking spaces.

**Wine tasting party.** BookCliff Vineyards will obtain the liquor license for the party which will limit the liability for the HOA. The request to permit the wine tasting party was approved by a roll call vote with five members supporting and Hall Skeen opposing.

**Office hours.** The Board unanimously approved a motion for 9:00 – 6:00 office hours. This action will improve access to the office for working homeowners.

**Non-resident use of facilities.** The Board unanimously approved a motion to permit employees and their immediate family members to use HOA facilities. Use of the facilities must be done on the employee's personal time, and children must be supervised. The employee handbook will be updated accordingly.

**Signage.** The Board was dissatisfied with the rework of the signs to improve their legibility. Another color will be tried.

## **NEW BUSINESS**

**New HOA policy.** Colorado law (SB100) requires an update to HOA policies for inspection and copying of association records. The Board believes that the HOA can comply with all requirements, but details for doing so need to be worked out. Discussion of the policy will continue.

**Annual meeting.** Plans for the annual meeting were discussed.

## **CORRESPONDENCE**

## **BIDS AND PROPOSALS**

**12<sup>th</sup> Avenue garage leaks.** A proposal was submitted by Stefco Inc. Home Improvements to mitigate leaks in the garage by reworking the drain system. Approval of the proposal is on hold pending more information from Weststar.

## **ADJOURNMENT**

The meeting adjourned at 8:20 p.m.

Respectfully submitted,

Doug Beekman,  
Secretary