

CHEESMAN TOWER WEST BOARD MEETING MINUTES

January 17, 2013

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, Todd Bliet

CTW staff present: Ray Arellano

Open Forum: No comments.

Denise Wood called the meeting to order at 6:40 p.m.

REVIEW AND APPROVAL OF BOARD MEETING MINUTES

MOTION. A motion was made, seconded, and unanimously passed to approve the minutes of the December 20, 2012 meeting as written.

REVIEW AND APPROVAL OF FINANCIAL STATEMENTS

MOTION. A motion was made, seconded, and unanimously passed to approve the December 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

Waterproofing. Stefco is working on the catch basin and drainage system in the 12th St. garage. The system was installed to capture leakage through the deck waterproofing system and route it to the storm sewer. The work will involve sealing joints and increasing the hydraulic grade of some ducts.

Chiller maintenance contract Ray and Kevin presented proposals for contracts to maintain the chiller, all boilers, and the HVAC system. See Bids and Proposals for details.

Signage. The Board was satisfied with the latest attempt to improve legibility of the signs.

Insurance. The Board decided to employ Cherry Creek Insurance Group as the new insurance agent.

FHA certification. The Treasurer determined that CTW would meet the FHA requirement for transfer to reserves if unit 204 was sold, the proceeds were applied to the loan principal, and the loan was re-financed.

Annual Meeting. The Board discussed items to be covered in the annual meeting. The Board decided to use the meeting as a forum to explain issues regarding FHA certification.

Mechanical systems. The hallway HVAC system does not work properly and is turned off. Fresh air is not being supplied, resulting in lingering odors in the hallways. Hydro-jet cleaning of the lower portion of the '01 stack was successful. Other stacks will be cleaned on an as-needed basis.

NEW BUSINESS

Newsletter. Additions to the next newsletter were discussed.

CORRESPONDENCE

BIDS AND PROPOSALS

Motion. A motion was made, seconded, and unanimously passed to award a contract to Design Mechanical Inc. for maintenance of the HVAC system.

ADJOURNMENT

The meeting adjourned at 9:35 p.m.

Respectfully submitted,

Doug Beekman,
Secretary