

CHEESMAN TOWER WEST
BOARD MEETING MINUTES
February 21, 2013

Presiding: Barbara Creek, President

Board members present: Doug Beekman, Vice-President
Barbara Wagner, Treasurer
Jay Chetney, Secretary
Hall Skeen, Member at Large

Weststar Management representative present: Kevin Hayutin

Open Forum: The resident from 1005 gave her report from the Cheesman Park HOA Group meeting on February 13, 2013. She then confirmed that a new insurance agent had been hired to represent the CTW Association. Next she questioned the delay in the reporting of the recent attempted break-in. Kevin Hayutin will check with Michelle Sarsfield, CTW office manager, about improving the alert process. Then the homeowner brought forward a brochure for a "Water Cop." This device can be used to monitor water flow and will shut it off when a leak is detected. Kevin will see if it is compatible with our plumbing and determine the cost.

Barbara Creek called the meeting to order at 6:50PM

REVIEW AND APPROVAL OF BOARD MEETING MINUTES

MOTION: A motion was made, seconded, and unanimously passed to approve the minutes of the January 17, 2013, meeting as written.

REVIEW AND APPROVAL OF FINANCIAL STATEMENTS

MOTION: A motion was made, seconded, and unanimously passed to approve the January 2013 financial statements as amended with corrections to remove the lines 2025 and 2050.

REVIEW OF DELINQUENCY STATEMENTS

Current delinquencies were discussed and no action was required at this time.

MISCELLANEOUS STATUS REPORTS

1.) Pending Items List: Kevin asked about this winter's snow removal and the Board agreed that it has been done well so far. New insurance proposals for the building are to be reviewed by Barb Wagner as our current policy will expire at the end of March. There are continued drips in the Humboldt garage with a possible new leak. Kevin will contact STEFCO to have the leak addressed. Discussed that when Ray Arreellano, the building's maintenance man, must do repair work in a unit, the cost of his time and parts should be billed to the homeowner. Kevin will check with Ray to make sure that

this is being done. A length review of the budget was done to educate the new members of the Board. Discussion about the broken air handler for the hallways was tabled.

- 2.) Building Maintenance Checklists: Ray's worklist was reviewed.
- 3.) CTW Project Maintenance Calendar: No items to address at present.
- 4.) Notes to Future Boards: Budget committee projects were reviewed and will be addressed as they are due.
- 5.) Vendor Contracts: Barbara Creek will check with homeowner Rob Jones about our natural gas contract. There was some discussion that we might want to have variable month to month pricing instead of using locked-in pricing.
- 6.) Call/Office Visit Log: Discussed one homeowner's complaint of dirty windows related to another homeowner's actions. Kevin reported that he had looked into the situation and there was no clear evidence of how it occurred. It was decided that cleaning the windows will have to be the complaining homeowner's responsibility. Next, a complaint about excessive elevator noise was discussed. It was noted that the noise was related to some needed repairs, and that the work had been initiated. Kevin will track the progress.
- 7.) Parking Lot Page: as noted above.

OLD BUSINESS

- 1.) Landscaping: Doug Beekman will contact the landscaper to see if the new plants are being watered.
- 2.) Maintenance Contract: Kevin will see if this has been signed by Myra.
- 3.) Requests for Ray: Kevin is to work with Michelle about developing a way to track homeowner's requests for building repairs. The rusty liners and missing grills of the recessed lights in the outside entrance area were discussed. Kevin will check with Ray to see if they can be repaired, or if they need to be replaced by an electrician. Next there was a discussion about the artwork that had not been rehung. One piece was located and rehung in the pool staircase hallway, two others were reported to have been damaged and discarded. Kevin will check with Ray to verify the details of what transpired.
- 4.) Owner Survey regarding FHA options: A lengthy discussion was held and Doug volunteered to start putting together a proposal to circulate among the Board members before sending it to the homeowners for a vote.
- 5.) Loan requirements from institutions about building finances: Doug will talk with homeowner Bob Chase about whether we need to address a problem with building finances that homeowners may have when applying for a loan.

NEW BUSINESS

- 1.) New Board goals for the year: The Board agreed to promote increased homeowner participation in Board meetings and the Open Forum. Barbara Creek reported on her meeting with Michelle and Kevin about improving the role of the office manager.
- 2.) Procedural clarification: Doug will work with Michelle about developing an index for building documents per our new regulations.
- 3.) Business via email: The Board agreed that all votes are to be taken in meetings and not via email. All members are to sign off on any correspondence done in their name.
- 4.) Guestroom updates: Discussed the room's overheating, and the plan to install a ceiling fan to alleviate the heat. Kevin is to check the status of the fan installation. Jay

Chetney will look into updating the room.

5.) Office Updates: Hall will work with Michelle about obtaining a new office chair. Jay will donate a wireless mouse for office use.

CORRESPONDENCE

N/A

BIDS AND PROPOSALS

N/A

ADJOURNMENT

The meeting was adjourned at 8:50PM

Respectively submitted,
Jay Chetney
Secretary

The next Board meeting is scheduled for Thursday, March 21, 2013.