

**CHEESMAN TOWER WEST
BOARD MEETING MINUTES
March 21, 2013**

Presiding: Barbara Creek, President

Board Members Present: Doug Beekman, Vice-President
Jay Chetney, Secretary
Rita Bastien, Member at Large
Hall Skeen, Member at Large

Board Members Absent: Barbara Wagner, Treasurer

CTW Office Manager: Bridget Monk

Westar Management: Kevin Hayutin and Todd Blik

CALL TO ORDER

Barbara Creek called the meeting to order at 6:35 PM.

OPEN FORUM

There were no presentations or discussions.

REVIEW OF BOARD MEETING MINUTES

MOTION: A motion was made, seconded, and unanimously passed to approve the minutes of the February 21, 2013, meeting as written.

REVIEW OF FINANCIAL STATEMENTS

MOTION: A motion was made, seconded, and unanimously passed to approve the February 2013 financial statements as amended, with a correction to remove line 6530, and to cease carrying the 2012 fiscal year building insurance amount. Barbara Creek will discuss this matter with the Westar accountant. Also line 2025 was restored to the January financial statements after further explanation from Kevin Hayutin. Line 2050 from the January statement still requires further investigation by Kevin.

REVIEW OF DELINQUENCY STATEMENTS

A current delinquency was discussed and no action was required at present.

MISCELLANEOUS STATUS REPORTS

1.) **Pending Items List:** Kevin Hayutin reported the "Water Cop" introduced at February's meeting was only suitable for an individual homeowner's unit, and not the building as a whole. He also reported that the new leak in the Humboldt garage had been addressed by STEFCO. There was further discussion of creating an invoice and billing system for work done by the building superintendent in a homeowner's unit, to maintain the building, such as an emergency plumbing repair. Kevin will devise such a system. The budget and finance reports were reviewed and the Board agreed to limit these monthly reports to The Balance Sheet, The Unexpended Budget Report, The Revenue and Expenses Statement, the Bank Balance Breakdown and Bank Reconciliation Statement.

2.) **Building Maintenance Checklists and Project Maintenance Calendar:** Ray Arellano's work list was reviewed. Kevin reported that Ray continues to work on the building's exterior lighting fixtures and has made significant improvements to their function and appearance. The Board approved the purchase of equipment for Ray to use in cleaning the pool house windows, instead of using an outside contractor. Kevin will continue to work with Ray to have him certified in pool maintenance, to reduce our use of the pool contractor.

3.) **Notes to Future Boards:** Items reviewed, none added.

4.) **Vendor Contracts:** Kevin reported on our new service contract with Design Mechanical for HVAC maintenance, and will walk through the building with them to assess the status of our equipment. Barbara Creek reported that she and Barbara Wagner had met with our new insurance broker and signed a contract for \$36,000, to cover a new building insurance policy. The new policy reduces unnecessary umbrella coverage and added fraud coverage (by anyone). Barbara Creek also reported that we do not

have enough funds in our current operating budget to pay the insurance cost in full, and that spreading out the payments was too expensive. Additional funds will need to be taken from the Association's Reserve Fund. Kevin reported that our new elevator contractor, 5280, had completed all repairs needed to address the excessive noise that was previously reported. They have also restored the functioning of the emergency lights and buzzer. Barbara Creek did not have a chance to investigate the natural gas contract, but still plans to check with Rob Jones about changing to variable month to month pricing, instead of using locked-in pricing. Hal Skeen will follow up on the natural gas contract.

OLD BUSINESS

- 1.) **FHA application:** Lengthy discussion was held by the Board and a decision was made to table the homeowner survey for now, since the Association does not have the funds to actually apply for FHA certification at the present time. Kevin and Rita Bastien will check with the association's lawyer, Myra, to determine how her \$2500 fee has been spent, and what she has accomplished. The Board also requested that a written report be prepared that outlines all the changes that need to be made, to comply with FHA certification, for future guidance.
- 2.) **Need for assessment and/or dues increase:** This discussion was tabled until Doug Beekman and others complete a review of our operating budget, to determine our actual overages and the effects on our Reserve Fund. The Board did agree that additional operating funds will need to be raised in the future. The Board also agreed that the \$15,000 that was taken last year from the Reserve Fund, to cover our building's insurance, will not be paid back.
- 3.) **Sign-in, for workers coming into the building:** The Board agreed that we should have a log of all workers who enter the building, including housekeepers. Kevin will obtain a sign to hang in the vestibule, to inform them that they will need to check in with the office manager or the building superintendent, particularly if they are taking keys from the office.
- 4.) **Roadmap for homeowners to get requested info:** Doug showed the new "index" that will be available in the CTW office for the homeowners.
- 5.) **Guest Room:** Jay Chetney reported on his assessment of updates needed for the guest room, and proposed some of the changes that should be made. The Board agreed to let him proceed, within "limits."

NEW BUSINESS

- 1.) **New Board Member:** Rita Bastien was welcomed to the Board.
- 2.) **Changes in CTW office staff:** Michelle Sarsfield's resignation was acknowledged, and the Board's new employee as the CTW office manager, Bridget Monk, was also welcomed.
- 3.) **Elevators - recourse to Otis:** After discussion with Kevin, it was determined Otis could not be held responsible for the failed connections of the emergency lights and buzzer.
- 4.) **Hallway painting:** This discussion is to be tabled until the next fiscal year.
- 5.) **Reporting of staff in a homeowner's unit:** Kevin will discuss with Ray, that when he has someone else do repair work, he will inform the homeowner before they enter the unit.
- 6.) **CTW staff at Board meetings:** The Board agreed that our CTW staff should be encouraged to attend the monthly Board meetings, to hopefully improve communications about the Building's business. The Board agreed to provide "comp" time for their attendance. The Board also agreed that they would address issues involving their input at the beginning of the meetings, so they might leave early.

ADJOURNMENT

The meeting ended at 9:10 PM. The next Board meeting is scheduled for Thursday, April 18, 2013.

Respectfully submitted,
Jay Chetney
Secretary