

**CHEESMAN TOWER WEST
BOARD MEETING MINUTES
APRIL 18, 2013**

Presiding: Barbara Creek, President

Board Members Present: Doug Beekman, Vice-President
Jay Chetney, Secretary
Hall Skeen, Member At Large
Barbara Wagner, Treasurer

Board Members Absent: Rita Bastien, Member At Large

CTW Office Manager: Bridget Monk

CTW Building Superintendent: Ray Arellano

Weststar Management: Kevin Hayutin and Todd Blik

CALL TO ORDER

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

OPEN FORUM

The resident from 604 asked the Board for updates on the exterior landscaping. The Board gave assurances that there was a landscape design in place and that the landscape contractor would be planting as soon as the weather permitted.

REVIEW OF BOARD MEETING MINUTES

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

REVIEW OF FINANCIAL STATEMENTS

MOTION: A motion was made, seconded, and unanimously passed after discussion to approve the March 2013 financial statements.

REVIEW OF DELINQUENCY STATEMENTS

The current delinquencies were discussed and the Board felt that no actions were required at present.

MISCELLANEOUS STATUS REPORTS

CTW Pending Items List: The Board agreed that an electrician could be hired to install a light fixture at the bottom of the basement staircase as there is no fixture in place at present and this is a safety hazard. The Board gave Ray Arrelano the OK to have additional help to clear the trash that has accumulated in the storage area on the roof. The Board also gave Ray permission to use his painting skills to paint around the pool widows. Kevin Hayutin reported that Ray will be certified in pool maintenance this June. After discussion it was clarified that Ray will do the power washing of the garages and repainting of the parking lanes. The Board also clarified that they only wanted "touch up" painting of the patio chairs and tables, and that Ray could have help in painting/repairing the elevator building on the roof if he and Kevin could find help at a reasonable rate.

CTW Project Maintenance Calendar: This was reviewed with discussions as noted above.

Vendor Contracts: Ray and Bridget will review and update the list of vendors and their contracts.

Parking Lot Page: Items all reviewed and dismissed. No new items added at present.

OLD BUSINESS

Notes to Future Boards of Directors: It was decided to add the discussion of FHA certification to these notes and to table any further discussion of this issue for at least six months secondary to our current financial situation. A letter was provided from our attorney with information about the denial of our last application.

Follow-up on natural gas contract: Hall Skeen reported on a meeting he had with a new vendor who is willing to provide us a more advantageous contract. He will continue to work on new pricing arrangements to provide natural gas, and check with our current vendor to see if they can improve their pricing.

Signs regarding contractors: Kevin reported that a new sign had been placed in the lobby entrance to inform all vendors/contractors to sign in and out.

Financial Statements: Barb W will meet with the auditor Gary to discuss the structure of the budget. Barb W and Barb C will meet to establish a budget forecast for the rest of this year and begin planning for next year's budget. There was a lengthy discussion of the need for a dues increase and/or a special assessment. Further discussion is planned to determine the need to determine whether this should be done in our current fiscal year or be part of the planning for our next fiscal year.

Guest Room updates: Jay Chetney reported on updates that have been made, including new glassware, mugs and bowls. Also a new TV was purchased as the cost of a DTV adapter was too high to provide reception for the old TV. He and Ray are working on a new accent wall color and other improvements.

NEW BUSINESS

Garage Door Damage: Kevin reported that an insurance settlement will cover the cost of the replacement of the Humboldt garage door. The Board also agreed to leave the new door "white," as that will match the 12th St garage door and building trim. It was noted that additional paint was not required to maintain the door.

Alerts: Bridget is to provide Board members with instructions on how to use the "one call" alert system, and Kevin will work with Bridget to have the homeowner's door code numbers available. Discussed that the rear lobby door delay is necessary for some of our homeowners.

Rental Rate for our rental unit: After discussion the Board agreed to have the current renters sign a new one year lease with an increase of \$100/per month for a total of \$1200/per month. Kevin will provide a lease that will also address provisions for the showing and sale of the unit.

Design Mechanical Proposals: Ray reviewed each of the 15 proposals with the Board. Several were deemed to be necessary for immediate approval including cleaning of the main boiler jacket and flue, replacement of corroded valves and fittings on the pool boiler, replacement of defective boiler controller on boiler #1, and replacement of sheaves and belt on the garage MUA unit. Other proposals were delayed such as the repair of the hallway air handler until there is more assessment of how it performs this summer.

ADJOURNMENT

The meeting adjourned at 9:50 PM. The next Board meeting is scheduled for Thursday, May 16, 2013.

Respectfully submitted,
Jay Chetney
Secretary