

CHEESMAN TOWER WEST HOMEOWNERS BOARD MEETING MINUTES
CTW COMMUNITY ROOM
OCTOBER 17, 2013

Presiding: Barbara Creek, President

Board Members Present: Doug Beekman, Vice-President

Rita Bastien, Member at Large

Jay Chetney, Secretary

Hall Skeen, Member at Large

Board Members Absent: Barbara Wagner, Treasurer

CTW Staff: Bridget Monk, Office Manager

Ray Arellano, Superintendent

Weststar Management: Kevin Hayutin

Todd Blick

OPEN FORUM: No issues presented.

CALL TO ORDER: Barbara C. called the meeting to order at 6:40 PM

MISCELLANEOUS STATUS REPORTS: (with some old and new business items, so that the CTW employees can be excused)

- The Building Checklist and Project Calendar reviewed.
- Noted that Ray is not listing all of his maintenance projects such as the drywall repair and repainting of the 15th Floor ceiling.
- Ray's comp time reviewed and the Board reaffirmed that Ray needs permission from either Barbara C. or Kevin to do overtime work in exchange for comp time.
- Calculation of vacation and sick leave for CTW Employees reviewed.
- The building's cleaning chart reviewed. Ray and Bridget proposed that they would split the cleaning duties in exchange for an increase to their salaries. This would be in place of extending our current cleaning contract. Barbara C. will confirm the final decision of the Board in the next week.
- Bridget confirmed that she would post her cell phone number in the entrance call system, so that she can be contacted when she is out of the office. She will also leave a sign on the office door when she is out.

- Ray and Bridget agreed to post their business email addresses for homeowners to contact them about concerns and work requests for the building.
- Bridget will continue to work on contacting Mile High Greenscapes to obtain payments on the refund.
- Ray agreed to paint the interior of the closets of 204 and obtain a container for the pool house supplies.
- The Office Visit Log reviewed. Several plumbing and HVAC requests noted.
- The Board agreed that Ray is not to do plumbing repairs in any homeowner units. Kevin will prepare bills for work that Ray has already done.
- Bridget will work on improving the organization of the files in the office and the purging of unnecessary papers.
- Notes to Future Boards reviewed. Barbara C. will revise.
- Vendor Contracts reviewed. Barbara C. will revise.

REVIEW OF THE BOARD MEETING MINUTES: The Board gave unanimous approval to the revised minutes from August 15, 2013 and the new minutes from September 19, 2013. Barbara C. would like the minutes to be briefer.

REVIEW OF THE FINANCIAL STATEMENTS: The Board gave unanimous approval of the September Financial Statements. Barbara C. will contact the accountant to adjust some of the listings, such as reporting of the gas bill, itemizing the employee insurance expenses, and the loan repayment contribution, etc.

DELINQUENCY REPORT: The Board had one delinquency removed as there was a current repayment. No other action required at present.

OLD BUSINESS:

- Barbara C. reported that the bank has still not cleared the lien on Unit 204, but that the communication had been positive. She expects a final decision in the next few weeks.
- The Board decided not to do any appliance repairs in 204 for now, but to have Ray turn off the icemaker function in the refrigerator.
- Rita reported that she had arranged for the window repair in 204.
- Jay reported the installation of new door handles in 204, and a new light fixture in the hallway bathroom.

- Kevin reported on the work done to repair the underside of the balcony above the 12th St entrance and that it had become a larger project than expected.
- Kevin reported that he and Todd are still working on reconfiguring the building's insurance matrix.
- Doug updated the Board on the proposed change to the CTW declarations. He needs further consult with our attorney, as some of the proposed change is more extensive than anticipated. The Board postponed this discussion until there is more information available.
- Jay gave a report from the first meeting of the Garden Committee and their subsequent clean up of the garden with planting of some Spring bulbs.
- The Board approved that the discussion of HVAC work done in various Homeowner units, and covered by the Association, be made moot.
- Kevin updated the Board on the insurance claim for the Humboldt St garage door replacement and the probable need for legal action.

NEW BUSINESS

- Barbara C. proposed that the Board create a policy so that any further HVAC work done in a Homeowner's unit, be done by a contractor that had been approved. Kevin will look into obtaining a list of HVAC contractors and determine if this is feasible.
- Rita and Doug reported that some areas of railing and paneling need repainting above the Humboldt St garage parking deck. Doug also reported that the area also requires some significant ironwork. Kevin will obtain some competitive bids for these repairs.
- Jay gave a lengthy presentation on the options for changing the healthcare and dental coverage for CTW employees with Connect for Health Colorado. Board members received information packets about the Connect policies. Further discussion postponed until our next meeting. Kevin will work with his insurance broker to obtain more information.
- The Board gave approval to Integrity Finishes and Construction, Inc. to do the repainting of unit 201, if the bank removes the lien on that unit, and allows the sale.

ADJOURNMENT: The meeting adjourned at 9:20 PM. The next regular Board meeting is scheduled for November 21, 2013.

Respectfully submitted,
Jay Chetney, Secretary

