

CHEESMAN TOWER WEST HOMEOWNER'S BOARD MEETING MINUTES
CTW COMMUNITY ROOM
NOVEMBER 21, 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
Barbara Wagner, Treasurer

CTW Staff: None present
Weststar Management: Kevin Hayutin
Todd Blick

OPEN FORUM: The Resident of 301 questioned the high cost of a recent plumbing repair in her unit. After discussion, the Board felt that the costs were within the normal range for our Building. It was suggested that the Resident consult with Weststar Management for future referrals.

CALL TO ORDER: Barbara C. called the meeting to order at 6:43 PM.

REVIEW OF BOARD MEETING MINUTES: The Board gave unanimous approval of the minutes from October 17, 2013.

REVIEW OF FINANCIAL STATEMENT: The Board held a lengthy review of the October Financial Statements, then gave them unanimous approval.

DELINQUENCY REPORT: The Board reviewed the current report and felt that no action was required at present.

MISCELLANEOUS STATUS REPORTS:

- The Building Checklist and Project Calendar were reviewed. Doug questioned the status of the railing and panel repair project over the Humboldt Parking Deck. Kevin reported that he was in the process of getting bids to have the work done. The Board then discussed the need for a more detailed listing of the Building Superintendent's regular duties, to prevent some recent maintenance oversights. Kevin will work with Ray Arellano (Superintendent) to revise the current list.
- Ray's comp time was reviewed and approved.
- The Call/Office Log was reviewed. The Board held a discussion about the frequent complaints of hot water being mixed into the water from the cold water faucets in the 06 stack. The Board requested that Kevin find a plumber to work with Ray to investigate the plumbing in the 06 stacks. The Board was unanimous that the Homeowner of any unit that needs plumbing repair, will be responsible for getting the work done at their own expense.

- The Notes to Future Boards were reviewed. Barb C. will continue to work on getting them updated.
- The Vendor Contracts were reviewed. Barb. C. and Bridget Monk (Office Manager) will continue to work on updating the current list.

OLD BUSINESS:

- A review of the Humboldt garage door damage was done. The Board agreed by a vote of 5:1, with 1 absentee, that the Homeowner involved in the accident, which caused the damage, was responsible for the full cost of having the door replaced. The Homeowner will be billed by the HOA.
- Kevin reported on the progress of the repairs related to water damage in the common area of the building's entrance, which was caused by a plumber working in Unit 203. The full cost is still being tabulated. Kevin will work with the Homeowner to establish repayment for the repairs, which may be in excess of \$10,000.
- Rita reported on the progress of the work being done to get Unit 204 ready for sale. She noted that the updates by Ray were almost completed, and announced that Integrity Painting would start their work by November 25th. She also reported that after the painting was completed, and the carpets cleaned, that she will meet with Bob Chase to get the unit listed.
- The Board reviewed the cleaning work that was added to Bridget's and Ray's duties. The Board agreed that the cleaning was being done well. The Board also agreed that the added cleaning duties were not interfering with their usual duties.
- Doug presented his final draft of the changes needed to update the CTW Declarations. He also presented the letter to be sent to the Homeowners for their approval. The Board requested that a 30 day time limit be added for the Homeowners to respond. The Board then approved the changes and the amended letter by a 5:1 majority, with 1 absentee. A proposal was made to not include full copies of all the changes and to refer the Homeowners to the Weststar website or to the CTW Office, if they wanted to read a full copy of the changes. This was approved by a 4:2 majority vote, with 1 nay, and 1 absentee.

NEW BUSINESS:

- The Board reviewed the proposed health and dental plans that are available for small business employers through Connect for Health Colorado. The Board approved by a majority vote of 5:1, with 1 absentee, the purchase of the Kaiser 500/20 Gold Level plan and the Delta Dental plan for our employees. Jay reported that he had arranged for a representative from the Small Business Majority to complete the enrollment with Connect on 11/22. Barb W., as Treasurer, agreed to be the point of contact with Connect.
- Jay reported from the Garden Committee that a Fall cleanup had been done and that several Spring bulbs had been planted. He also reported that Ray was keeping up with the winter watering schedule, for the trees and garden.
- Barb C. requested that we have a monthly update on maintenance projects being handled by Weststar. Kevin gave a report on the replacement of the Glycol Pump and new Glycol Fluid that was needed to prevent icing of our driveways. He reported the costs as \$3000 for the new pump and \$800 for the new fluid.

- Jay requested that the HOA create a list of vendors, contractors, plumbers, electricians, etc., that have a proven track record with Weststar. Kevin and Todd will consult with the CTW attorney about the possible requirement of having only insured, bonded, and licensed repair people work in the Building. Several Board members stated that all workmen should be able to produce a copy of their C.O.I. (Copy of Insurance) before entering a unit to do their work.
- Plans for the Holiday Potluck Party were discussed. The Board agreed to host the event on Sunday evening, December 8th. Barb W. will purchase a turkey and ham for the main courses. Bridget will tally the reservations and keep a list of what folks are bringing.
- The Board agreed that the Annual Meeting will be held on Thursday evening, January 23, 2014. This will be one week after the regular Monthly Meeting.
- Kevin and Barb W. presented a new regulation that has been approved by the HOA Board of DORA, and will go into effect throughout Colorado on January 1, 2014. It will provide an automatic 6 month repayment plan for Homeowners, when they miss paying their monthly dues, etc. This must be done before a demand notice can be given. The CTW Board approved this change to our regulations by a majority vote of 5:1, with 1 absentee. This vote puts the regulation into effect for our HOA on December 1, 2013.

ADJOURNMENT: The meeting adjourned at 9:10 PM. The next regular Board meeting is scheduled for December 19, 2014.

Respectfully submitted,
Jay Chetney
Secretary