

CHEESMAN TOWER WEST HOMEOWNER'S BOARD MEETING MINUTES
CTW COMMUNITY ROOM
DECEMBER 19, 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: Todd Bliet

CALL TO ORDER: Barbara C. called the meeting to order at 6:30 PM

OPEN FORUM: The new Homeowners from unit 603 introduced themselves and asked questions about the process of seeking approval for renovations of their unit.

REVIEW OF BOARD MEETING MINUTES: The Board reviewed the minutes from November 21, 2013 and made several edits.. The minutes, as amended, were unanimously approved.

REVIEW OF FINANCIAL STATEMENTS: The Board had multiple questions and postponed discussion of the November financial statements until the January meeting. Barbara W. will consult with Marcie (Bookkeeper) to find answers for the Board's questions.

DELINQUENCY REPORT: The Board was informed that one Homeowner's monthly dues were in the collection process. No other actions were required at present.

MISCELLANEOUS STATUS REPORTS:

- Pending Items List was reviewed. Todd reported that Weststar was still in the process of obtaining bids for the ironwork repair of the balconies above the Humboldt parking deck.
- Building Maintenance Checklists reviewed. Todd reported that he and Kevin Hayutin from Weststar were still in the process of working with Ray Arellano (Building Superintendent), to develop a more detailed list and schedule of the regular maintenance duties that need to be done.
- CTW Project Maintenance Checklist reviewed. Todd will contact Ray to look at getting locked covers for the building's exterior electrical outlets.
- Ray's Comp Time was reviewed and the Board noted that the hour totals were entered incorrectly. Barbara W. will talk with Bridget about redoing the entries.
- Notes to Future Boards were not reviewed.
- Vendor Contracts were not reviewed.
- Call/Office Visit Log had no items.

OLD BUSINESS:

- Sale of Unit 204 was discussed. Rita reported that the unit was ready for sale and that Bob Chase (Realtor) will list the unit after January 1st. Todd will talk with Ray and Bridget about keeping the unit clean.
- Declaration changes were discussed. Doug reported that we were waiting for final review of the documents and the cover letter from Kim (attorney). The Board will have an interim meeting, before January, to give final approval of the changes that will allow their distribution before the Annual Meeting.
- Reserve Study discussed. Todd reported that Borne Engineering was still in the process of doing the study.
- Status of amounts due to HOA by Homeowners. Barbara C. and Todd stated that they were still in the process of collecting from the Homeowners who were responsible for various damages to the building. Barbara C. and Barbara W. reported that this month's regular payments to the Reserve Fund were being suspended, so that the repair bills could be paid.
- Ray's pool maintenance certification. Todd reported that Ray had taken the test and that the results were pending.
- Update on Health Insurance. Barbara W. reported that we had completed the small business enrollment with Connect for Health Colorado, for our employee health and dental insurance..
- Comments on the increased duties of Ray and Bridget. Todd will talk with them about the Board's preference for "fragrance free" cleaning products. Rita volunteered to be a proofreader for Bridget.
- Todd reported that he and Kevin had not been able to work on a list for the Homeowners that would include vendors, contractors, plumbers, electricians, etc., that had a proven track record with Weststar.. The question of using only insured, bonded, and licensed repair people had also not been addressed.

NEW BUSINESS:

- Annual Meeting. Barbara C. and Doug will work on the presentations to be made at the meeting. Todd and Bridget will make arrangements to set up the room.

ADJOURNMENT: The meeting adjourned at 9:20 PM. The next regular Board meeting is scheduled for January 16, 2014.

Respectfully submitted,
Jay Chetney
Secretary