

CHEESMAN TOWER WEST HOMEOWNERS BOARD MEETING MINUTES
CTW COMMUNITY ROOM
JANUARY 16, 2014

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 and Todd Bliet

CALL TO ORDER: Barbara C. called the meeting to order at 6:32 PM

OPEN FORUM: A Homeowner from 301 was present to observe the meeting. A Homeowner from 903 asked questions about the proposed changes of the CTW Declarations.

REVIEW OF BOARD MEETING MINUTES: The Board reviewed the minutes from December 19, 2013 and corrected a typo. The minutes, as corrected, were unanimously approved.

REVIEW OF FINANCIAL STATEMENTS: The Board continued their review of the November financial statements with clarifications presented by Barbara W. The November financial statements were approved by a vote of 4:2. The December financial statements were then reviewed and approved by a vote of 4:2. A discussion was held about various accounting formats and the need for more detailed accounting statements. The Board voted by 5:1 for a return to hybrid accounting (cash and accrual) from the current use of accrual accounting.

DELINQUENCY REPORT: Overdue accounts were reviewed. Kevin H. will consult with the CTW attorney about making a reply to a Homeowner's letter concerning the collection of a bill.

MISCELLANEOUS STATUS REPORTS:

- Pending Items List reviewed.
- Building Maintenance Checklist reviewed. The Board discussed our current expectations about snow removal and a complaint letter from a Homeowner. It was felt that Ray Arellano (Building Superintendant) was meeting all the Board's requirements for snow removal and maintenance of the sidewalks.
- CTW Project Maintenance Calendar reviewed.
- Ray's Comp Time reviewed with the new account entry procedure.
- Notes to Future Boards reviewed and Bridget Monk (Office Manager) is to be informed about scheduling the dryer vent cleaning for March.
- Vendor Contracts reviewed and corrections about the contracts for employee health and dental insurance are to be corrected. The Board also requested that Kevin cancel the semi-annual boiler inspection by Economy, and contact Design Mechanical to have the inspections done under the terms of our current contract.
- Call/Office reviewed and it was noted that Ray and Bridget had resolved all the issues.

OLD BUSINESS:

- Doug reported on the response from the letter to the Homeowners about making changes to the Declarations. More responses are expected after a discussion of the changes during the Annual Meeting.
- Duties of CTW Staff. It was noted that there had been one complaint about the new housekeeping arrangements. Barb C. will ask for more feedback from the Homeowners during the Annual Meeting.
- Sale of Unit 204. Barb C. announced that she had signed a sales contract with Bob Chase to list the unit for \$250,000. She also reported that several prospective buyers had already seen the unit. Barb W. reported on the heavy tax implications from the sale.
- Barb W. reported that the Insurance Matrix being developed from the CTW Declarations was still a work in progress.
- Hall S. reported that the preparation of the Reserve Study was almost complete.

NEW BUSINESS:

- Pool maintenance was discussed and Kevin reported that the plants in the pool area might be causing the brown stains on the pool surface. Hall and Kevin will work with Ray about the removal of some plants.
- Annual Meeting discussed. Barb C., Doug, and Barb W. gave an overview of what they will present to the Homeowners. The Board decided to postpone a vote by the Homeowners about changes to the timing of the Annual Meeting until the Declarations are changed.

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

Respectfully submitted,
Jay Chetney
Secretary