

CHEESMAN TOWER WEST HOMEOWNERS BOARD MEETING MINUTES
CTW COMMUNITY ROOM
FEBRUARY 20, 2014

Presiding: Barbara Creek, President

Board Members Present: Doug Beekman, Treasurer

Rita Bastien, Member at Large

Jay Chetney, Secretary

Hall Skeen, Member at Large

Barbara Wagner, Vice-President

CTW Staff Present: Ray Arellano, Building Superintendent

Weststar Management Present: Kevin Hayutin and Todd Blick

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

OPEN FORUM:

- A Homeowner from Unit 1202 reported that he had let an ambulance crew into the building because they didn't have access. Barbara C. pointed out that the Fire Department does have access in a 911 Emergency, and usually accompanies an ambulance.
- Ed Wright from Calcium Control presented his proposal for the removal of the mineralized rocks that have accumulated within the Building's heating system. He proposed a test to calculate the total volume of water held in the system for determination of how much chemical additive to use in dissolving the rocks. He informed the Board of the need to do this work during a period when both the boiler and the chiller can be turned off for 24 hours. This will give time for the chemical to dissolve the rocks to a sand-like consistency. Then, the installation of a water treatment system will be able to filter the sand out of the water in the heating system.

REVIEW OF BOARD MEETING MINUTES: The Board reviewed the minutes from the meeting held on January 16, 2014. The minutes were unanimously approved.

REVIEW OF FINANCIAL STATEMENTS: The January financial statements were reviewed. Doug proposed a motion to authorize the accountant to reset the books so that they can be updated from the accrual format. The Board voted unanimously for the motion and unanimously approved the January financial statements. Doug will talk with the auditor about changing entries on the Budget Report to all cash entries.

DELINQUENCY REPORT: Overdue accounts were reviewed. Kevin reported that the collection process for one overdue account was continuing per the new Colorado HOA rules and he would have further updates after mid-March.

MISCELLANEOUS STATUS REPORTS:

- The Pending Items List, Building Maintenance Checklists and CTW Project Calendar were reviewed. The Board requested that Kevin work with Ray to provide more clarity in the documentation of Building maintenance

- Ray's comp time was reviewed. A discussion was held about capping the comp time hours at a certain level and paying overtime. The Board plans further discussion before making a decision.
- The Call Log was reviewed. Kevin will investigate to determine who authorized the call to AAA Steam & Sauna.
- Notes to Future Boards and Vendor Contracts were reviewed. Jay reported that MacGray will be cleaning the dryer vents during March.

OLD BUSINESS:

- Ray reported that he had passed his certification for pool maintenance. He will be sharing the pool maintenance with Neptune to reduce our monthly costs. Ray also reported that multiple diseased plants had been removed from the pool area and requested that all the plants be removed to prevent pool water contamination and the problem of brown stains on the pool surface. Hall objected to having all the plants removed and will look into the matter.
- Barb W. reported on the Building's housekeeping. She has developed a checklist for each laundry room to document when they have been cleaned. She is also working with Ray and Bridget to modify some of their housekeeping procedures.
- Hall reported that he continues to meet with Bourne Engineering to finish the Reserve Study.
- Doug and Rita announced that a 75% majority of the Homeowners had given approval for the changes to the Declarations. Doug and Kevin will now work with our lawyer to mail the requests for approval of the changes to the Banks.
- Kevin reported that he and Todd would start working on a list of contractors and repair people for the Homeowners to consult. He no longer feels that this matter requires approval from our lawyer. Barb C. proposed that a letter be included with all requests for renovations to remind Homeowners of their responsibilities when undergoing a renovation, etc. Jay volunteered to work with her on creating the letter. There was some discussion that all plumbers must be able to prove that they are licensed and have a current C.O.I. Further discussion to be held before a decision is made.
- Barb C. announced the closing on the sale of Unit 204 would be February 21. The Board unanimously agreed to keep all the proceeds in the Operating Fund for now and discuss the distribution of the proceeds at a future meeting.

NEW BUSINESS:

- The Board unanimously approved the proposal from Calcium Control to conduct the test to calculate the volume of water held in the heating system. The Board will consider how to proceed with the water treatment for the heating system at the next meeting. Kevin cautioned the Board that leaving the water within the heating system untreated will lead to further damage and repair costs.

ADJOURNMENT: The meeting adjourned at 9:55 PM. The next regular Board meeting is scheduled for March 20, 2014.

Respectfully submitted,
Jay Chetney, Secretary