

CHEESMAN TOWER WEST CONDOMINIUM ASSOCIATION, INC.

BOARD OF DIRECTORS MEETING

FEBRUARY 19, 2015

MINUTES

I. CALL TO ORDER

The regularly scheduled February 19, 2015 Board of Directors Meeting of the Cheesman Tower West Condominium Association, Inc. was called to order at 6:30 pm in the Cheesman Tower West Lounge, located at 1200 Humboldt St., Denver, CO. Board members present were Rita Bastien, Doug Beekman, Mary Ellen Bayko, Jean Reardon, Hall Skeen and Barbara Wagner. Jean Ronald, CMCA, AMS was present representing Weststar Management Corp.

II. OWNER FORUM

Owner Eric Sandberg was in attendance and expressed concern with early and late hour noise from the fitness room, in particular the treadmill. This issue will be addressed by the Board in an effort to find solutions to minimize the treadmill noise.

III. APPROVAL OF MINUTES

The January 15, 2015 Board Meeting minutes were presented for review and approval. Following corrections and additions, a motion was made by Doug Beekman was seconded by Rita Bastien approving the set of minutes with amendments. The January 29, 2015 Board Meeting minutes were also reviewed for approval. A motion was made by Doug Beekman and seconded by Rita Bastien approving the January 29th set as presented for the records. All Board members present voted in favor and the motions passed.

In addition, Board members reviewed the draft Annual Meeting minutes from the January 29, 2015 for accuracy. A few additions were made and this draft copy will be posted together with the January 15th and 29th minutes on the Association website.

IV. FINANCIAL BUSINESS

Monthly Financials – The January 31, 2015 Financials were presented and reviewed in detail by Treasurer Doug Beekman. The January Financials were accepted by the Board for the records.

Review of January 2015 Delinquency Statement – The aging report was reviewed and discussed. A request was made to management to present an updated aging report at each meeting.

V. REPORTS

Monthly Maintenance report January 8, 2015 – February 12, 2015 – The Monthly Maintenance report was reviewed for the record.

CTW Project Maintenance Calendar 2015 – The Board reviewed the updated maintenance calendar for January and February tasks. Regarding general maintenance, concern was expressed regarding the guest room cleaning, towels and general upkeep. Mary Ellen Bayko will assist with improvements and a cleaning list. Mary Ellen will also look into recommendations for rodent/pest control.

Vendor Contract Calendar – The vendor contract calendar, reflecting basic contract terms and expiration dates using colors was presented. Following the Board's approval this calendar will be updated and completed for use.

VI. OLD BUSINESS

Deck Project – Doug Beekman reported on a summary of the recent instructions provided by Board members to Eng. Christopher Morgan for the final deck project specifications.

Recommendation for Clean Outs/Preventative Maintenance - Jetting – It was the general consensus of the Board to schedule a meeting with representatives from Quality First Plumbing to discuss the proposals for the installation of clean outs, regular jetting for preventative maintenance, lack of insulation on 06 plumbing stack/condensation, and other plumbing issues.

Winter/Spring Newsletter Edition – An article inviting residents to introduce themselves to Marla Sandberg, who is filling in for Bridget Monk was added to the first page. This newsletter will be distributed the last week of February.

Other – Concerns relating to the exterior panels and increasing rust were discussed. It was the general consensus of the Board to present these concerns to the contractor ultimately engaged for the deck project when dealing with the panels surrounding the deck exterior.

VII. NEW BUSINESS

Signature Fir Tree – A proposal to deep root bio-feed the Concolor Fir/White Fir, and treat four Ash trees for Emerald Ash Bore was approved in the amount of \$381.00.

Other – A request to research whether a practical presentation of amendments to documents on the website is acceptable for disclosure of documents.

Board members discussed and voted to tentatively schedule monthly meetings at 5:00 pm rather than the 7:00 pm time.

VIII. CORRESPONDENCE

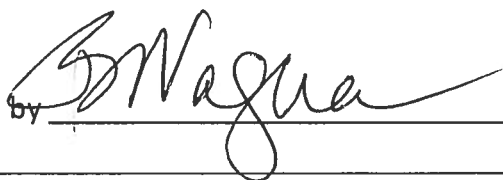
Association correspondence was reviewed.

IX. EXECUTIVE SESSION

The Board adjourned the Board meeting at 9:45 pm and entered into Executive Session. Board members ratified their vote to employ Marla Sandberg on a part time basis to fill the office manager position in 12 week absence of Bridget Monk. All Board members voted in favor and the motion passed unanimously.

X. ADJOURNMENT – There being no further business, a motion was made and seconded to adjourn the executive session at 9:50 pm. Next Board Meeting is scheduled for March 19, 2015 and will be held at the earlier time of 5:00 pm.

Approved by



date

3/18/15