

CHEESMAN TOWER WEST CONDOMINIUM ASSOCIATION, INC.

BOARD OF DIRECTORS MEETING

MARCH 19, 2015

MINUTES

I. CALL TO ORDER

The regularly scheduled March 19, 2015 Board of Directors Meeting of the Cheesman Tower West Condominium Association, Inc. was called to order at 5:01 pm in the Cheesman Tower West Lounge, located at 1200 Humboldt St., Denver, CO. Board members present were Doug Beekman, Mary Ellen Bayko, Hall Skeen and Barbara Wagner. Rita Bastien and Jean Reardon were not in attendance. Jean Ronald, CMCA, AMS was present representing Weststar Management Corp.

II. OWNER FORUM

Owners present at this meeting were Mr. & Mrs. Hoover and Margie Keenan. Jenny Whitcher was also present. Concerns regarding elevator fees, smells from residents smoking in their units, and information on the future Deck Project expense/possible special assessment were brought to the attention of the Board. A suggestion to add an iron and ironing board to the guest room was also noted.

Owner Jay Chetney was also present during the latter part of the meeting to present his recommendations to the Board on the LandCare Management proposal.

III. APPROVAL OF MINUTES

A motion was made by Doug Beekman and seconded by Mary Ellen Bayko approving the February 19, 2015 Board Meeting minutes, adding late hours to the paragraph on owner forum. All Board members present voted in favor and the motion passed. This set of minutes will be posted on the Association's website.

IV. FINANCIAL BUSINESS

Monthly Financials – Treasurer Doug Beekman reviewed the February 28, 2015 Financials noting that the Association is in a good financial state. The February Financials were accepted by the Board for the records.

Doug Beekman also discussed the current reserve account with RBC Wealth Management and the recommendation to invest \$50,000.00 of the funds in interest bearing accounts with RBC Wealth Management. A motion was made Barbara Wagner and seconded by Doug Beekman. All Board members present voted in favor and the motion passed.

Review of February 2015 Delinquency Statement – The aging report was reviewed and discussed. Concern regarding timely payment of parking spaces was discussed.

V. REPORTS

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

Call/Office Visit Log – The monthly log was presented for review.

CTW Project Maintenance Calendar 2015 – The Board reviewed the updated maintenance calendar for February and March tasks.

VI. OLD BUSINESS

Deck Project – To be addressed last.

Guest Room Report – A thorough written report was provided by Mary Ellen Bayko, together with a progress report and cleaning chart for maintenance. An updated report on work completed and items purchased for the guest room was presented. Mary Ellen stressed the need for floor replacement in the bathroom and it was the general consensus of the Board to authorize Mary Ellen to engage a vendor for this project at a cost not to exceed \$1,000.

Landscape Maintenance Proposal – Following Jay Chetney's recommendation, a motion was made by Mary Ellen Bayko and seconded by Doug Beekman to approve the herbicide treatment and labor to remove the ivy from the wooden fence that divides Cheesman Tower and the park at a cost of \$595.00. All Board members present voted in favor and the motion passed. A competitive bid from JBK Landscape for aerating, top dressing and seeding of the turf areas along 12th Avenue will be obtained for review at the April meeting.

Laundry Commission – For the record, payment in the amount of \$1,358.50 for the period from 10/14/14 to 01/02/15 was received March 19, 2015.

Quality First Plumbing/Clean Out Proposal – A motion was made by Doug Beekman and seconded by Hall Skeen approving the revised bid from Quality First Plumbing for the installation of four clean outs along the 01 kitchen stack, jetting and application of degreaser of that line for a total cost of \$2,150.00. The motion passed with Board members present voting in favor.

Roof Drain Inspection/Heat Tape – It was reported that Quality First Plumbing inspected the south roof drain with camera and found no issues. The expired heat tape has been replaced.

Exercise Room/Treadmill – For the record, Expert Fitness was on site to inspect and service the fitness equipment in an effort to lessen the noise from the treadmill. The vendor will be scheduled quarterly to ensure proper attention to all equipment.

Lighting Adjustments to the Deck Area – It was reported that Board members together with Ray Arellano adjusted lighting to the deck area.

Installation of Insulation along A/C Line – A motion was made by Doug Beekman and seconded by Barbara Wagner to approve a proposal from CM Insulation for the removal and installation of insulation along the A/C line to prevent condensation leak into the community room ceiling. The motion approves insulation work from the 1st floor to the 6th floor at a cost of \$5,035.00. In addition a motion was made by Doug Beekman and seconded by Barbara Wagner to approved drywall removal and replacement work not to exceed \$3,000.00. All were in favor.

VII. NEW BUSINESS

Insurance Renewal – Following review of the proposal received from the Cherry Creek Insurance Group, a motion was made by Barbara Wagner and seconded by Mary Ellen Bayko approving the insurance policy premiums listed for the period from April 1, 2015 through April 1, 2016 totaling \$48,422.50:

Property - \$32,711.00
Liability - \$8,571.00
Directors & Officers – \$1,246.00
Fidelity Bond – \$981.00
Umbrella – \$1,981.50
Workers Compensation - \$2,932.00

All Board members present voted in favor and the motion passed. It was the general consensus of the Board of Directors to revisit the insurance fund savings account at future meetings in order to replenish funds for renewal in 2016.

April Spring 2015 Newsletter Edition - Board members viewed and approved the April Spring newsletter for distribution.

Deck Project

Doug Beekman reviewed the plans submitted by engineer Chris Morgan in detail. The following items were noted or questioned:

- Anchor locations for future pergola were not located on plans.
- Detail showing the space between panels not shown.
- Detail on guard rail system for front and back panels/finish on fasteners.
- Number of light posts may decrease.
- Electrical outlets on all light posts.

A motion was made by Doug Beekman and seconded by Hall Skeen approving the basic plans and project manual in order for full specifications to be finalized and the bidding process commence. All Board members present voted in favor and the motion passed.

VIII. CORRESPONDENCE

Association correspondence was reviewed.

IX. EXECUTIVE SESSION

No executive session required.

X. ADJOURNMENT – There being no further business, a motion was made and seconded to adjourn the meeting at 8:20 pm. Next Board Meeting is scheduled for April 16, 2015.

Approved by Stan M. Reardon date 4/16/15