

CHEESMAN TOWER WEST CONDOMINIUM ASSOCIATION, INC.

BOARD OF DIRECTORS MEETING

OCTOBER 15, 2015

MINUTES

I. CALL TO ORDER

The regularly scheduled monthly Board of Directors Meeting of the Cheesman Tower West Condominium Association, Inc. was held on October 15, 2015 and called to order at 4:00 pm in the Cheesman Tower West Lounge, located at 1200 Humboldt St., Denver, CO. Board members present were Rita Bastien, Doug Beekman, Donna Bryant, Jean Reardon, Hall Skeen and Barbara Wagner. Attorney Eric R. McLennan was present representing the Law Office of MoellerGraf P.C. Jean Ronald, CMCA, AMS was present representing Weststar Management Corp.

II. OWNER FORUM

No homeowners were present at this meeting.

III. GUEST – MOELLER GRAF P.C.

Attorney Eric R. McLennan introduced himself and presented a brief presentation of the legal services provided by the Law Office of MoellerGraf P.C., emphasizing that they focus exclusively on Homeowner Association Law. Attorney Eric McLennan answered Board questions relating to the loan refinance process and also the amendment requirements for both the Association Covenants and Bylaws. Attorney McLennan was asked to provide a full proposal for legal services provided by MoellerGraf P.C. The Board noted that Attorney Myra Lansky had informed earlier her law firm, Lansky, Weigler & Porter, P.C. joined Winzenburg, Leff, Purvis & Payne, LLP, and ceased operations.

IV. APPROVAL OF MINUTES

Following review of the September 16, 2015 Board Meeting minutes, a motion was made by Barbara Wagner and seconded by Hall Skeen approving the September 16, 2015 minutes with one addition. All Board members present voted in favor and the motion passed. This set of minutes will be posted on the Association's website.

V. FINANCIAL BUSINESS

September 30, 2015 Financial Statement

The September 30, 2015 Financials were accepted by the Board. Backup details will be presented on the general ledger items for supplies, plumbing and trash removal.

Review of Delinquency Statement/Special Assessment Collections

The September 30, 2015 Aging Report was reviewed. There are currently two owners in arrears and late letters indicating late fees and interest have been sent according to the policy on delinquent accounts.

Bank Loan Refinance

Following a more attractive refinance offer from Citywide Bank, presented by Barbara Wagner, and the refinance bureaucracy involved in the Mutual of Omaha Bank paperwork, a motion was made by Barbara Wagner and seconded by Rita Bastien authorizing the Board to proceed with the refinance through Citywide at 4.9%, with a 0.2% initiation and closing cost fee, possibly reducing monthly payment and the remaining term of the loan. All Board members voted in favor passing the motion unanimously.

Bank Signature Cards

All Board members present signed the updated new signature card.

VI. REPORTS

Monthly Maintenance report September 10, 2015 – October 8, 2015 – The Monthly Maintenance report was reviewed for the record along with the Maintenance Calendar 2015. A request was made to have the front office review the Maintenance Log with Board member Rita Bastien prior to submittal for the Board Packet. Management will contact the laundry representative with requests for replacement of washer on the 3rd floor and possible replacement of the dryer on the 5th floor.

VII. OLD BUSINESS

Deck Project – Doug Beekman reported on the Deck Project progress stating that the City of Denver requested changes to the design, which were submitted earlier this week by Engineer Chris Morgan. An additional change order is being finalized for modification to the drains for approximately \$8,000.

Change Orders #2, #3, and #4 – A motion was made by Barbara Wagner and seconded by Rita Bastien ratifying the Board vote to approve the following change orders:

Change Order #2 – New coping cap

Change Order #3 – Additional work at beams/sandblasting/Tnenec painting/Fireproof painting

Change Order #4 – Credit/Delete 2" insulation at bollard locations

The above change orders bring revised total contract to \$431,403.72. All Board members present voted in favor and the motion passed.

Open Balcony Ceiling Repairs – A motion was made by Barbara Wagner and seconded by Hall Skeen approving proposal from Exterior Solutions Inc. for the open balcony ceiling repairs to begin Monday, October 19th. The bulk cost for repairs came in at \$500 each small balcony and \$650 for each large balcony. There are approximately 15 small and 15 large balconies listed for completion.

All Board members voted in favor and the motion carried.

Paint for Balcony Railings – Exterior Solutions Inc. has been requested to provide a proposal for this spring 2016 project.

VIII. NEW BUSINESS

Staff Job Descriptions – Jean Reardon presented preliminary drafts on the job description for Office Administrator. Jean Reardon will make changes as recommended and present at an upcoming meeting.

November Fall 2015 Newsletter Edition – Board Input – A “Save the Date” reminder for the Annual Meeting December 11, 2015 will be added.

Annual Meeting Date – It was the general consensus of the Board of Directors to schedule the Annual Meeting for Friday, December 11, 2015 at 6:00 pm. The regularly scheduled monthly Board Meetings will be held November 19, 2015 and December 17, 2015.

IX. CORRESPONDENCE

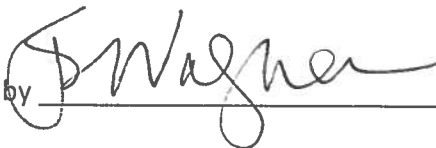
Correspondence was reviewed. A motion was made by Barbara Wagner and seconded by Rita Bastien to reimburse owner Barbara Thomas for plumbing expenses as it was found to be an Association issue.

X. EXECUTIVE SESSION

No executive session was called.

XI. ADJOURNMENT – There being no further business, a motion was made and seconded to adjourn the meeting at 7:00 pm. Next Board Meeting is scheduled for Thursday, November 19, 2015 at 4:00 pm.

Approved by



date

11/19/15