

CHEESMAN TOWER WEST CONDOMINIUM ASSOCIATION, INC.

BOARD OF DIRECTORS MEETING

NOVEMBER 19, 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 November 19, 2015 and called to order at 4:02 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. Jean Ronald, CMCA, AMS was present representing Weststar Management Corp.

II. OWNER FORUM

No homeowners were present at this meeting.

III. APPROVAL OF MINUTES

The October 15, 2015 Board Meeting Minutes were reviewed and corrections made. A motion was made by Doug Beekman and seconded by Hall Skeen approving the October 15, 2015 minutes as corrected. 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

October 31, 2015 Financial Statement

The October 31, 2015 Financials were reviewed and accepted by the Board. Backup details will be presented on the line item for Locks and Keys.

Review of Delinquency Statement

The October 31, 2015 Aging Report was reviewed and discussed.

V. REPORTS

Monthly Maintenance report October 8, 2015 through November 10, 2015 – The Monthly Maintenance report was reviewed for the record along with the Maintenance Calendar 2015.

Project Maintenance Calendar 2015/2016 – Board Member Barbara Wagner recommended that for the year 2016 the Board engage the services of professional carpet cleaners for only one of the two yearly carpet cleaning jobs, while the second be completed by onsite staff. Carpet cleaning is completed in May and November. A recommendation was also made by Barbara Wagner to reduce quarterly maintenance of the exercise equipment to every four months.

VI. OLD BUSINESS

Deck Project – Doug Beekman reported on the Deck Project progress informing all that the plan has now been approved by the City of Denver and architectural drawings will be

completed by Monday, November 30th. The application for permit is in zoning for final clearance. Board members expressed their thanks to Board member Rita Bastien for her contact with the City of Denver. Additional discussion regarding Reconstruction Experts followed.

Open Balcony Ceiling Repairs – The weather favored the completion of this project, inspections were completed and payment processed. In total, there were 16 small and 16 large balcony ceilings retextured and painted.

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

Annual Meeting Notice – The Board reviewed the draft Annual Meeting Notice prepared for mailing on November 23, 2015. The Annual Meeting will be held December 11, 2015 at 6:00 pm and a social event is planned for Sunday, December 13, 2015 from 4:00 pm to 8:00 pm.

Other – Board Member Rita Bastien provided a safety reminder relating basic procedures to use if trapped in the elevator. The language will be reviewed and it will be posted in the elevator between other announcements.

VII. NEW BUSINESS

Staff Job Descriptions – Final drafts of the job description for Office Administrator and also for Building Maintenance Technician were reviewed and approved.

December Fall 2015 Newsletter Edition – Board Input – Doug Beekman will present on November 30th a paragraph for the last fall edition with the latest on the Deck Project Progress. Final details on the meeting dates, and the social event were provided.

Legal Representation – A motion was made by Barbara Wagner and seconded by Doug Beekman to engage the legal services of MoellerGraf for traditional collections, and ad hoc legal issues, noting that previous legal counsel has moved on to another group. All Board members voted in favor and the motion passed.

Other

Office Computer - The Board requested a proposal from Eric Spillman relating the computer upgrade needed for the office computer system following the need to have Eric Spillman service the corrupted Outlook software.

Compressor – RK Mechanical submitted a proposal to remove and replace the compressor at a cost of \$6,299.00. It was the general consensus of the Board to obtain competitive bids prior to moving forward with this work.

VIII. CORRESPONDENCE

Correspondence was reviewed.

IX. EXECUTIVE SESSION

No executive session was called.

- X. ADJOURNMENT – There being no further business, a motion was made and seconded to adjourn the meeting at 6:30 pm. The next meeting will be the Annual Meeting, scheduled for Friday, December 11, 2015 at 6:00 pm.

Approved by Stan M. Reardon date 1/28/2015