

**CHEESMAN TOWER WEST
SPECIAL BOARD MEETING MINUTES
January 11, 2005**

Presiding: Sandra Corriere, President

Board Members Present: Rob Jones, Terri Slancik, Jo O'Brien, Mark O'Neill
and Margie Keenan

Weststar Management Present: Kevin Hayutin and
Marie Vincent Eakins, Association Admin.

A special board meeting was held on Tuesday, January 11, 2005 to elect officers for the Cheesman Tower West Board of Directors.

Ms. Corriere called the meeting to order at 7:50 p.m.

Motion (Election of Officers): A Motion was made, seconded and unanimously passed to elect Rob Jones as President, Jo O'Brien as Vice President, Margie Keenan as Treasurer and Mark O'Neill as Secretary of the Cheesman Tower West Homeowner's Association effective this date and for a term continuing until the 2006 Annual Meeting.

The meeting adjourned at 8:10 p.m.

Respectfully submitted,

Terri M. Slancik
Secretary

Cheesman Tower West
Board Meeting Minutes
February 8, 2005

Presiding: Rob Jones, President

Board Members Present: Jo O'Brien, Margie Keenan, Mark O'Neill, Sandra Corriere and Terri Slancik

Weststar Management Present: Kevin Hayutin, and Marie Vincent Eakins, Association Administrator

Open Forum

Unit Owner 301 was present.

Board Meeting Agenda: Unit Owner 301 asked that the agenda for the board meetings be posted in advance of the meetings. This would allow owners to be informed of topics to be discussed and give them the opportunity to attend the open forum with their ideas. The board agreed with this suggestion, and will begin to post the agenda before the next meeting.

Board Meeting

Rob Jones called the meeting to order at 6:35 p.m.

Motion (Meeting Minutes): A motion was made, seconded and unanimously passed to approve the December 14, 2004 Board Meeting Minutes as amended.

Motion (Meeting Minutes): A motion was made, seconded and unanimously passed to approve the January 11, 2005 Special Board Meeting Minutes.

Motion (Financial Statements): A motion was made, seconded and unanimously passed to approve the November 2004 Financial Statements.

Motion (Financial Statements): A motion was made, seconded and unanimously passed to approve the December 2004 Financial Statements.

Motion (Fence Construction): A motion was made, seconded and unanimously passed to hire Best Choice Fence to replace the fence on the eastern edge of the Cheesman Tower West Property, at a cost not to exceed \$4600.00. This expense will be from the Reserve Fund.

The meeting adjourned at 9:35 p.m.

Respectfully submitted,

Mark O'Neill, Secretary

**Cheesman Tower West
Regular Board Meeting Minutes
March 8, 2005**

Presiding: Rob Jones, President

Board Members Present: Jo O'Brien, Margie Keenan, Mark O'Neill, Sandra Corriere and Terri Slancik

Weststar Management Present: Kevin Hayutin, and Marie Vincent Eakins, Association Administrator

Open Forum: No owners were present.

Board Meeting:

Rob Jones called the meeting to order at 6:35 p.m.

Helga Weiss from HRH Insurance was present to explain the building insurance package for the next fiscal year. This discussion of insurance rates included the information that there will be a slight reduction in the overall rates.

Motion (Meeting Minutes): A motion was made, seconded and unanimously passed to approve the February 8, 2005 Board Meeting Minutes as amended.

Motion (Financial Statements): A motion was made, seconded and unanimously passed to approve the January 2005 Financial Statements.

Motion: To comply with the Denver Fire Department Inspection, a motion was made, seconded and unanimously passed to approve the installation of Life Safety Devices on the south door of the Humboldt Street garage. J.D. Davis Co., Inc. will be hired at a cost not to exceed \$2950.00, and Shield Services, Inc. will be hired at a cost not to exceed \$800.00. Work will begin as soon as possible. This will be a Reserve Account expense.

New Committee: It was unanimously decided to create a new CTW Marketing Committee. This group will be composed of Mark O'Neill, Jo O'Brien and Sandra Corriere plus three interested owners. The committee is charged with determining useful and cost-effective methods for marketing our building to realtors and prospective buyers.

The meeting adjourned at 9:00 p.m.

Respectfully submitted,

Mark O'Neill, Secretary

**CHEESMAN TOWER WEST
BOARD MEETING MINUTES
APRIL 12, 2005**

Presiding: Rob Jones, President

Board Members Present: Sandra Corriere, Margie Keenan, Jo O'Brien and Terri Slancik

Weststar Management Present: Kevin Hayutin, Weststar
Marie Vincent Eakins, Association Admin. and
James Bussell, Building Superintendent

Guests Present: Myra Lansky, Attorney

OPEN FORUM

Unit owners 301, 601, 801, 1503 and 1504, were present.

Security Cameras. Unit owner 1503 reported seeing a man coming out of the 15th floor stairwell on a Sunday afternoon (unknown if he was a resident) and asked about the security tapes not being available for weekends due to the 30-hour limit on our current system. The Board will be looking at a digital system as part of the new budget process, which could also include additional cameras. In the interim, Board members have volunteered to change the tapes each Saturday and Sunday to ensure complete coverage.

Pool Area Security. Unit owner 801 reported finding the deck sliding doors to the pool unlocked on several occasions. Since there is not a staff member on duty evenings and weekends, it is the responsibility of residents to lock these doors after use. This issue has been addressed in several newsletters in the past. The Board will look at options, including installation of reminder signs in the pool area.

Water Leak/Repairs/Responsibility. Unit Owners 601 and 801 asked questions regarding the recent water leak, scope of damage and repairs needed in various units, and who was responsible for scheduling and paying for repairs. Myra Lansky addressed most of the questions on the difference between the Association's and the Unit Owner's responsibility of scheduling and paying for repairs. To alleviate any future misunderstandings the Board has scheduled two evening meetings – April 20 and May 2 – to review the Insurance Guidelines for Unit Owners. Ms. Lansky will be in attendance at both meetings.

Fire Alarm Tests. Unit Owners asked about the results of the tests conducted in various units to check the sound level of the fire alarm. The Board stated that the test was only the first step; the company who installed the alarms system will also be checking the alarms and provide options (if any) for volume and tone adjustments.

**CHEESMAN TOWER WEST
BOARD MEETING MINUTES
April 12, 2005**

Landscape. Unit Owner 301 commented on the current condition of the exterior landscape. The Board had identified a new landscape company and that work had already been scheduled.

After Hour Assistance. Unit Owner 1504 asked who Owners should call if there is a non-life threatening after-hour emergency. The Board reiterated that Owners should always call Weststar and the on-call manager will notify the appropriate party. The phone number is located on the wall outside the Manager's Office.

BOARD MEETING

Rob Jones called the meeting to order at 7:25 p.m.

Motion (Meeting Minutes): A Motion was made, seconded and unanimously passed to approve the March 8, 2005 Board Meeting Minutes.

Motion (Financial Statements): A Motion was made, seconded and unanimously passed to approve the February 2005 Financial Statements.

The Treasurer provided a preliminary outline for the next fiscal year's budget process. The Board requested a notice be posted to solicit Unit Owner participation to fill four slots on the Budget Committee. Especially beneficial would be Owners with prior experience in finance, construction and/or mechanical/engineering.

The Board reviewed and discussed the Paint Evaluation Proposal prepared by Borne Engineering.

Motion (Exterior Paint Evaluation): A Motion was made, seconded and unanimously passed to accept Borne Engineering's \$1,450 proposal to review the condition of paint on exterior metal railings and provide recommendations of options to extend the service life of future painting.

The meeting adjourned at 10:10 p.m.

Respectfully submitted,

Terri M. Slancik
Member-at-Large

**Cheesman Tower West
Board Meeting Minutes
May 10, 2005**

Presiding: Rob Jones, President

Board Members Present: Sandra Corriere, Margie Keenan, Terri Slancik and Mark O'Neill

Weststar Management Present: Kevin Hayutin, Marie Vincent Eakins

Open Forum: No owners were present for the forum.

Board Meeting:

Meeting called to order at 6:30 pm.

Motion (Meeting Minutes): A motion was made, seconded and unanimously passed to approve the April 12, 2005 Board Meeting Minutes.

Motion (Financial Statements): A motion was made, seconded and unanimously passed to approve the March 2005 Financial Statements.

Motion (Website Name for CTW): A motion was made, seconded and unanimously passed to approve the purchase of the Cheesman Tower West domain name for our future use on a website. The cost is not to exceed \$125.00 at this time. Two sources of information were referenced for this bid price and will be reported to the Marketing Committee at their next meeting.

Marketing Committee Update: Mark O'Neill presented the "interim report" to the Board that was included in this board packet. Board members were able to discuss these topics and offer opinions. Mark will take this information back to the committee as feedback before final reports are made to the Board.

The meeting adjourned at 10:15 pm.

Respectfully submitted,

Mark O'Neill
Secretary

**Cheesman Tower West
Board Meeting Minutes
June 14, 2005**

Presiding: Rob Jones

Board Members Present: Sandra Corriere, Margie Keenan, Mark O'Neill

Weststar Management Present: Kevin Hayutin, Marie Vincent Eakins

Open Forum:

The owner of Unit #101 was present to comment on the security gates that are attached to the glass doors of the unit that lead onto the patio. The owner requested permission from the Board to remove these gates at his own expense. The Board agreed that the owner should have the right to remove the security gates.

The owner of Unit #301 was present to comment on the fact that when the party room is in use, the people in charge of the party often prop the front doors open instead of making use of the doorbell. The Board decided to have the bell checked to make sure it works. Also, future deposit forms for the party room will contain the information that the bell does need to be used.

Board Meeting:

Called to order: 6:50 pm.

Motion (Meeting Minutes): A motion was made, seconded and unanimously passed to approve the May 10, 2005 Board Meeting Minutes.

Motion (Financial Statements): A motion was made, seconded and unanimously passed to approve the April 2005 Financial Statements.

Motion: A motion was made, seconded and unanimously passed to approve the payment of a \$1000.00 retainer to Borne Engineering to begin the study and drawings necessary to repair the flashing and water damage to the building – mostly the Humboldt Street garage. The money will be paid from the reserve account.

Marketing Committee Update: Mark O'Neill reported that the committee has had its final meeting and the packet of information will be ready for the Board within two weeks. He also requested one-half hour of agenda time during the next Board meeting for the committee to present any ideas and answer questions from the Board.

The meeting adjourned at 9:45 pm.

Respectfully submitted, Mark O'Neill, Secretary

Cheesman Tower West

**Special Board Meeting Minutes
June 22, 2005**

Presiding: Rob Jones

Members Present: Sandra Corriere, Margie Keenan, Mark O'Neill, Terri Slancik

Board Meeting:

Called to order at 6:30 pm.

Motion: A motion was made, seconded and unanimously passed to approve the budget for fiscal year 2005-2006, with a planned income of \$422,715.00 and planned expenses of \$422,715.00.

The meeting adjourned at 7:30 pm.

Respectfully submitted,

Mark O'Neill
Secretary

**Cheesman Tower West
Board Meeting Minutes
July 12, 2005**

Presiding: Rob Jones

Board Members Present: Sandra Corriere, Margie Keenan, Terri Slancik, Mark O'Neill

Weststar Management Present: Kevin Hayutin, Marie Vincent Eakins

Open Forum:

The owner of Unit #301 was present and requested that the Board consider the times of the day that the water could be turned off in the building. He noted that many people may be home for lunch and that avoiding turning off the water during this time would be a good idea. The Board agreed, and instructed Marie to schedule these events around the lunch hour whenever possible.

Board Meeting:

Called to order: 6:30 pm.

Motion: (Meeting minutes): A motion was made, seconded and unanimously passed to approve the June 14, 2005 Board Meeting Minutes.

Motion: (Meeting minutes): A motion was made, seconded and unanimously passed to approve the June 22, 2005 Special Board Meeting Minutes as amended.

Motion: (Financial Statements): A motion was made, seconded and unanimously passed to approve the May 2005 Financial Statements.

Dates of future Board Meetings: Because the Board would like to have the most up-to-date financial information, it was decided that future Board meetings will be held the 3rd Thursdays of the month. This means that the Board's next meeting will be August 18, 2005. Meetings after the middle of the month will allow the Board access to real-time financial information from the month immediately preceding the meeting.

Special Board Meeting: July 28, 2005 the Board will meet for the final motions to approve the final purchases for this fiscal year.

The meeting adjourned at 8:50 pm.

Respectfully submitted,
Mark O'Neill, Secretary

**CHEESMAN TOWER WEST
SPECIAL BOARD MEETING FOR THE FISCAL YEAR END
MINUTES
JULY 28, 2005**

Presiding: Rob Jones, President
Board Members: Margie Keenan, Terri Slancik, Mark O'Neill

Board Meeting:

Rob Jones called the meeting to order at 8:30 pm.

A **motion** was made, seconded and unanimously approved to place \$16,000.00 into the Reserve account. This money is in excess of the usual monthly contribution already made.

A **motion** was made, seconded and unanimously approved to transfer \$5101.00 into the next fiscal year's budget.

The meeting adjourned at 9:45 pm.

Respectfully submitted,

Mark O'Neill, Secretary

Cheesman Tower West

Board Minute Meetings

August 18, 2005

Presiding: Rob Jones

Board Members Present: Sandra Corriere, Margie Keenan, Terri Slancik, Mark O'Neill, Jo O'Brien

Weststar Management Present: Kevin Hayutin, Marie Vincent Eakins

Open Forum:

The owner of unit #805 was present to ask questions concerning the legal aspects of personal property insurance for the unit owners in the building. He was particularly interested in the area of subrogation of rights. Kevin Hayutin will follow up on this question with Myra and inform the Board.

Board Meeting:

Called to order: 6:50 pm.

Motion: (Meeting Minutes): A motion was made, seconded and unanimously passed to approve the July 12, 2005 Board Meeting Minutes.

Motion: (Financial Statements): A motion was made, seconded and unanimously passed to approve the June 2005 Financial Statements.

Motion: (Financial Statements): A motion was made, seconded and unanimously passed to approve the July 2005 Financial Statements.

The meeting adjourned at 9:30 pm.

Respectfully submitted,
Mark O'Neill, Secretary

**CHEESMAN TOWER WEST
BOARD MEETING MINUTES
September 15, 2005**

Presiding: Rob Jones, President

Board Members Present: Sandra Corriere, Terri Slancik and Margie Keenan

Weststar Management Present: Kevin Hayutin and
Marie Vincent Eakins, Association Admin.

OPEN FORUM

Unit Owners 404 and 301 were present. The owner from 301 commented on the office hours during the week of the Administrator's vacation. The Board had indicated that it would consider adjusting the hours so that packages could be picked up both in the morning and the evening. The Board had also noted that Association business ran smoothly given the first time the office was closed for a week. Weststar Management provided support during the week as needed.

BOARD MEETING

Mr. Jones called the meeting to order at 6:45 p.m.

Motion (Special Meeting Minutes): A Motion was made, seconded and unanimously passed to approve the July 28, 2005 Special Board Meeting Minutes, as amended.

Motion (Meeting Minutes): A Motion was made, seconded and unanimously passed to approve the August 18, 2005 Board Meeting Minutes.

Motion (Financial Statements): A Motion was made, seconded and unanimously passed to approve the August Financial Statements.

The meeting adjourned at 9:00 p.m.

Respectfully submitted,

Terri M. Slancik
Member at Large

**CHEESMAN TOWER WEST
BOARD MEETING MINUTES
October 20, 2005**

Presiding: Rob Jones, President

Board Members Present: Sandra Corriere, Margie Keenan, Jo O'Brien and Terri Slancik

Weststar Management Present: Michael Hayutin, Weststar
Marie Vincent Eakins, Association Admin.

Guests Present: Myra Lansky, Attorney on Retainer by CTW
Barry Mack, Weststar

OPEN FORUM

Unit owners 301, 805, 1404 and 1503, were present.

Insurance Liability Issues. Unit owner 805 was in attendance to get further information/clarification on insurance liability issues. Myra Lansky was introduced and a detailed discussion on various insurance issues took place. Ms. Lansky will review the HOA's Bylaws with regards to the Subrogation questions and report back to the Board.

Gas Prices. Unit owner 1404 asked the status of our gas contract. The Board stated that we are locked into our current price until the summer of 2006. The Board is starting the process of reviewing options to keep our costs as low as possible.

Fire Alarm Tests. Unit owner 1404 asked about the outcome of the fire alarm testing in individual units. The Board stated that this needs additional study and will be addressed at the next meeting.

BOARD MEETING

Mr. Jones called the meeting to order at 6:55 p.m.

Myra Lansky reviewed the new Colorado Legislation for Home Owner Associations.

Board Member Resignation: The Board acknowledged Mark O'Neil's letter resigning from the Board of Directors.

Motion: Board Member Appointment:

A motion was made, seconded and unanimously passed to appoint Rick Mendelson to the Board of Directors of the Cheesman Tower West Homeowner's Association for the duration of Mark O'Neil's term, effective this date and for a term continuing until the 2007 Annual Meeting.

**CHEESMAN TOWER WEST
BOARD MEETING MINUTES
October 20, 2005**

- Motion: Election of Secretary:** A motion was made, seconded and unanimously passed to elect Terri Slancik as Secretary of the Cheesman Tower West Homeowner's Association effective this date and for a term continuing until the 2006 Annual Meeting.
- Motion: Meeting Minutes:** A Motion was made, seconded and unanimously passed to approve the September 15, 2005 Board Meeting Minutes.
- Motion: Reserve Account** A Motion was made, seconded and unanimously passed to pay the Borne Engineering \$2,832.35 invoice and future approved costs relating to the evaluation of the Humboldt Street Waterproofing project out of the Reserve Account.
- Motion: Financial Statements:** A motion was made, seconded and unanimously passed to approve the September 2005 Financial Statements, as amended.

The meeting adjourned at 9:30 p.m.

Respectfully submitted,

Terri M. Slancik
Secretary

**CHEESMAN TOWER WEST
BOARD MEETING MINUTES
November 17, 2005**

Presiding: Rob Jones, President

Board Members Present: Margie Keenan, Jo O'Brien, Terri Slancik, Sandra Corriere and Rick Mendelson

Weststar Management Present: Michael Hayutin, Weststar
Marie Vincent Eakins, Association Admin.

OPEN FORUM

Unit owner 601 was present.

Pool Maintenance. Unit owner 601 asked who was maintaining the pool when James was out off work for more than four days. The Board will have all monitoring, cleaning, etc., for the pool added to the CTW maintenance daily, weekly and monthly schedule. Weststar and the Board will work together to have a plan in place to assure that the maintenance items are completed in case James is absent.

BOARD MEETING

Mr. Jones called the meeting to order at 6:40 p.m.

Motion: Meeting Minutes: A Motion was made, seconded and unanimously passed to approve the October 20, 2005 Board Meeting Minutes, as amended.

Motion: Financial Statements: A Motion was made, seconded and unanimously passed to approve the October 2005 Financial Statements.

Motion: Guest Room Rate: A Motion was made, seconded and unanimously passed to raise the nightly rate for the Cheesman Tower West guest room to \$55.00, effective February 1, 2006.

Motion: Pool House Repairs: A Motion was made, seconded and unanimously passed to accept Western Waterproofing Company's \$10,995 proposal for pool house repairs and renovations, to be paid out of the Reserve Account.

**CHEESMAN TOWER WEST
BOARD MEETING MINUTES
November 17, 2005
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Motion: Colorado Statutes: A Motion was made, seconded and unanimously passed to adopt the Cheesman Tower West Resolution for Board Policy and Procedure Regarding Conflicts of Interest, and four new policies and procedures – Conduct of Meetings, Investment of Reserve Funds, Inspection and Copying of Association Records and Adoption and Amendment of Policies, Procedures and Rules, all pursuant to the Colorado revised statutes Senate Bill 100.

The meeting adjourned at 8:55 p.m.

Respectfully submitted,

Terri M. Slancik
Secretary

**CHEESMAN TOWER WEST
BOARD MEETING MINUTES
December 15, 2005**

Presiding: Rob Jones, President

Board Members Present: Margie Keenan, Terri Slancik, Sandra Corriere and Rick Mendelson

Weststar Management Present: Kevin Hayutin, Weststar
Marie Vincent Eakins, Association Admin.

OPEN FORUM

Unit owner 1005 was present.

Humboldt St. Garage. Unit owner 1005 informed the Board that the foam coating is flaking off the supports in the parking garage and sticks to clothing if you brush up against them. The Board will remedy the situation, possibly by having the poles wrapped in a plastic material.

BOARD MEETING

Mr. Jones called the meeting to order at 6:45 p.m.

Motion: Meeting Minutes: A Motion was made, seconded and unanimously passed to approve the November 17, 2005 Board Meeting Minutes.

Motion: Financial Statements: A Motion was made, seconded and unanimously passed to approve the November 2005 Financial Statements.

The meeting adjourned at 9:00 p.m.

Respectfully submitted,

Terri M. Slancik
Secretary