

CHEESMAN TOWER WEST CONDOMINIUM ASSOCIATION, INC.

BOARD OF DIRECTORS MEETING

April 17, 2019

MINUTES

1. CALL TO ORDER

The regularly scheduled monthly Board of Directors Meeting of the Cheesman Tower West Condominium Association, Inc. was held on April 17, 2019 and called to order at 6:00pm in the Cheesman Tower West Community Room, located at 1200 Humboldt Street, Denver, CO. Board members present in person were Barbara Wagner, Barbara Creek, Barbara Whitcher and Jean Reardon. Jean Ronald, CAM, was present representing Weststar Management Corp. Robert Olsen participated by phone. Robert Simmons did not attend.

2. APPROVAL OF MINUTES

The March 20, 2019 minutes were reviewed for accuracy and accepted. Copies of the minutes will be made available in the mail room and posted on the website.

3. OPEN FORUM

A homeowner from units 1003 attended this meeting. There were no open forum discussions, although a positive comment was made recognizing the work of Bridget throughout the building.

4. FINANCIAL BUSINESS

The February financials had not been available for review at the March meeting. They will be sent to the Board by Jean Ronald. The Board reviewed the itemized list of expenses appearing in the Maintenance/Supplies heading and requested that Drywall work be established as a separate account in the 2019/20 financial reports. The March reports were reviewed and accepted.

5. REPORTS

Multi-Unit Outage Chart-The Multi-Unit Outage Chart for the period was reviewed. The Board asked that only two months of occurrences be put into the Board packets.

Office Call Log- Call Log was reviewed. Barb Wagner is working with Bridget to correct grammar and typing errors. The font of the reports has improved as requested.

Barb Wagner shared the Work Order book that Bridget has prepared to document all requests for maintenance, and the completion of those tasks.

During discussion it was brought up that the domestic hot water was too hot and there was standing water in the Humboldt Street garage. Barb Wagner will prepare work orders for Rich to reduce the temperature by 5 degrees and to check if the sump pump is working properly.

2019 Contracts Calendar and Maintenance Calendar-These calendars were reviewed for Rich's maintenance activities and upcoming contract renewals. There was discussion on the use of work orders to prioritize and track the progress of maintenance requests throughout the building. The work order process appears to be working well.

6. OLD BUSINESS

FHA-After a delay due to the government shut down, HUD requested further information which has now been provided. The Board expects a positive response from HUD shortly.

Roof Anchors – Bob Olson has requested an analysis and bid from a vendor.

LED's for Resident Floors- Rich Coughran will be asked to trade out CFL floor lighting for warm LED lighting as the need arises, rather than all at once.

7. NEW BUSINESS

Water intrusion 301, 201, and 101 - Jean Ronald provided an update on the bills to be submitted to the owner of unit 301 for water damage to the units below.

Newsletter- Articles for the April, 2019 newsletter were provided to Barbara Wagner.

Reserve Study - The Board has enlisted Borne Engineering to begin a Reserve Study to be prepared for the next fiscal year.

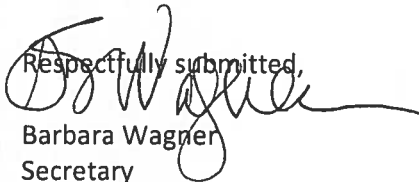
Miscellaneous Expenses- The Board approved the purchase of a new, low-cost television for the exercise room. The Board approved the purchase of Walkie Talkies for Rich and Bridget to use when their cell phones do not get a signal.

8. EXECUTIVE SESSION

The Board discussed Executive Session issues.

9. ADJOURNMENT

There being no more business, a motion was made to adjourn the meeting at 8:00pm. The next Board meeting is scheduled for April 17, 2019 at 6pm in the Community Room.

Respectfully submitted,

Barbara Wagner
Secretary