

# *Cheesman Tower West*

**Newsletter – April, 2019**

## **OFFICE STAFFING**

Rich and Bridget each have many responsibilities throughout the building...not just in the office. They have made a commitment to staff the office consistently from **9-11am and 4-5:45pm**. As always, the office will generally be open between the hours of **9am to 6pm**, but will not be closed for other duties in the times slots stated above.



## **RICH COUGHRAN**

Hi there, Cheesman Tower West. I am Rich Coughran (pronounced “cough ran”) and I am the new Maintenance Supervisor for your building and grounds. I came to Colorado from Lake Tahoe, CA twenty-five years ago with my wife who was born and raised in Arvada.

I am thrilled to be working at Cheesman Tower West Condos. It is a beautiful building in a beautiful location near the park. How lucky am I? I have already met several of you and know this to be a friendly, sharing community of residents. I hope you will find me up to the task of maintaining and improving your facility.

My experience and skills include building maintenance, painting, HVAC management, plumbing, yard and drive maintenance, and hopefully will soon include pool certification. My office is in the basement

just off the elevators. Please do not hesitate to stop by and say hello. I look forward to meeting each one of you... and your dogs!

### **PLUMBING REPAIRS...and THANK YOU!**

Due to the overwhelming response to fix suspect shutoffs, hoses and fixtures in owners' units we have scheduled additional building water shutoffs so you can schedule your plumbers. Shutoffs will occur from 11:30-4:30 on April 9 and 16th as well as May 7 and 21st. Due to the air-conditioning season, building water shutoffs will only occur the first Tuesday June-September and then from 9am-Noon so that the AC is available in the warmer part of the day.

Please take advantage of these additional shutoffs and schedule your plumbers now. Plumbers that are familiar with the building are Squeaks, Quality Plus and Massey but you can use any licensed plumber of your choosing. Let the office know your schedule so we don't have any conflicts.

Your neighbors below you really appreciate addressing your plumbing issues identified in the inspection. THANK YOU!

### **SPRING IS HERE!**

Many of our residents are new to the building and may not realize that we have a Garden Committee that takes on the task of growing and maintaining our beautiful plants, flowers, shrubs and gardens in the summer. Elspeth McHattie has masterfully led this team for the past several years, and we all look forward to seeing what she has planned for our gardens this year.

But Elspeth needs our help! In a few weeks, we will post a notice of the first meeting of the Garden Committee and will invite you to join whenever you can. It is great exercise, good company, and a chance to use some of those lawn care skills you honed before you moved into a condominium!

### **DON'T GET TICKETED**

It is April and street sweeping begins this month. Our streets are cleaned the first Tuesday, Wednesday, Thursday, and Friday of each month until November. Look for the notices to reappear in the elevators with the details each month.

### **WORK ORDERS**

The CTW Board and Bridget have installed a new process for residents to report issues that require management attention, such as building and pool maintenance, house cleaning, lawn care, shoveling/ice, heating and air conditioning operations, and problems occurring inside your units.

We have designed a simple Work Order for you to fill out and present to Bridget. Bridget will examine the issue being raised and either resolve it or pass it on to Rich or another vendor to address. The board wants to ensure that your issues are addressed and resolved in the timely and efficient manner. And if the issue is raised by more than one resident, it can signal to the Board that the issue is significant.

Bridget will log and track the time it took to satisfactorily resolve the issue and any expense incurred. With this level of detail, the Board can plan on which issues can be anticipated, prevented, and resolved with minimal disruption and expense.

You may find the Work Order forms in a stand near the mailboxes or from Bridget in the office.

## **REMINDERS**

The next Board of Directors meeting will be held Wednesday, April 17 at 6:00 pm in the Community Room. Attend to learn more about what's going on in the building.

Office hours are Monday-Friday, 9:00 am to 6:00 pm. In case of an emergency after hours, a manager will be on call at Weststar and can be reached at 720-941-9200 ext 1.

### **2019 Board of Directors**

President – Bob Olsen

Vice-President – Barbara Whitcher

Secretary – Barbara Wagner

Treasurer – Barbara Creek

Members-at-Large --

Jean Reardon

Rob Simmons