

Cheesman Tower West

Newsletter – November, 2020

November



ZOOM.... ZOOM.... ZOOM

THE HOA BOARD ANNUAL MEETING will be held *by Zoom meeting* on Thursday, November 19, 2020. Denver's Covid restrictions state that no more than five people may meet together, so owners may attend this meeting by video on their computers or by phone by logging into a Zoom meeting.

Weststar will send each owner the login details and info about the meeting in the second week of November. In this packet there will be a proxy declaration. **Please sign and return this to the office by November 15** so that our meeting will have the required number of participants to meet a quorum.

Also, in your packet will be a Resident Information form. We are updating our records to reflect your most current information. Please provide your contact info as well as your parking spot, storage closet number, and pet information. This info is treated as private and will not be shared.

In November, two Board positions will become vacant. One owner has self-nominated to fill a position. Anyone who wishes to self-nominate for the remaining position **MUST** send an email to Scott Dube at scott@weststarmanagement.com with a brief bio **BEFORE** November 5.

CONTRACTOR/VENDOR ENTRY. All residents are responsible to notify their vendors that when bringing their equipment or delivering your appliances to the building, they **MUST** use the back (north parking ramp) entry or the Humboldt Street garage entry. Never allow large items to enter our building through the front entry. Our doors are very expensive and we work hard to protect them from nicks and dents. If your contractor calls you from the entry phone, you may meet them at the back door to let them in, or arrange with Tonya in the office to buzz them into the back door.

And just in case you were wondering.... There will be **no Holiday party** for the Community this year.

WINTER IS COMING!... and we may have parking available in the lot across the street. Please notify the office by phone or email if you would like your name put on a waiting list. Current rate is \$50 for month-to-month rental.

WHAT TO DO? CTW has compiled a document entitled **EMERGENCY ACTION PLAN**. It instructs us how to plan for and act in the event of several emergencies. To have a pdf of this documents emailed to you, please request from Tonya in the office at cheesmantowerwest@gmail.com. A copy is also available on our website at weststarmanagement.com.

ELEVATOR CHARGES. We are suspending charging for contractor/delivery use of the elevator. We expect that whenever our elevators are used to transport construction items or the delivery of large items, the resident will secure from the office and install our elevator padding to protect the interior of the elevator. Only the right (east) elevator is to be used for these purposes. To manage the elevator during loading the unloading, the elevator key is available from the office. And as a matter of courtesy, the elevator may be held open only during loading and unloading, and not left in locked position indefinitely. Move-ins and Move-outs will continue to be charged for their high-demand usage of the elevators. See Tonya in the office to arrange.

WHO IS RESPONSIBLE?? Several new residents have asked us to clarify what is their responsibility and what is the responsibility of the HOA. Generally, what is inside your unit is your responsibility.... lighting, plumbing, improvements. We will handle slow-moving drains because our pipes are fragile. We also will offer advice if your heat or air are not responding. This may be ours to correct, or you may need to have a new blower unit motor or a new thermostat installed. The HOA takes responsibility for the systems that are shared by us all, especially the heating radiators and the AC chiller, the venting and drainage systems, and the laundry room.

OFFICE TRANSITION Say hello to **Tonya Crane**, our Office Administrator. Office hours are 8:30 to 4:30 with lunch from 12 to 1pm. You may reach her by phone at 303.832.7454 or by email her at cheesmantowerwest@gmail.com.

Please make your work requests by filling out a work order, or contact Scott at Weststar directly at 720.941.9200 ext. 44 or scott@weststarmanagement.com.

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.

The next Board of Directors meeting will be the Annual Meeting on November 19 at 6pm via Zoom video or telephone.

2020 Board of Directors

President – Barbara Witcher
Vice-President – Bob Olsen
Secretary – Barbara Wagner
Treasurer – Barbara Creek

Members-at-Large --
Jean Reardon
Rob Simmons