

**Park River West Condominium Association
Board of Directors Meeting
Saturday Aug 19, 2023 – Via Zoom Conference**

A meeting of the Board of Directors of the PARK RIVER WEST CONDOMINIUM ASSOCIATION, INC. (the “Association”) was held on Saturday, Aug 19, 2023, via ZOOM online/video beginning at 10:30 a.m. MDT. President Stew Squires (618) presided. Association Secretary Carol Primdahl (653) prepared these minutes.

1. **Call to Order / Roll Call.** The Meeting was called to order at 10:36 a.m. MDT by President Stew Squires (618). The following Directors of the corporation were present via ZOOM: Stew Squires (618), President, Fritz Sampson (633), Vice-President, Helen Evans (619), Treasurer, Carol Primdahl (653), Secretary; Rick Stephens (603), John Mize (615) and Doug Feck (635). Greg Shipman (625). and Chris Hines (602) were not available to attend.
2. **Designation of President, Vice-President, Secretary and Treasurer** - President Stew Squires (618) nominated the following officers: Stew Squires (618), President, Fritz Sampson (633), Vice-President, Helen Evans (619), Treasurer and Carol Primdahl (653), Secretary.

Action Taken: It was moved, seconded, and unanimously adopted to elect the officers as shown above.

3. **Approval of Minutes.** The minutes of the Board of Directors meeting held on July 10, 2023, previously emailed to the directors, and posted on the website, were presented for approval.

Action Taken: It was moved, seconded, and unanimously adopted to approve the minutes of the Board of Directors meeting held on July 10, 2023.


4. **Treasurer’s Report.** Helen Evans (619) sent the Balance Sheet, and Profit/Loss statements, and the Budget to the Board prior to the meeting and it was fully reviewed during the Annual Meeting held on Aug 19, 2023. Since it was reviewed at the Annual Meeting it will not be repeated at this meeting.

5. **Old Business**

- a. **Updated Annual Work Plan and Checklist.** – Carol reviewed the upcoming actions. John will update the plan to replace our insurance from American Family to State Farm. In addition, it was confirmed that we’ll continue to use Zeik Construction, LLC for our snow removal for the winter season.
- b. **New Bookkeeper** – This is Nancy’s last year as bookkeeper. After several inquiries for a replacement, Chris Hill (our existing Tax accountant) has been identified as a good replacement. The timing of the handoff has yet to be finalized.
- c. **Spring Cleanup, Gutter Cleaning, Landscaping – The following matters were discussed:**
 - i. Doug communicated a concern with the pile of pine needle by the river. Pictures will be taken and an action plan will be developed.
 - ii. Doug will align with Dennis on the timing of the Fall Cleanup
 - iii. Doug will develop a plan for removal of 2 dead trees between units 674 and 676 as reported in our annual meeting.
 - iv. Doug and Fritz will develop a plan for moving random rocks in the community to the riverbank to make mowing easier and help prevent riverbank erosion.
 - v. Doug suggested that Empire Glass of Loveland be added to our website contact list, since they did an excellent job of replacing windows damaged in the last mowing.

- vi. During the annual meeting, it was suggested that we investigate getting leaf guards added to our gutters. Fritz will contact Apex Roofing to get a cost estimate. A comment was made that leaf guards may not be effective at keeping pine needles out of gutters.
 - vii. Rick asked that unused Direct Dish satellites be removed from condos. An action was taken to contact our Painter or Gutter Cleaning company for a cost estimate.
- d. **Add Operations Account at Schwab** - Stew Squires reported he continues to work on setting up the corporate account at Schwab with which PRW could deposit operating funds.
 - e. **Exterior cameras, lighting** – Fritz highlighted the hodgepodge of all the various cameras, cameras with solar panels, and added lighting being installed in PRW. Fritz will update his recommended guidelines for installation of cameras and added lights and send to Board for their review. Once approved by the Board, the guidelines will be sent to all owners.
 - f. **HOA Condo Insurance – State Farm** – Rick communicated that we have received the new State Farm condo insurance policy effective Aug 1st with an annual renewal. John will update the Work Plan to align with this new renewal schedule.
6. **New Business**
- a. **632 – Nola Gail – Notice of Deck Repair Required** – The Boards discussed the background of the deck and agreed that our existing deck policy does apply. Fritz took the action to reply to 632 communicating our deck policy which allows for limited reimbursement up to \$2500 for deck repairs.
 - b. **639 – Awning request** - Unit 639 submitted a request to install an awning to their deck. Fritz reviewed the documentation provided and recommended that the Board approve. The Board approved the change via email.
 - c. **Outstanding violations and notifications of hearings.** Violations were reviewed and the Board decided that no further action was needed.
7. **Next Board Meeting.** The next board meeting will be on Monday, Sept 25, 2023, at 3pm MST via a Zoom conference call. John will schedule a presentation via Zoom at 3:00 p.m. that day with Condo Control for it to demonstrate its software and answer any questions that the board may have.
8. **Adjournment.** There being no further business, it was moved, seconded, and unanimously approved to adjourn the meeting at 11:45 a.m. MDT.

Minutes prepared and signed: Aug 24, 2023

By: 
Carol Primdahl, Secretary