

**Park River West Condominium Association  
Board of Directors Meeting  
Monday Sep 25, 2023 – Via Zoom Conference**

A meeting of the Board of Directors of the PARK RIVER WEST CONDOMINIUM ASSOCIATION, INC. (the “Association”) was held on Monday September 25, 2023, via ZOOM online/video beginning at 3:01pm 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 3:05pm 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, Treasurer, Carol Primdahl (653), Secretary; John Mize (615), Doug Feck (635), Greg Shipman (625) and Chris Hines (602). Helen Evans (619) and Rick Stephens (603) were not available to attend.
2. **Conflicts of Interest Disclosures.** Following the PRW Conflict of Interest Policy, Stew Squires (618) inquired if any of the directors have a conflict of interest needing disclosure before the meeting. None were reported.
3. **Approval of Minutes.** The minutes of the Board of Directors meeting held on August 19, 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 August 19, 2023.

4. **Treasurer’s Report.** Helen Evans (619) was not available to attend the meeting. Helen sent the following Treasurer’s Report (including the Balance Sheet, and Profit/Loss statements, and the budget form) to the Board via email prior to the meeting asking for any comments or questions. None were received.

As of Sept 20, 2023, and rounded:

Bank of Colorado checking - \$17,041

Bank of Colorado reserves - \$8,955 and Schwab Corporate account - \$263,336 for Total reserves of \$272,291.00

T-bill: \$61,000 to mature on 9/26/23, \$89,000 to mature on 10/19/23 and \$112,000 to mature on 11/21/23.

Interest earned in Schwab accounts through August 31, 2023:

Schwab One - \$35.77

Cash Dividends - \$14.83

T-Bills - \$6,538.83

Total Schwab interest - \$6,589.43

There have not been any unexpected bills since our last meeting.

**Action Taken:** It was moved, seconded, and unanimously adopted to approve the Treasurer’s report as presented.

5. **Old Business**

- a. **Updated Annual Work Plan and Checklist.** – Carol communicated the following activities that are due soon. Updates to the checklist for our new insurance policy from State Farm will be made prior to the next meeting.
  - i. Quarterly sewer bill is due Oct 1<sup>st</sup> – President or Treasurer
  - ii. Annual State HOA registration by Nov 1<sup>st</sup> - President or Fritz Sampson

- b. **New Bookkeeper** – This is Nancy’s last year as bookkeeper. Chris Hill (our existing Tax accountant) to assume our bookkeeping responsibilities. Nancy and Chris will work together starting October 1<sup>st</sup> until the end of the year for complete the transition. Chris will be responsible for collecting mail beginning September 29, 2023.
- c. **Spring Cleanup, Gutter Cleaning, Landscaping** – The following matters were discussed:
  - i. Doug provided an update on our existing Landscape provider. Based on the number of broken windows due to mowing, Doug will explore other Landscape companies for next year.
  - ii. The Board discussed various options for disposal of pine needles. The conclusion was for Doug to obtain quotes from Landscape companies to rake and remove needles as part of their mowing services.
  - iii. Fritz and Dennis to 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 – still open.
  - v. Doug suggested that Empire Glass of Loveland be added to our website contact list. Carol added this information to our website.
  - vi. Fritz reported that gutter cleaning has been completed. Gutter repairs are scheduled to be completed by November 1, 2023.
- d. **Add Operations Account at Schwab** - Stew Squires reported he continues to work on setting up the corporate account at Schwab for PRW to deposit operating funds. His objective is to have this in place at the beginning of 2024.
- e. **Unused Satellite Dishes, Exterior cameras, lighting** –
  - i. The Board discussed numerous options for removal of unused Direct Dish satellite dishes. The conclusion was that Fritz will send an email to homeowners providing contact information for a service provider (Israel) that can properly remove unused dishes (repair shingles, holes in siding, etc..) at the Owner’s expense.
  - ii. Regarding Lighting and Exterior cameras, Fritz will update his recommended guidelines for installation of cameras and added lights and send them to Board for their review. Once approved by the Board, the guidelines will be sent to all owners.
- f. **Unit 612 – Water encroachment to unit resolution.** Round bales of hay were installed as a temporary fix to the water encroachment problem. Fritz will contact John at High Plains Excavating to get a quote to correct the water drainage issue. It was agreed that the HOA should pay for this expense.
- g. **Unit 612 – Extension of walking path north from access apron to Hwy 34 east of unit.** The Board discussed the pros and cons of this request. Stew, Doug, and Fritz will visit the area to align on potential remedies and report back to the board. In addition, Fritz will talk with High Plains to get their recommendation. Fixing the drainage issue takes priority over this request.

## 6. New Business

- a. **EVWC Dumpster Award and Utilization** – The free dumpster was a big help in removing the existing slash pile. Dennis is keeping track of his hours for fire mitigation activities to support our Fire Wise community certification.
- b. **Compliance – Violations of Declaration and Rules by owners and occupants of Units 600, 638, 641, and 655 were discussed by the Board. Enforcement Resolutions are appended to**

**and incorporated by reference in the Minutes of this Board meeting as exhibit one as if fully set out herein.**

**c. Deck Repair**

- i. Approve 624 Repair Assn Reimburse. The Board reviewed the deck repair quote and approved the reimbursement of \$710.00 for deck repair to Unit 624. Fritz sent a letter to the Owner outlining the repair requirements since it did not appear a permit was required for the repair.


**Action Taken:** It was moved, seconded, and unanimously adopted to reimburse unit 624 for deck repairs as stated above

- ii. **Approve 632 Repair/Rebuild 632** – The Board 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.

**Action Taken:** It was moved, seconded, and unanimously adopted to for Fritz Sampson to send the proposed letter to the Owner and upon compliance with Deck Repair Policy to reimburse Unit 632 for deck repairs/rebuild as stated above.

7. **Next Board Meeting.** The next board meeting will be on Monday, Oct 16, 2023, at 3pm MST via a Zoom conference call.
8. **Adjournment.** There being no further business, it was moved, seconded, and unanimously approved to adjourn the meeting at 4:42p.m. MDT.

Minutes prepared and signed: October 3, 2023

By:   
Carol Primdahl, Secretary

**Exhibit 1 - September 25, 2023 Enforcement Resolutions appended to and incorporated by reference in the Minutes of the Board meeting.**

Resolution to Hold Formal Hearing – **Unit 600.**

Upon Motion made and seconded the following resolution was unanimously adopted:

**“With regard to Unit 600**, and pursuant to Park River West Condominium Association, Inc. *Policy for Enforcement of Declarations, Covenants and Rules, including Notice and Hearing Procedures and the Schedule of Fines*, a Hearing before the Board shall be held on October 16, 2023 at 3:30 \_\_\_\_ PM, by electronic means (Zoom) upon written notice to the Unit Owner in the method dictated by Declaration Sec. 25 and containing the detail of the alleged violation(s) of the Declaration and the *Rules and Regulations* and the prospective fine of **\$1500** for violations occurring on or before September 24, 2023 **plus \$150 per day for any subsequent recurring violation**, together with any other content required by Declaration Sec. 27.

Notice of the Hearing shall be sent by the President on behalf of the Association in the manner set out in Declaration Section 25, not later than October 5, 2023.

The Hearing shall be in open session unless the Owner shall request that the proceedings be conducted in executive session pursuant to C.R.S Section 38-33.3-308(4)(e). All deliberations of the Board upon the alleged violations shall be in open session, except that the Board may go into executive session and outside the presence of witnesses or the alleged violator whenever permitted by the terms of C.R.S. Section 38-33.3-308(3) to (7) inclusive.”

**Resolution to Hold Formal Hearing – Unit 638.**

Upon Motion made and seconded the following resolution was unanimously adopted:

“**With regard to Unit 638**, and pursuant to Park River West Condominium Association, Inc. *Policy for Enforcement of Declarations, Covenants and Rules, including Notice and Hearing Procedures and the Schedule of Fines*, a Hearing before the Board shall be held on October 16, 2023 at 3:30\_\_\_\_ PM, by electronic means (Zoom) upon written notice to the Unit Owner in the method dictated by Declaration Sec. 25 and containing the detail of the alleged violation(s) of the Declaration and the *Rules and Regulations* and the prospective fine of **\$750**, together with any other content required by Declaration Sec. 27.

Notice of the Hearing shall be sent by the President on behalf of the Association in the manner set out in Declaration Section 25, not later than October 5, 2023.

The Hearing shall be in open session unless the Owner shall request that the proceedings be conducted in executive session pursuant to C.R.S Section 38-33.3-308(4)(e). All deliberations of the Board upon the alleged violations shall be in open session, except that the Board may go into executive session and outside the presence of witnesses or the alleged violator whenever permitted by the terms of C.R.S. Section 38-33.3-308(3) to (7) inclusive.”

**Resolution to Hold Formal Hearing – Unit 641.**

Upon Motion made and seconded the following resolution was unanimously adopted:

“**With regard to Unit 641**, and pursuant to Park River West Condominium Association, Inc. *Policy for Enforcement of Declarations, Covenants and Rules, including Notice and Hearing Procedures and the Schedule of Fines*, a Hearing before the Board shall be held on October 16, 2023 at 3:30\_\_\_\_ PM, by electronic means (Zoom) upon written notice to the Unit Owner in the method dictated by Declaration Sec. 25 and containing the detail of the alleged violation(s) of the Declaration and the *Rules and Regulations* and the prospective fine of **\$50** together with any other content required by Declaration Sec. 27.

Notice of the Hearing shall be sent by the President on behalf of the Association in the manner set out in Declaration Section 25, not later than October 5, 2023.

The Hearing shall be in open session unless the Owner shall request that the proceedings be conducted in executive session pursuant to C.R.S Section 38-33.3-308(4)(e). All deliberations of the Board upon the alleged violations shall be in open session, except that the Board may go into executive session and outside the presence of witnesses or the alleged violator whenever permitted by the terms of C.R.S. Section 38-33.3-308(3) to (7) inclusive.”

**Resolution to Hold Formal Hearing – Unit 655.**

Upon Motion made and seconded the following resolution was unanimously adopted:

“**With regard to Unit 655**, and pursuant to Park River West Condominium Association, Inc. *Policy for Enforcement of Declarations, Covenants and Rules, including Notice and Hearing Procedures and the Schedule of Fines*, a Hearing before the Board shall be held on October 16, 2023 at 3:30\_\_\_\_ PM, by electronic means (Zoom) upon written notice to the Unit Owner in the method dictated by Declaration Sec. 25 and containing the detail of the alleged violation(s) of the Declaration and the *Rules and Regulations* and the prospective fine of **\$1200** together with any other content required by Declaration Sec. 27.

Notice of the Hearing shall be sent by the President on behalf of the Association in the manner set out in Declaration Section 25, not later than October 5, 2023.

The Hearing shall be in open session unless the Owner shall request that the proceedings be conducted in executive session pursuant to C.R.S Section 38-33.3-308(4)(e). All deliberations of the Board upon the alleged violations shall be in open session, except that the Board may go into executive session and outside the presence of witnesses or the alleged violator whenever permitted by the terms of C.R.S. Section 38-33.3-308(3) to (7) inclusive.”