

**Park River West Condominium Association
Board of Directors Meeting
Monday November 13, 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, November 13, 2023, via ZOOM online/video beginning at 3:02 pm 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 3:02 pm 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, John Mize (615), Rick Stephens (603) Greg Shipman (625) and Chris Hines (602). Doug Feck (635) was not able to attend. Guests, Mary Sampson (633) and Faye Bellman-Yohe (617) attended. Unit Owner, Dave Fuller (638), elected not to attend the Compliance Hearing.
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 October 16, 2023, previously emailed to the directors for their review. Helen noted there was a typo in Bellinger’s name. Carol corrected the typo and reposted the minutes to the PRW website.

Action Taken: It was moved, seconded, and unanimously adopted to approve the minutes of the Board of Directors meeting held on October 16, 2023.

4. **Treasurer’s Report.** Helen Evans (619) presented the following Treasurer’s Report. Prior to the meeting, Helen sent the Treasurer’s report including the Balance Sheet, and Profit/Loss statements, and the budget form to the Board via email for their review.

Shown below are the accounts balances as of November 10, 2023. Numbers rounded to nearest dollar amount.

Bank of Colorado Checking - \$21,851
Bank of Colorado reserves - \$8,959
Schwab Corporate Account - \$276,128
Total Reserves - \$285,087

On October 19, 2023, a \$89,000 T-bill matured. A \$102,000 T-bill was purchased for \$100,753.45 on 10/26/23 using the funds from the recently matured T-bill and the funds added to the corporate account as a result of the Q4 reserve contribution. This T-bill matures on 1/18/24 with a yield of \$1,246.55 (5.456%).

Our long-time bookkeeper, Nancy Rocknich, officially retired early November as she and Chris Hill, our new bookkeeper, have matched reports for two months. Therefore, our bookkeeping monthly expense returned to \$300.

Unit 622 was reimbursed \$389.52 for the deck repair.

Israel Orozco Lopez was paid \$925 for various downspout repairs and maintenance.

Violation fines: Units 641 (\$50), 655 (\$675), and 600 (\$1500) all sent checks to comply with their violation notices.

No other unexpected banking activity occurred.

Stew communicated Chris Hill (our new bookkeeper) has requested administrative access (view only) access to our Bank of Colorado account. There were no objections to this request and Stew will give him access.

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

5. Old Business

- a. **Updated Critical Board Actions Calendar** – Carol communicated the following activities that are due in December and January.
 - i. The annual State HOA registration has been completed by Fritz Sampson. Per Fritz's request, Carol will update the calendar to move this task to November instead of October.
 - ii. Quarterly sewer bill is due Jan 1st and will be paid via auto pay
 - iii. Annual Deck repair report will be completed in January by Helen once a couple more deck repairs are finished this year.
 - iv. Year End Financial Reports for Board of Directors is due by Jan 10th. Helen will provide this report.
 - v. Property and casualty insurance premiums - Rick and John will confirm that auto payments are continued. We will get a 45-day heads-up before these premiums are due.
 - vi. The Annual Rental registration process will begin in January by Carol. Letters will go out to the Rental Owners by January 31st with all registrations to be completed by April 1st.
 - vii. Reserve Study – we have one more year on our existing contract in which we will receive an updated report in March 2024.
 - viii. Helen and Stew will coordinate with our bookkeeper to get the Annual Dues Notice with payments options sent out to all Owners before the end of the year. Stew will send a letter to homeowners informing them that annual dues notice will be sent out from our new Bookkeeper, Chris Hill.
- b. **Landscaping, Needle Resolution – Doug and Fritz** - The following matters were discussed:
 - i. Doug was not available to attend today. Carol will follow up with Doug to get an update on getting quotes from Landscaping companies for mowing, needle removal, dead tree removal, slash pile picked up, watering of trees during winter and maintenance of drip system.
 - ii. Mary Sampson (guest) attended the meeting to discuss needle removal. She stressed the importance of getting the needles removed sooner vs later to mitigate wildfires. In addition, Mary communicated that our trees need to be watered during the winter because the trees are in distress.
 - iii. Stew mentioned that our slash pile is getting pretty full, and needs be picked up.
- c. **Add Operations Account at Schwab** - Stew Squires reported he has not made progress on this task but plans to complete it before the end of the year.
- d. **Exterior cameras**–Fritz drafted a proposal to grant blanket consent for security cameras, so long as they meet certain specifications. The security cameras proposal will be sent to all homeowners for their review and feedback by Feb 15th. Thanks to Fritz for drafting this proposal.

Action Taken: It was moved, seconded, and unanimously adopted to send out the camera proposal as drafted.

- e. **Unit 612 – Water encroachment to unit resolution** – Ongoing - Fritz continues to work on getting a quote from High Plains Excavation.

- f. **Unit 612 – Proposed extension of walking path north from access apron to Hwy 34 east of unit** – Refer to “e” above for update.
- g. **Pad and Waste Container Status** – Fritz proposes a 10” x 4” pad. Fritz got a quote for a 2-yard bin for \$185/month with pick up every other week. Disposal would not have to be year-round. A quote for a shed would have to be obtained. The alternative approach would be to hire a company to do a turnkey job including cutting, racking and slash removal.
- h. **Path work SE of Unit 638** – Refer to “e” above for update.
- i. **Compliance Hearings - 3:30PM**
 - i. **Hearing Results of Units 600, 641 and 655 sent to Owners.** All fines have been received.
 - ii. **Compliance hearing for Unit 638** – The homeowner, Dave Fuller, elected not to attend the hearing. Violations are as following:
 - Parking on the Common Drive and Fire Lane. The short-term renter parked 3 vehicles on the common drive designated a fire lane in violation of Declaration Section 17N and Rule A.1. (3 violations)
 - Prohibition of Event Rental. The short-term renter held an event in violation of Rule C.2 -Prohibition of Event Rental.
 - The proposed fine is \$600.00. After a lengthy discussion, the Board agreed that the proposed fine was justified.
 - **Action Taken:** It was moved, seconded, and unanimously adopted to approve the fine of \$600 for the stated violations.
 - The homeowner will be informed of the outcome of the hearing.
 - To prevent people from parking in the fire lane in this area, it was proposed to install a split rail fence with small openings to allow animals to pass through.
 - It was agreed that our Rental rules should be revised to clarify unit occupancy rules. Fritz will draft a revision of our Rental rules for our next meeting.


6. New Business

- a. **Satellite Dish Removal** – Fritz worked with our Gutter contractor, Israel, to get a process in place for the removal of unused satellite dishes. The cost of removing satellite dishes will be at the owner’s expense. The information for satellite removal will be sent to all homeowners.
- b. **Snow plowing** – Guest, Mary Sampson (633) communicated a concern with the method the Snow removal company is doing the plowing. The company is doing the drives first and then the streets which is causing considerable icing on the streets. Mary requested that they plow the streets first and then do the drives. Stew will talk with the Snow Plow company.
- c. **Firewise Renewal** – Stew communicated that we have the needed information to get our annual Firewise report submitted on time.

7. Next board meeting – January 8th, 2024 3PM MST, Zoom

- 8. **Adjournment** There being no further business, it was moved, seconded, and unanimously approved to adjourn the meeting at 4:26 p.m. MDT.

Minutes prepared and signed: November 21, 2023

By: 
Carol Primdahl, Secretary