

**Park River West Condominium Association
Board of Directors Meeting
Monday January 8, 2024 – Via Zoom Conference**

A meeting of the Board of Directors of the PARK RIVER WEST CONDOMINIUM ASSOCIATION, INC. (the “Association”) was held on Monday, January 8, 2024, via ZOOM online/video beginning at 3:03 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 3:03 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, Carol Primdahl (653), Secretary, John Mize (615), Rick Stephens (603) Greg Shipman (625), Doug Feck (635) and Chris Hines (602). Guest, Faye Bellman-Yohe (617) attended. Helen Evans (619), Treasurer was not able 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 November 13, 2023, were previously emailed to the directors for their review. No meeting was held in December 2023.

Action Taken: It was moved, seconded, and unanimously adopted to approve the minutes of the Board of Directors meeting held on November 13, 2023.

4. **Treasurer’s Report.** In Helen Evans’s (619) absence, President Stew Squires (618) 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 January 3, 2024. Numbers rounded to nearest dollar amount.

- Bank of Colorado Checking - \$83,951
- Bank of Colorado Reserves - \$8,962
- Schwab Corporate Account - \$296,018 (\$277,249 in T-bills and \$18,760 in SNVXX money market fund)
- Total Reserves - \$304,980

Per our budget reserve requirements, on January 2, 2024, Helen moved \$17,913 from checking to Schwab Corporate. Our next T-bill (\$102k) matures on 1/18/24 so we will add this amount to our next purchase.

Other activities:

- On 12/19/23, a \$62k T-bill matured. A \$65k T-bill was purchased for \$64,140.63 on 12/20/23. This will mature on 3/21/24 giving us a yield of \$859.37 (5.29%).
- We received the UTSD Q1 statement for 2024. The amount is \$15,323.47, due 1/31/24, and it aligns with our budgeted amount.
- Unit 632 was paid \$2,500 for deck repair.
- Twenty-five units are paying dues with ACH, an increase of six units over last year.
- The Bank of Colorado checking balance includes an excess of \$18,804.79 from the 2023 budget which can be moved to Schwab Corporate to earn interest.
- Our T-bills made us \$11k in interest in 2023.
- Stew completed the setup of the New Schwab account.

John has one question on the Budget report about an account listed in the cash flow. He will get with Helen prior to the next meeting to resolve his concern.

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

5. **Fund Allocation** – Stew emailed the Board members the following Fund Allocation summary prior to the meeting. Stew is recommending the transfer of funds as outlined below.

Funds Allocation									
Balance Currently in Checking	\$92,900								
Receivable	\$9,720								
Total	\$102,620								
Surplus from 2023	\$18,805	Move this amount to New Schwab Acct							
Total 2024 Dues	\$83,815								
1st Qtr Payments									
Jan Insurance	\$4,250								
Feb Insurance	\$4,250								
Mar Insurance	\$4,250								
Sewer	\$15,325								
Water/Elec Jan, Feb, Mar	\$3,000								
Total	\$31,075								
Total Funds Remaining	\$52,740								
Cushion	\$7,740								
	\$45,000	Move this amount to New Schwab Acct							
		\$27,000 would be surplus from Annual and Bi-annual Dues payments to date							
Balance Currently in Savings	\$8,962								
Minimum (w/o \$8.00/mo fee)	\$500								
	\$8,462	Move this amount to Old Schwab Acct							

Action Taken: It was moved, seconded, and unanimously adopted to approve Stew's Funds allocation recommendation as presented.

6. Old Business

- a. **Updated Critical Board Actions Calendar** – Our Work Plan calendar was updated, and the latest version dated December 19, 2023, was shared during the meeting. Thanks to John, Rick, Stew and Fritz for their support in making the updates. The Board reviewed the following tasks.
 - i. The annual Deck repair report was completed and sent out by Helen.
 - ii. Year End Financial Reports for Board of Directors were sent out by Helen.
 - iii. Stew confirmed that our monthly auto payments are continuing for payment of property and casualty insurance premiums.
 - iv. The Annual Rental registration process will begin in January by Carol. Letters will go out to the Rental Owners by January 31st with registrations to be completed by April 1st.
 - v. Reserve Study – we have one more year on our existing contract in which we will receive an updated report in March 2024.
 - vi. The annual report to Firewise was completed by Stew last quarter.
 - vii. Stew will take the lead on contacting Allen Coe to get quotes for new policies for Crime/Fidelity (Employee Dishonesty) Policy (3/31/2024 Exp date) and Directors & Officer's Liability Insurance Policy (4/9 Exp. Date)
 - viii. Doug emailed the Board a quote for landscaping services prior to the meeting and this topic was covered later in the agenda.

- ix. Stew emailed the Board a quote for exterior painting services prior to the meeting and this topic was covered later in the agenda.
- x. Fritz has already started work on Asphalt coating.
- xi. Carol will update the Work Plan as requested during the meeting and then post the document to the PRW website.

b. Landscaping, Needle Resolution 2024 –

- i. Doug met with the independent Landscape contractor, Israel, and his partner to discuss our needs and expectations. Doug stressed the importance of protecting the windows when performing the landscaping services. Israel's pricing (~\$2500) is consistent with previous providers for general mowing and trimming but does not include cleanup of the river front area.
- ii. Israel also provided a quote of \$5000 for needle and cone raking and collection with PRW paying for the dump fees. Doug will get more quotes from other contractors on the needle and cone removal.

Action Taken: It was moved, seconded, and unanimously adopted to approve Israel's mowing and trimming quote.

- iii. Fritz is working with John Smith at High Plains Excavating about removal of random rocks on the property.
- iv. The Board's consensus is that there will be no more needle/cone dumping along the river

Action Taken: It was moved, seconded, and adopted with 7 Yays and one Nay to approve John's motion to make it a Board policy to no longer dump needles and cones along the river.

- v. It was agreed that for 2024 we will contract periodic removal of the slash pile instead of building a fenced enclosure for a dumpster.
- vi. Fritz will take the lead to get quotes for the installation of a split rail fence on the north side across from units 638 and 640 to prevent unauthorized parking on the grass.

- c. **Exterior cameras** – Fritz sent the PRW Owners a proposal for security cameras installations. Comments are coming in and Fritz will summarize all the feedback for review at the next Board meeting in February.
- d. **Solar Panel discussion** – The Board discussed the pros and cons of solar panels. Fritz communicated there is no statutory right to install solar panels. Stew shared that the Town of Estes Park upgraded their code that requires all new construction to be 100% electric capable.
- e. **Unit 612 – Water encroachment** – Fritz is still working to get a quote.
- f. **Unit 612- Extension of walking path north of access apron to Hwy 36.** Fritz is still working to get a quote.
- g. **Pad and Waste Container** – This proposal will be put on hold until further notice.
- h. **Path work SE of Unit 638** – Fritz is still working to get a quote.
- i. **Compliance Hearings update**
 - i. Hearing Results of Units 638 sent to Owner and Fines Received

7. New Business

- a. **Unit Painting Bid for 2024** – Stew obtained a quote for painting services from Thom Shafer and pricing is the same as 2023. Thom has done our painting for a number of years and has done an excellent job.

Action Taken: It was moved, seconded, and unanimously adopted to accept the painting bid as provided by Thom Shafer.

- b. **Parking Violation 655** – Details of the violations were communicated via email to the Board prior to the Board meeting and shown below for record. There were three parking violations for a proposed fine of \$450.

On December 17, 2023, Directors Feck and Sampson saw three vehicles parked on the drive bib at Unit 655 along with a pickup truck with attached trailer was parked on the pedestrian path between unit 682 and the fence at 8:15 am. Sampson contacted the short-term renters in Unit 655 and determined the vehicles on the bib and the pickup truck and trailer parked on the path were those of the renters. The Unit owners were notified by text but did not respond. The rental agent was contacted. The vehicles were gone at 1 p.m.

Action Taken: It was moved, seconded, and unanimously approved to send a Notice of Hearing to the Homeowner of unit 655.

- c. **Rental Rules Update** – Fritz presented the draft of the proposed updates of the Rental Rule that he sent out to the Board prior to the meeting. The updates clarified the existing requirements. See Addendum for Resolution.

Action Taken: It was moved by Stewart Squares and seconded by John Mize, and unanimously approved the update of the Rental Rules as drafted by Fritz.


Rick asked that we communicate to all Owners that renting a unit for less than 30 days without STR licenses is prohibited by law. It was agreed that specific concerns of suspect units will be addressed on a one on one basis.

- d. **Exterior Lighting Consistency** – Doug proposed a rule be adopted for a specific lighting lumen for exterior lights. After discussion, it was agreed to table this topic until the next meeting.
- e. **Association STR Registration Fee** – Doug proposed an administration fee as part of the Rental Renewal process for active rental units. It was agreed to table this topic until the next meeting to give the Board members time to review Fritz's legal analysis, which he provided by email during the meeting..

8. Next board meeting – February 12, 2024, at 3PM MST via Zoom

9. **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: January 12, 2024

By: 
Carol Primdahl, Secretary

Addendum 1

Resolution Drafted by Fritz Simpson

The next matter to come before the Board at the HOA Board Meeting held on January 8, 2024 was the review and amendment of certain Rules, Regulations, Policies and Procedures of the Association. After discussion and deliberation, and upon Motion by Stewart Squares and Second by John Mize, the following Resolution was adopted with a unanimously vote of approval:

“Resolved, that Section C. II of the Rules and Regulations of Park River West Condominium Association, Inc. governing the List of Rental Rules as adopted and approved by the Board of Directors at the meeting held November 16, 2020, are amended as set forth in the attached Exhibit __1__, and shall be effective as amended February 1, 2024.

Further Resolved, that the Park River West Condominium Association, Inc. Policy Governing Parking and Safety as adopted and approved by the Board of Directors at the meeting held November 16, 2020, are amended as set forth in the attached Exhibit __2__, and shall be effective as amended February 1, 2024.

Exhibit 1 – Amended List of Rental Rules at Rule Book C.II.

C. Rules Governing Unit Rentals

II. In Unit List of Rules

The Association has adopted a list of rules which shall be posted in each short-term rental Unit:

1. Units may not be rented to anyone younger than 25 years of age.
2. Event rentals are prohibited. Event rentals are defined as the rental of a Unit to one or more persons for planned gatherings of related or unrelated persons for the purpose of celebrating special events such as, but not limited to, weddings, reunions, bachelor and/or bachelorette parties, and business retreats. Rentals are restricted to rentals to family gatherings so as to comply with the Declaration rules concerning occupancy, and in keeping in character of PRW as a residential community. No tenant shall invite or permit more persons than are permitted by the occupancy Declaration to enter or occupy the Units and common grounds on any part of Park River West
3. Renters must observe the 10:00 PM PRW quiet time. Hot Tub occupancy after 10:00 PM is prohibited. (See Rule E.3 for details).
4. Short Term Renters may not bring pets into PRW.
5. Trash is to be placed in approved containers at the end of the driveway on the day of collection. No other trash, rubbish, equipment, or material of any nature shall be left outside of any Unit.
6. Guest parking is restricted to the garage and the driveway bib in front of the garage door.
8. No trailer, boat or RV of any type is allowed on the PRW property unless it is parked in the garage. It may not be parked in the driveway or on the public street. (emphasis added)
9. No activities shall be conducted within any Unit or upon PRW property which are unlawful or may be unsafe or hazardous to any person or property.
10. No open fires are allowed at PRW. This includes limited common elements, decks and patios. By way of example and not limitation, no charcoal barbecues, propane or wood fire pits, chiminea outdoor fireplaces, tiki torches, bug repellent/citronella candles are permitted on decks, patios, or in any open areas. Gas and electric grills conforming to the separate PRW rule are permitted (See Rule D.4.)

11.If found in violation of these rules by a PRW Board member, the Unit owner, or the Unit management company, the renters may be required to vacate the property and will be subject to the penalties contained in their rental agreement.

Exhibit 2 - Amended Rule Concerning Motorhomes and Recreational Vehicles at Rule Book Section D.4.

D. Rules Governing Parking and Safety

4. Motorhomes. The Board has issued a variance to Declaration 17 G so as to permit the loading and unloading of certain motorhomes and recreational vehicles. The motorhome or recreational vehicle may not exceed 24', must be parked on the Unit bib only, not encroach on the driveway, and may be parked for no longer than 16 hours when loading or unloading. No occupancy of the motorhome or recreational vehicle is permitted during this interval. The term “recreational vehicle” includes any vehicle, trailer, or structure with a sleeping arrangement. The general Declaration 17G prohibition on trailers, camper-trailers, horse-trailers, utility trailers, camper shells, boats, motorhomes, and recreational vehicles of any description remains in full effect.

End of meeting minutes.