

**Park River West Condominium Association
Board of Directors Meeting
Wednesday, September 11, 2024 – Via Zoom Conference**

A meeting of the Board of Directors of the PARK RIVER WEST CONDOMINIUM ASSOCIATION, INC. (the “Association”) was held on Wednesday, September 11, 2024, via ZOOM online/video beginning at 3:00 p.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 3:00 p.m. MDT by President Stew Squires (618). The following Directors of the corporation were present via ZOOM: Stew Squires (618), President, Tom Shepherd (636), Vice-President, Helen Evans (619), Treasurer, Carol Primdahl (653), Secretary, Chris Hines (602) Faye Bellman-Yohe (617), Jeff Shaw (670) and Rhonda DeLong (604). Greg Shipman (625) was unable 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. **Member Forum** – Stew proposed the Board consider opening our monthly Board meetings to Unit Owners per the following. Stew felt it would work best to put the Member forum topic as 3rd on our agenda. Refer to this topic under New Business for additional info.

An opportunity for presentation by members to provide information to the Board of Directors on any non-agenda item. Note: The Board cannot take any action on non-agenda items but include the item on a future agenda. **Member Comment on Agenda Items:** Member comments will be heard by the Board at the conclusion of the presentation of the agenda item. Persons addressing the Board shall raise hand and first be recognized by the President and may speak only one time per agenda item. Speakers shall state their name and unit number for the minutes, address comments to the Board as a Body, and shall be allotted three (3) minutes for comment. All member commentary must be made at the podium or offered virtually via Zoom Chat.

4. **Additional officer/committee elections/appt - consider Asst Secy, Asst Treas, Insurance**

After a lengthy discussion, a motion was made to elect the following assignments:

- Insurance Liaison – Rhonda Delong, primary (committee, Stew Squires and Jeff Shaw)
- Asst Website Manager – Rhonda Delong (in support of Carol Primdahl as Secretary)
- Asst Treasurer – Jeff Shaw (in support of Helen Evans, Treasurer)

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

The Asst Secretary position remains open and will be discussed at the next meeting. Carol will arrange a meeting with Faye to give her an overview of the Secretary roles and responsibilities.

5. **Approval of Minutes.** The minutes of the Board of Directors meeting held on August 17, 2024, previously emailed to the directors, and posted on the website, were presented for approval. There were 2 changes requested which have been made and the revised minutes have been posted to the website.

Action Taken: It was moved, seconded, and unanimously adopted to approve the minutes of the Board of Directors meeting held on August 17, 2024.

6. **Treasurer's Report.** Helen Evans (619) sent the Balance Sheet, and Profit/Loss statements, and the Budget to the Board prior to the meeting.

Here are the account balances, rounded to the nearest dollar as of September 8, 2024:

- Bank of Colorado Checking - \$25,790
- Schwab Corporate Operating Account - \$14,870
- Schwab Corporate Reserve and Capital Account - \$350,201

Investments:

- On 8/22/24, a T-bill for \$114,000 matured.
- On 8/23/24, we bought a \$116,000 T-bill for \$114, 597 which will mature on 11/21/24. The yield will be \$1,403 (5.13%)

Expenses:

- On my Budget Summary, there is \$992 under operating contingency (unexpected expenses or overages). This expense is for carpet drying services by Briggs Carpet Care due to water backup in Unit 616 (\$800) and PRW purchasing of a carpet drying fan (\$192) to have available to minimize water damage should a future event occur.
- To Israel Lopez, \$2800 for gutter cleaning of all units.
- To Robert Foster, attorney, \$800 for advice and services regarding the formal complaint made by Unit 655 against the PRW Board regarding HB22-1137.
- All other expenses were routine.

Stew mentioned that he sent an invoice from Mountain Dirt to replace 80 square feet of carpet for unit 616. Helen had not seen that email so Stew would resend it.

Jeff asked a question about longer term investments. Stew commented that our Reserve funds will start being used in the next few years to replace roofs, so the HOA prefers shorter term investments.

A motion was made to accept the Treasurer's report as presented by Helen which is shown above.

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

7. **Old Business**

- a. Updated Critical Board Actions Calendar – Secy
 - i. Helen confirmed that the Quarterly sewage bill is automatically paid on the last business day of the first month of a quarter.
 - ii. Stew gave the Board an overview of the Firewise “Good In Standing” certification. Stew submits an annual report summarizing all the work that Dennis McDonald does along with other landscape work like needle and dead tree removal. Faye asked a question about any financial return for having the Firewise certification. Stew shared that we don't get a discount on our HOA insurance policy, however the work we do could help mitigate the impact of wildfires and possibly keep premium from going up.
 - iii. Colorado Department of Regulatory Agencies-HOA Annual Registration Required to be filed. Stew shared that Steve Foster, the HOA Attorney, manages that task but Stew will confirm.
 - iv. Stew will take the lead on drafting the Fall communication to the Unit Owners.

- v. Stew will follow up with Allen, our State Farm Insurance agent. Stew had asked for some suggestions on how we might reduce our insurance premiums. Example, “what if” we were to increase the deductible per building. Stew can invite Allen to attend one of our meetings to discuss options.
 - vi. Carol took the action to update the annual calendar plan and will send it to the board for their review.
- b. Landscaping, Needle Resolution, Tree Removal, 2024 Plan/Budget – Stew
- i. Dennis McDonald (620) has been doing volunteer landscape services since 2016. In recent years, we have been utilizing local services for mowing and needle collection. Stew has taken the lead on landscaping along with Dennis. Stew proposed making Dennis our Landscape Manager. As Landscape Manager, Dennis (as a full-time resident) would propose projects and report on services being done by our Landscape contractors. We want to ensure that we do not overburden Dennis with too much work. However, Dennis assured us that he will only do what he wants to do. Stew made a formal motion to make Dennis McDonald our Landscape Manager.

Action Taken: It was moved, seconded, and unanimously approved to make Dennis McDonald our Landscape Manager.

- ii. Needle resolution – Estes Valley Fire Inspector will inspect our property on September 19th to look for fire mitigation opportunities. All owners are welcome to participate in the inspection. If the EV Fire Inspector supports needle distribution over wetlands, then Stew would like to propose proceeding with this method for handling some of our needles. Stew commented that needles decompose over time and could be a substantial saving to the HOA.
- iii. Tree Removal – Previous dead tree removal, Pine beetle kill and leaning tree. Matt from Estes Valley Tree Care has removed 8 dead trees. He identified some of our trees near the river have been infected by Pine Beetles. Estes Valley Tree Care will give us a quote on what is needed to prevent the spread of the Pine Beetles. Regarding the Leaning Tree, a quote has been requested as well.

Tom took the action to contact Rulon Stacey, the owner of the home across the river, to see if he would be willing to split the cost of the tree removal and give Estes Valley Tree Care access to his property.

- c. Drainage and Walking Path Ext.
- i. 612 – Water encroachment to unit, slope drainage resolution.
 - ii. Extension of walking path north from access apron to sidewalk east of unit 612
 - iii. Path erosion restoration work SE of Unit 638
- Stew provided a very detailed explanation on the past property damage due to water drainage issues on the east side of PRW property, the need to extend the path and restore the eroded walking path. After a couple of years of trying to get a qualified contractor, Stew finally obtained a quote from Park Landscaping for \$10,541.21 for the above 3 projects. Park Landscaping has done work for us in the past, has done good work and the quote is reasonable. A motion was made to proceed with the quote as stated above.

Action Taken: It was moved, seconded, and unanimously approved to proceed with the quote from Park Landscaping.

- d. Unit 650 – Registration Violation – After an explanation of the violation, a Hearing was opened. A motion was made to dismiss this violation for not completing their rental registration by the deadline.

Action Taken: It was moved, seconded and unanimously approved to dismiss the 650 violation as stated above.

- e. Unit 655 – Parking Violation – The history of 655 violations and their formal complaint to PRW HOA was shared with the Board. After a lengthy discussion, it was proposed to invite the 655 Unit Owners to attend the October Board Meeting to give them the opportunity to present their case in hopes of resolving this issue. Stew took the action to draft a letter to the 655 Unit Owners. A motion was made to table this agenda topic until our next Board meeting.

Action Taken: It was moved, seconded and unanimously approved to table the discussion on Unit 655 until our next meeting.

- f. Trailblazer Negotiations Committee – Chris provided an update on Trailblazers (TB) expansion and the negotiations with Trailblazer. We have received TB's latest 3-page contract (which is in line with our original request). John Mize has proposed some minor changes to the agreement. The revised contract is acceptable to PRW with the proposed changes. Chris outlined the implementation plan once the contract is approved by both parties. Chris made a motion to approve the redlined TB contract as revised by John Mize.

Action Taken: It was moved, seconded and unanimously approved to redlined TB contract as revised by John Mize.

Chris will send our proposal redlined contract with TB for their consideration.


8. New Business

- a. EVFPD Fire Inspection – The updated date for the inspection is Sept 19th – 9:30AM
- b. New Agenda Line Item – Public Comment (see above, item 3)
 - i. Owners attending the meeting may address the Board for up to 3 min.
 - ii. Agenda for meeting will be posted under new website Board sub-category (Meeting Agendas)
 - iii. Language suggested for agenda emailed separately.
- c. Tom suggested that we do introductions of Board members at the start of the next meeting.
- d. Tom volunteered to get involved in riverbank restoration and exterior painting.

9. Next board meeting – Wednesday, October 23, 2024, at 3 p.m. MDT via Zoom

- 10. **Adjournment.** There being no further business, it was moved, seconded, and unanimously approved to adjourn the meeting at 4:57 p.m. MDT.

Minutes prepared and signed: September 23, 2024

By: 
Carol Primdahl, Secretary