

**Park River West Condominium Association
Board of Directors Meeting
Wednesday, October 23, 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, October 23, 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 (647) and Rhonda DeLong (604). Greg Shipman (625) was unable to attend. Dan Berlau (655) attended for the Member Forum agenda item.
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. Stew Squires stated that he would recuse himself from topics related to Units 606 and 655. No other disclosures were made.
3. **Member Forum** - 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 members’ commentary must be made at the podium or offered virtually via Zoom Chat.
 - a. **Unit 655 – Parking Violation – Discussion**

Tom Shepherd, lead the discussion. The meeting began with introductions by the Board of Directors and Dan Berlau (655). Tom began by reiterating that the Board is an all-volunteer organization with many responsibilities including the oversight of the association’s bylaws and declarations. The Board invited Dan to attend the meeting to give him the opportunity to share his thoughts and position regarding their parking violations with the Board. Shown below is a summary of Dan’s key comments.

 - i. Of the more than 300 guests they have had at their unit over the last 2.5 years, there has only been one noise and 3 parking violations. They took immediate action to fix the noise issue and have had no repeat noise issues.
 - ii. He asked the Board to make sure the parking rules are enforced fairly and consistently across the community. He noted that he saw 5 to 6 giant trucks parked at other units the last time he was up there.
 - iii. He asked for tips from other STR owners on how to better communicate the rules to guests.
 - iv. He requested the Board amend the rules and regulations to not be in violation of CO State law and allow for a cure when there is violation that is not a safety violation. (Note: Per the Association’s Attorney, our regulations are not in violation of CO State Law).

Tom concluded the discussion by thanking Dan for sharing his thoughts. Tom asked Dan to have his Property Manager highlight the importance of the parking rules to guests with the goal of eliminating these violations.

4. **Approval of Minutes.** The minutes of the Board of Directors meeting held on September 11, 2024, 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 September 11, 2024.

5. **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 October 21, 2024:

- Bank of Colorado checking - \$58,706
- Schwab Operating Account - \$14,989
- Schwab Reserves/Capital Account - \$370,157

On 10/2/24, per the budget requirement, I moved \$17,913 from Bank of Colorado checking to Schwab Reserves.

Investments:

- A \$70k T-bill matured on 10/3/24.
- I waited until the transferred money from Bank of Colorado cleared and on Oct 9, 2024, bought a \$87k T-bill for \$86,159.11. This will mature on 12/26/24 for a profit of \$840.89 (4.64%).

Major expenses:

- To Robert Foster, \$1,563 for consultation and letter regarding Unit 655.
- To Mountain Dirt and Cleaning, \$840 for Unit 616 carpet removal and replacement.
- To Estes Valley Tree Care, \$1,300 for dead tree removal around units and slash pile.
- To Estes Valley Tree Care, \$10,900 for removal of dead trees along river and \$2500 for removal of leaning tree (the owner across the river will reimburse us \$1,250).

All other expenses were routine.

Stew mentioned 2 items. First, we've used up our 3-month discount for insurance and said that an insurance bill will be due in November. Second, he sent a reminder email to an owner that is delinquent in paying their quarterly HOA dues.

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.

6. **Insurance Committee** – Rhonda asked for historical information on the Associations insurance. Stew has a lot of information, and she asked for a meeting with Jeff and Stew to discuss the history. Helen has some old emails from Rick as well.

7. **Old Business**

- a. Updated Critical Board Actions Calendar – Secy
 - i. Firewise "Good in Standing" Annual renewal is due on November 17, 2024. Stew will complete the renewal prior to the due date. All of the tree removal work we recently completed was classified as fire mitigation and will cover the requirements for the annual renewal.
 - ii. Colorado Department of Regulatory Agencies-HOA Annual Registration Required to be filed by November 1, 2024. The PRW's Attorney handles this action. Stew also mentioned a renewal that Fritz completed.
 - iii. The Fall Newsletter was sent out to all Unit Owners on October 3, 2024. Another email will be sent out prior to the end of the year reminding Unit Owners of the change in the Annual Dues.
 - iv. Carol took the action to correct the typos in dates on the items due in December.

- b. Landscaping, Needle Resolution, Tree Removal, 2024 Plan/Budget – Stew
 - i. Tree Removal –Pine beetle kill and leaning tree removal was completed, and rocks were moved to the riverbank as well. A big thanks to all the members that helped to complete this big task.
- 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 638No progress has been made on the above actions. Stew has been in contact with the contactor however a start date is still to be determined.
- d. Trailblazer Final Agreement Approval
Trailblazer has accepted PRW's proposed changes to the State's access agreement. After some historical discussion, the following motion was made:

Action Taken: It was moved, seconded, and unanimously approve the access agreement with Trailblazer.

Once TB gets the access agreement signed on their end, TB will continue with installation of infrastructure equipment and expects to begin marketing their services to our community in the February – March 2025 timeframe.

8. New Business

a. 606 Owner Letter Resolution

Greg Shipman took the lead on working with the Owner and Renter of 606. Based on Greg's feedback, he believes this issue has been closed. The following motion was made.

Action Taken: It was moved, seconded, and unanimously approved to have Greg send a response email to the Owner of 606 to confirm closure of their concerns.

b. 2025 Annual Meeting Presentation, Mailouts

Stew requested volunteers to take responsibility for the mailout of the 2025 Annual Meeting Presentation next July. It takes around 4 hours to complete. Stew also requested that others on the board help to give the PRW presentation at the next Owner's meeting in August. Additional discussion is needed to finalize a plan on who will do what for the Annual meeting.

- 9. **Next board meeting** – Wednesday, December 4, 2024, at 3 p.m. MST via Zoom. Carol contacted Greg Shipman, and he is currently available on this date. This will be the last meeting of the year.

- 10. **Adjournment of regular Board meeting.** There being no further regular business, it was moved, seconded, and unanimously approved to adjourn the regular Board meeting at 4:18 p.m. MDT.


11. Executive Session to discuss Unit 655 Parking violations.

Action Taken: It was moved, seconded, and unanimously approved to move into Executive session at 4:18 p.m. MDT.

No formal motions were made during the Executive meeting. It was concluded that another Execution session was needed when all Board members were available to attend.

- 12. **Adjournment of Executive meeting.** It was moved, seconded, and unanimously approved to adjourn the Executive session at 4:53 p.m. MDT.

Minutes prepared and signed: October 31, 2024

By: 
Carol Primdahl, Secretary