

**Park River West Condominium Association  
Board of Directors Meeting  
Wednesday, December 4, 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, December 4, 2024, via ZOOM online/video beginning at 3:00 p.m. MT. 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. MT 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, Greg Shipman (625), Faye Bellman-Yohe (617), Jeff Shaw (647) and Rhonda DeLong (604). Chris Hines (602) 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. Stew Squires stated that he would recuse himself from topics related to Unit 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 Call.
  - a. No Owners communicated their desire to attend the meeting.
  - b. Refer to this topic later in the agenda for more information.
4. **Approval of Minutes.** The meeting minutes of a special session of the Board of Directors meeting held on November 4, 2024, was previously emailed to the directors.

**Action Taken:** It was moved, seconded, and unanimously adopted to approve the minutes of the special session of the Board of Directors meeting held on November 4, 2024.

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

Here is our account balances rounded to the nearest dollar as December 2, 2024.

Account balances rounded to the nearest dollar:

- Bank of Colorado Checking - \$35,095
- Schwab Operating - \$28,530
- Schwab Reserves and Capital - \$347,490

Investments and Money Transfers:

- On 10/29/24 a \$116,500 T-bill matured.
- On 10/30/24, \$13,450 was moved to Schwab Operating to cover the capital expense of the removal of many trees along the river. The transferred money was put into the Schwab money market fund SNVXX.
- Also, on 10/30/24, a \$151,000 T-bill was purchased for \$149,424 which will mature on 1/23/24 with a yield of \$1,576 (4.59%).

- On 11/21/24, a \$116,000 T-bill matured. On 11/22/24, \$10,272 was moved to Bank of Colorado checking account to cover the capital expense of the path construction and drainage issue of Unit 612.
- Also, on 11/22/24, I mistakenly bought a \$107,000 U.S. Treasury Note instead of a T-bill for \$107,230 which will mature on 2/28/25. I asked Stew to explain how the interest will be paid as I was unfamiliar with Treasury Notes. Being a note, we will earn \$748 for accrued interest and \$590 as final interest payment for a total of \$1338. We will receive \$108,338 upon maturity.

Summary of major expenses:

- To Park Landscaping \$10,271 for path construction and better drainage for Unit 612.
- To Upper Thompson Sanitation District (UTSD) \$15,323 for Q4 sewage.
- To Zeik Construction \$760 for two snowplowing events.

We received \$1250 from the owner across the river for their share of the removal of the leaning tree.

All other expenses were routine.

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. Old Business

- a. Updated Critical Board Actions Calendar – Secy
  - i. HOA Regulatory Annual Registrations (US Treasury (FINCEN) and CO State HOA) were completed on November 13, 2024.
  - ii. The Annual Dues letter for 2025 will be sent out to all Owner's by our Bookkeeper to explain that dues can be made annually, semi-annually, or quarterly and that bank drafting is available.
- b. Drainage and Walking Path Ext. All 3 of the following tasks were completed last month. Feedback from the Owners near this work is very positive. A big thanks to Stew and Dennis for all their efforts for getting this accomplished.
  - 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
- c. 655 Hearing Continuation of July 16<sup>th</sup> Board Meeting

**Action Taken:** It was moved, seconded, and unanimously adopted to continue the 655 Hearing from July 16<sup>th</sup>.

The 655 Owners are not present. The Violations were reviewed and the Board deliberated to discuss the details.

**Action Taken:** A motion was made to proceed with the fines of \$450 for four-mentioned violations and was unanimously approved except for Stew, who recused himself.

d. 655 Hearing for October 11, 2024, Parking Violation

**Action Taken:** It was moved, seconded, and unanimously adopted to open the 655-hearing concerning the parking of a prohibited vehicle violation by the occupiers of Unit 655 on October 11th, 2024.

The 655 Owners are not present. The Violation was reviewed and the Board deliberated to discuss the details.

**Action Taken:** A motion was made to proceed with the fines of \$150 for October 11, 2024. violations described above and was unanimously approved except for Stew, who recused himself.

- e. **Trailblazer (TB) Final Agreement Approval** – We still have not received the signed contract back from TB. Stew contacted TB and was informed that it was still in queue for approval.

7. New Business

- a. **Election of Asst Secretary** – Carol and Faye meet back in Sept to discuss the secretary's role. Faye agreed to be the Assistant Secretary.


**Action Taken:** It was moved, seconded, and unanimously adopted to approve Faye Bellman-Yohe as Assistant Secretary.

- b. **603 Fire Lane Violations to Hearing** – The Owners of Unit 603 are new to PRW and unfamiliar with living in a community with a HOA. A picture of parking violation was reviewed of a car in the fire lane. Greg volunteered to go talk with the Owners to communicate the importance of adhering to the HOA rules.
- c. **670 Deck Approval** – Jeff Shaw requested approval to replace his deck. Greg Shipman wants to replace his deck as well and plans to use the same contractor and design as Jeff's. They will need to submit the Contractor's name (Fix it Solutions), license, liability/workmen's compensation insurance and decks plans to the HOA for review and approval. Helen confirmed that units 625 and 670 have not had any deck repairs and are eligible for the HOA to pay up to \$2500 for specific repairs. Quote will have to itemized for the HOA to pay for their portion of the repairs.
- d. **CO State webinar on HOA Roles and Responsibilities** – Several Board Members mentioned that they had attended the webinar and thought it was useful. Carol sent the Board the link to the webinar recording and presentation materials.
- e. **Changes to PRW Rules for 2025**
- i. Rules will be updated to explicitly state that the only appliance allowed on decks/patio is a propane or natural gas barbeque. Heaters, firepits, etc. are prohibited.
  - ii. Parking rules discussion - The Board discussed several parking rules including:
    1. Commercial vehicles making active service calls.
    2. Grace period for parking violations – fire lane vs drive bib, owner's vs STR/Renters
    3. Large payload vehicle – clarify rules.

After a lengthy discussion, Stew took the action item to draft proposed updates to the rules per the discussion. Carol requested that the Board update the rules no later than the 3<sup>rd</sup> week of January to allow preparation time for the PRW Rental registration process.

- f. **Member Forum implementation:** To help inform Owners of the upcoming Board Meetings, the agenda will be finalized about a week before the meeting date. Agendas will be posted on the PRW website, and an email will be sent to the Owners letting them know where to view meeting agendas. If an Owner wants to participate, they will contact Stew for the Zoom information.
- 1. **Next board meeting – Wednesday, January 15, 2025, at 3pm MT via Zoom.**
- 8. **Adjournment of meeting.** It was moved, seconded, and unanimously approved to adjourn the meeting at 4:34 p.m. MT.

Minutes prepared and signed: December 9, 2024

By:   
Carol Primdahl, Secretary