

**Park River West Condominium Association  
Board of Directors Meeting  
Tuesday, June 17, 2025 – Via Zoom Conference**

A meeting of the Board of Directors of the PARK RIVER WEST CONDOMINIUM ASSOCIATION, INC. (the “Association”) was held on Monday, June 17, 2025, via ZOOM online/video beginning at 4:07 p.m. MT. President Stew Squires (618) presided. Secretary Carol Primdahl (653) prepared these minutes.

1. **Call to Order / Roll Call.** The meeting was called to order at 4:07 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; Faye Bellman-Yohe (617), Assistant Secretary; Chris Hines (602); and Rhonda DeLong (604). Greg Shipman (625) and Jeff Shaw (670), Assistant Treasurer, were 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. No 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 agenda. 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.
  - a. The meeting agenda is posted to the PRW website prior to the meeting.
  - b. No Owners communicated their desire to attend the meeting.
4. **Approval of Minutes.** The minutes of May 19, 2025, were emailed to the Directors prior to the meeting for their review and have been loaded 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 May 19, 2025.

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

Our account summaries as of June 14, 2025, rounded to the nearest dollar are:

- Bank of Colorado - \$31,482
- Schwab Operating - \$21,681
- Schwab Reserve and Capital - \$416,787

On May 22, 2025, a \$114,000 T-bill matured. On May 28, 2025, we purchased a \$117,000 T-bill for \$115,750. It will mature on Aug 28, 2025, giving us a profit of \$1,250 (4.33%)

We paid Estes Valley Asphalt \$3050 for areas getting crack fill.

All other expenses have been routine.

**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** – Carol shared the calendar of tasks (which can be viewed on the PRW Website in Board Meeting Agenda folder).
  - i. Annual Irrigation Backflow Testing – Dennis started up the system on Monday, June 16<sup>th</sup>. Stew will work to get the backflow test completed.
  - ii. Annual Insurance renewal– Insurance renewal policy came in about 8% higher compared to the anticipated increase of 20%. Helen has updated the proposed Annual Budget for 2026 with the new monthly premium.
  - iii. Colorado Corporate Report – Stew anticipates that we'll be notified toward the end of June. The State sends the corporate notification directly to the PRW Attorney, Robert Foster. Robert informs Stew when the notification is received to get approval to proceed with the filing.
  - iv. Decide on weed-control services and beetle treatments. Refer to Landscaping below.
  - v. The Annual Meeting notification needs to be mailed at least 30 days prior to our August 16<sup>th</sup> meeting date. This topic will be covered later in the agenda.
- b. **Landscape update**
  - i. Tom requested quotes from 6 companies. Four companies visited our property to assess the scope of the work, and we received 3 bids. The winning quote was from Zeik Construction for three mowings, slash pile removal and pine needle removal on the north side of river path. The first mowing will begin on Friday, June 20, 2025.
  - ii. Stew mentioned that the Estes Valley Water Shed Coalition did not award PRW with a 30-yard container as in previous years. We'll apply for the second drawing for a container.
  - iii. Chris mentioned that weeds in the rock beds are a big issue. Stew had a couple thoughts for addressing these weeds: (1) areas that have plants can be considered common elements and we could have the association pay for cleaning those areas. (2) Regarding the thin strips of rocks between driveway bibs, owners can hand pull or spray weeds with a herbicide (he suggested a solution of vinegar, salt and dish soap as a potential option). After a lengthy discussion, Tom asked that we let Zeik complete the mowing and then assess how to handle weeds in the rock beds.
  - iv. Regarding weed spraying, a couple of emails were received with concerns about the weed spraying. Fritz will begin marking the areas that he is spraying on weeds.
  - v. Stew stated that Enviropest control company has been coming out monthly to address the moles and prairie dogs. An increased effort will be made to address the current active areas on June 24<sup>th</sup>, 2025. Traps and bait will continue to be used.
  - vi. Regarding pine beetles, at the time of the meeting no progress had been made on treating our trees for pine beetles. After the meeting, Stew met Matt from EV Arbor Care, and it was determined that our trees do not need treatment at this time.
- c. **Asphalt – Estes Valley Asphalt (EVA)** is continuing to do asphalt repairs. Carol sent a reminder email out on Monday, June 16<sup>th</sup> to all owners to ensure that they have their cars and trash cans out of their garage by 6:30am so that garage doors can be taped in prep for the seal coat.
- d. **2026 Budget Prep – Helen**

Helen sent out the latest version of the proposed 2026 Budget to the Board member prior to the meeting. The updated proposed budget reflects the fact that we now know the annual insurance renewal starting August 1, 2025, will be \$81,000. Changes are highlighted in yellow. Mostly the changes are increases in landscaping categories and an update to account for the insurance premium.

**Action Taken:** It was moved, seconded, and unanimously adopted to approve the proposed 2026 Budget as emailed out by Helen.

**e. Annual Meeting**

- i. **Waiver of notification by U.S. Mail** - Based on guidance from John Wize regarding what it would take to implement a waiver of notification by U.S. Mail for annual meeting notices, Carol made a motion not to proceed with a waiver of notification process. It was agreed that we'll add an agenda topic to a future meeting for updating the PRW Declaration.

**Meeting package preparation** – Stew agreed to send out annual meeting notification including a cover letter, budget and proxy which takes him about 3 hours to complete. Stew asked someone else to do this task going forward after this year.

**Action Taken:** It was moved, seconded, and unanimously approved to continue using US mail for sending out Annual Meeting notification.

- ii. **Align on Who will present of the following sections of the Annual meeting presentation.** The members reviewed the agenda and assignments were made as shown in Attachment A.

- f. **Cloud Storage for PRW documents** – Rhonda sent out the summary of the Google cloud service account has been received. The cost is free up to 50MB and \$1.99/month for 1Gig. Stew has about 4 inches of paper PRW documents that need to be scanned and loaded to the cloud drive. As appropriate, a filing structure would align with the document types. Faye made several comments regarding scanning companies, file structure, record retention and physical storage.

**7. New Business**

**a. Officer Succession**

- i. The Board reviewed the terms for existing members and got feedback on whether members were willing to continue to serve. Stew communicated that he would step down as President so that role is open for nominations. Stew would like to remain on the board but not as an officer. Stew will send out a list of key President tasks.
- ii. See Attachment B for the Succession Plan and which members will stand for re-election.

**b. Clarification of allowed Van/RVs in Rental Rules**

- i. Chris asked us to clarify the rental rules for Van/RVs. Stew would like the Rental Property Manager to document/approve of the vehicle the guest will bring to the property. Rhonda was concerned about whether that could be enforced. After further discussion, Jeff agreed to draft a proposal to the board.

**c. Fencing change request from River Rock resident**

- i. **A River Rock residents requested approval to move the opening in the fence down a little to allow them privacy on the patio.** Stew had forwarded the request to the Board prior to the meeting. The request was reviewed and there were no objections.

**Action Taken:** It was moved, seconded, and unanimously adopted to approve to move the fence opening as communicated in the request.

**d. Next Board Meeting Monday, July 21<sup>st</sup> at 3pm MT via Zoom**

**Adjournment of meeting.** It was moved, seconded, and unanimously approved to adjourn the meeting at 6:01p.m. MT.

Minutes prepared and signed: June 24, 2025

By: *Carol Primdahl*  
Carol Primdahl, Secretary

## **Attachment A**

### **PRW Association – Annual Owner’s Meeting Scheduled for Saturday, August 16, 2025**

#### **Proposed Annual Meeting Agenda**

1. Roll Call of All Unit Owners and Validation of Proxies – Stew & Carol
2. Welcome and format for meeting - Stew
3. Approval of 2024 Annual Meeting Minutes – Carol
4. Ratification of Board Actions During Past Year - Carol
5. State of the Association
  - a) General Comments/Reminders - Stew
  - b) Highlights - Stew
  - c) Insurance - Stew
  - d) Snow Removal - Tom
  - e) Landscaping – Tom
  - f) River Trail/Riverbank - Tom
  - g) Pets - Tom
  - h) Parking - Tom
  - i) Rentals - Carol
  - j) Trash and Feeders - Carol
  - k) Town of Estes Park - Trailblazer Broadband – Chris
6. Financials – Helen
7. Reserve Discussion (roof replacement) - Stew
8. Adoption of 2026 Budget – Helen
9. Nomination and Election of Directors - Stew
10. New Business - Stew
11. Adjournment - Stew

## **Attachment B**

### **Board Succession Planning**

**Stew Squires is stepping down as President so that position is open for nominations.**

**Members completing their 2<sup>nd</sup> year of a 2-year term** – The following 4 members will stand for re-election for an additional 2-year term.

- Stewart Squires (14 years) FT
- Helen Evans (11 years) 2H
- Chris Hines (2 year) STR
- Carol Primdahl (2 year) STR

**Rolling off the board** - Greg Shipman (3 years)

**Members completing the 1<sup>st</sup> year of a 2-year term** - All agreed to complete their existing term.

- Tom Shepherd – 2H
- Faye Bellman-Yohe – FT
- Jeff Shaw – 2H and STR
- Rhonda DeLong – 2H

Requests for board candidates will be included in the Annual Meeting notification.

PRW Bylaws allows up to 9 Board members.

**Board assignments as June 17, 2025 (subject to change based on results of elections at annual meeting)**

- President – Open
- Vice President – Tom Shepherd
- Treasurer – Helen Evans
- Secretary – Carol Primdahl
- Members at large, Faye Bellman-Yohe, Rhonda DeLong, Chris Hines, Jeff Shaw and Stew Squires (in alphabetical order)