

**Park River West Condominium Association
Board of Directors Meeting
Monday, July 21, 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, July 21, 2025, via ZOOM online/video beginning at 3:00 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 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; Jeff Shaw (647), Assistant Treasurer, Carol Primdahl (653), Secretary, Faye Bellman-Yohe (617), Assistant Secretary; Rhonda DeLong (604) and Greg Shipman (625). Chris Hines (602) 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 June 17, 2025, were emailed to the Directors prior to the meeting for their review and have been loaded to the PRW website. Carol noted that she made one correction and reloaded the minutes to the website.

Action Taken: It was moved, seconded, and unanimously adopted to approve the minutes of the Board of Directors meeting held on June 17, 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 July 19, 2025, rounded to the nearest dollar are:

- Bank of Colorado Checking - \$51,553
- Schwab Operation - \$21,828
- Schwab Reserve and Capital - \$437,626

A \$110,000 T-bill matured on June 20, 2025. We purchased a \$110,000 T-bill on June 30, 2025. We paid \$109,003 which will give us a profit of \$997 when it matures on Sept. 16, 2025 (4.34%).

On July 7, 2025, Helen moved the Q3 budgeted reserved contribution to Schwab Reserve/Capital from Bank of Colorado. This amount was \$19,412 which is the budgeted amount of \$22,198 minus \$2786 which was the part of the asphalt bill which was designed as a capital expense.

Estes Valley Asphalt completed their seal coating work for the season. Units seal coated were 601-633, 630-652, and 635-655. These three bills totaled \$13,334.

We paid “Got You Covered” \$1310 for covering all the garage doors prior to the seal coating.

The cost of the first mowing by Zeik Construction was \$4550. Tom commented that this invoice included mowing the property, removal of needles by the river and slash pile.

We paid Curtis-Straub \$768 for the back flow test of our irrigation system.

All other expenses were 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. The Annual Irrigation Backflow Testing was completed by Curtis-Straub.
 - ii. Colorado Corporate Report has been completed.
 - iii. A BIG THANKS to Stew for getting the Annual Meeting notification mailing sent out to all Owners.
 - iv. Weed spraying was discontinued due to complaints from several owners due to lack of notification. A discussion on weed-control services will be discussed at a later meeting.
 - v. Stew shared the president’s responsibilities related to the sale of units.
- b. **Landscape update**
 - i. The first mowing was completed after a couple of follow-up visits to correct concerns. The slash pile and needle along the river were removed as well. There were no windows broken during the mowing, which is a big plus.
 - ii. The date of the second mowing has not been set yet. Tom plans to combine the mowing and removal of the slash pile at the same time.
 - iii. Tom asked Zeik to trim sucker at the base of trees for 5 hours at \$60/hour for a total of \$300. We’ve not received an invoice yet.
 - iv. Stew commented that PRW failed to win a 30-yard container from the Water Shed Coalition.
 - v. There have been some complaints regarding the need to reseed of the areas that disturbed when Trailblazer installed their fiber optics.
 - vi. The Board had a lengthy discussion on removal of trees in overcrowded areas, fire mitigation, and removal juniper plants, etc. Tom recommended a multi-year landscaping plan be developed to address these ongoing concerns. This will be added as a topic for a future meeting.
- c. **Annual Meeting – Saturday, August 16th at 9am**
 - i. A BIG THANKS to Stew for getting the Annual Meeting notification mailing sent out to all Owners.
 - ii. Reviewed who will present sections of the Annual meeting presentation and compilation of any changes into a single PPT Refer to Attachment A for the agenda.
 - iii. Carol has started recording proxies as they come in.

- iv. Carol took the action item to confirm the wording for the motion for the ratification of Board actions. Per our 2022 Annual Meeting minutes in which John Mize was Secretary, the wording used for ratification of Board actions is as follows: “I move to ratify and confirm all actions taken by the Board of Directors, as posted in the minutes of meetings of the Board of Directors on the website since the last Annual Members Meeting”.
 - v. Regarding financial process, there must be at least two officers (Treasurer and President) approve checks/invoices.
- d. **Officer Succession Finalization** – The Board reviewed the proposed slate of assignments that Carol emailed prior to the meeting and as shown below. This is subject to election results and final approval by the Board after the August 16th Annual Owner’s meeting.
- Stew Squares will step down as President but would like to remain on the Board as a Member at large and advisor to new President and Board
 - Carol Primdahl as candidate for President
 - Tom Shepard continues as Vice President
 - Helen Evans continues as Treasurer.
 - Jeff Shaw continues as Assistant Treasurer
 - Faye Bellman-Yohe as candidate for Secretary
 - Chris Hines – Member at large will take over the Rental Registration process.
 - Rhonda DeLong – Member at large will focus on Insurance and Google Drive implementation.
 - One open board position – John Mize, prior Board Member, has communicated his desire to stand for election.

Rhonda mentioned that she has attempted to contact our State Farm agent without success. Tom shared that Fred has been on vacation so Rhonda will try again soon.

7. New Business

- a. Clarification of allowed Vans/RVs in Rental Rules – Chris Hines was unable to attend so this topic will be discussed at a future meeting. Chris will email a proposal to the Board for their review. It was agreed that any changes (if needed) to the Rental Rules would be made after the Annual meeting.
- b. Process for Requested Tree removal – Tom identified 2 dead trees that need to be removed, and he will obtain quotes for removal or see if he and other Owners can remove these small trees.
- c. Tom mentioned he contacted Tom Plake (former resident and board member) about supporting PRW with legal services. He is interested and additional discussions will be held after the annual meeting.
- d. Next Board Meeting – August 16th immediately after the Annual Owners Meeting

Adjournment of meeting. It was moved, seconded, and unanimously approved to adjourn the meeting at 4:09 p.m. MT.

Minutes prepared and signed: July 27, 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