

**Park River West Condominium Association
Board of Directors Meeting
Saturday August 16, 2025 – Via Zoom Conference**

A meeting of the Board of Directors of the PARK RIVER WEST CONDOMINIUM ASSOCIATION, INC. (the “Association”) was held on Saturday, August 16, 2025, via ZOOM online/video beginning at 11:04 a.m. MT. President Stew Squires (618) presided. Secretary Faye Bellman-Yohe (617) (newly elected) prepared these minutes.

1. **Call to Order / Roll Call.** The meeting was called to order at 11:04 a.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; and Chris Hines (602). Rhonda DeLong (604) and newly elected member John Mize (615) were unable to attend. Fritz Sampson (633) was also in attendance as a guest.
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. **Election of Officers** – During the July 21, 2025, Board Meeting, the following slate of Board assignments were proposed. The asterisk indicates Board Officers given access to Park River West Bank accounts at Bank of Colorado and Charles Schwab.
 - Stew Squares stepped down as President and will remain on the Board as a member at large. He will be an 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.
 - John Mize was elected to the Board during the August 16, 2025 Annual Meeting for a 2-year term. He will be a member at large with focus on amending the PRW Declaration.

Stew made a motion to elect the officer assignments as shown above.

Action Taken: It was moved, seconded, and unanimously adopted to approve the officer roles as shown above.

4. **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. Fritz Sampson (633) communicated his desire to attend the meeting as a guest.

5. **Approval of Minutes.** The minutes of July 21, 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 July 21, 2025.

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 and it was fully reviewed during the Annual Meeting held on August 16, 2025. A motion was made to accept the Treasurer's report as presented at the PRW Owner's Annual Meeting.

Action Taken: It was moved, seconded, and unanimously adopted to approve the Treasurer's report as presented at the PRW Owner's Annual Meeting.

Additionally, a motion was made to confirm/adopt the 2026 budget as presented and approved in the PRW Owner's Annual Meeting.

Action Taken: It was moved, seconded, and unanimously approved to confirm the actions taken by the Members at the PRW Annual Meeting held on August 16, 2025. The 2026 Budget Recommendation, as mailed to the members in advance of the Annual Membership meeting on August 16, 2025, and approved by them at that meeting is accepted making dues for 2026 for each owner \$455 per month, \$1,365 per quarter, and \$5,460 per year.

7. Old Business

- a. **Updated Critical Board Actions Calendar** – Faye shared the calendar of tasks (which can be viewed on the PRW Website in Board Meeting Agenda folder). All items are being completed as required.
- i. Fritz Sampson mentioned that the annual registration for the US Treasury (FINCEN) is no longer required but the State registration will still be required in September.
 - ii. Tom is working with Zeik for the snow contract renewal and should have a proposal by the next Board meeting.
- b. **Landscape update** – Tom presented the Landscape update during the Annual Meeting held on August 16, 2025. Refer to the Annual meeting minutes for details. Tom also mentioned that since another mowing was not needed, we are utilizing Zeik's crew to trim trees and remove dead trees/limbs as well as the suckers for fire mitigation.

8. New Business

- a. A transition plan for handoff of board officer assignments is in progress.
- i. Stew, Jeff, Helen, Faye and Carol are meeting at the Bank of Colorado on Wednesday, August 20, 2025, to make updates to who has access to the PRW bank account. Stew will be removed; Jeff and Carol will be added.
 - ii. Helen will arrange a meeting with Jeff for Treasurer training
 - iii. Carol will arrange a meeting with Chris for training on the annual Rental registration.
 - iv. The Contact Us email address will be updated to reflect the new board members.
 - v. WordPress and Zoom accounts and access will be created/updated to reflect the new officers.
- b. **Assessment of Annual Meeting** – It appeared that the meeting went well thanks to all of the preparation. There was a concern about the lack of full attendance with discussion about ensuring we have more proxies if needed next year for those not planning to attend.

- c. Website update for 2025-2026 Board Roster – Carol volunteered to make these updates.
- d. Clarification of Rental Rules for Vans/RVs – Chris proposed the following verbiage to clarify the rules for Vans/RVs:

Sprinter vans, Transit vans, and similar 1500 or 2500 class vehicles are permitted to be parked outside of a garage, and entirely on the driveway, only if they are configured for passenger transportation and/or does not contain an RV-style living or sleeping setup. These vehicles may not be connected to any form of shore power while on the property, and overnight sleeping in them is strictly prohibited anywhere within Park River West.

As discussed in the meeting, the above proposal should apply to all units. Stew took the action item to review the Rules and Regulations to determine the best location to include this clarification.


- e. Unit 658 – concerns regarding wooden bench and TB trench fill in. After a brief discussion, Fritz mentioned that he will build a new frame for the bench. It was also mentioned that the grass seeding for trenches (as a result of Trail Blazer installations) will take a couple of seasons for the grass to grow. An email will be sent to the 658 owners to further explain.
- f. Review agenda topics for future meetings
 - i. Google Drive access, training, utilization and record retention
 - ii. PRW Declaration update
 - iii. Landscaping long-term plan
 - iv. Rental Rules reviews
 - v. Website updates
 - vi. Non-curable violations – can a definition be defined that complies with Colorado State law
 - vii. Determine if there a way to identify the Owner of a vehicle on the property that is improperly parked?

2. **Next board meeting will be held on Monday, September 8, 2025, at 3PM MT via Zoom**

3. **Adjournment**

Adjournment of meeting. It was moved, seconded, and unanimously approved to adjourn the meeting at 12:20 p.m. MT.

Minutes prepared and signed: August 16, 2025

By: 
Faye Bellman-Yohe, Secretary