

**Park River West Condominium Association  
Board of Directors Meeting  
Monday, September 8, 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, September 8, 2025, via ZOOM online/video beginning at 3:00 p.m. MT. Secretary Faye Bellman-Yohe (617) prepared these minutes.

1. **Call to Order / Roll Call.** The meeting was called to order at 3:00 p.m. MT by President Carol Primdahl (653). The following Directors of the corporation were present via ZOOM: Carol Primdahl (653), President; Tom Shepherd (636), Vice President; Helen Evans (619), Treasurer; Jeff Shaw (647), Assistant Treasurer (audio only); Faye Bellman-Yohe (617), Secretary; Rhonda DeLong (604); John Mize (615); and Stew Squires (618). Chris Hines (602) was unable to attend. Guest attendees were: Mike Evers (656), Priscella Hughes (654), Fritz Sampson (633), and Arnold Teten (652).
2. **Conflicts of Interest Disclosures.** Following the PRW Conflict of Interest Policy, Carol Primdahl (653) 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.
4. **Approval of Minutes.** The minutes of the August 16, 2025, Board Meeting 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 August 16, 2025.

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

Account balances rounded to the nearest dollar:  
Bank of Colorado Checking - \$19,672  
Schwab Operating - \$21,907  
Schwab Reserves and Capital - \$439,729

On Aug 28, 2025 a \$117,000 T-bill matured. On Aug 29, 2025, we purchased a \$121,000 T-bill for \$119,921. It will mature on November 20, 2025 giving us a profit of \$1,079 (4.15%).

Unit 636 was paid \$1885 for PRW's responsibility for deck repair.  
Helen Evans was paid (reimbursed) \$332 for PRW's P.O. Box annual renewal.  
Approximately \$440 has been spent on water meter controllers to better manage the irrigation system.

All other expenses were routine.

**Action Taken:** It was moved, seconded, and unanimously adopted to approve the Treasurer's report as presented.

It was suggested and discussion pursued regarding giving read access to our CPA/Bookkeeper to the PRW Bank accounts. The advantage of providing this access is to streamline the statement retrieval process needed for reports.

**Action Taken:** It was moved, seconded, and unanimously adopted to give "read only" access to the CPA/Bookkeeper for the Bank of Colorado account. The Charles Schwab account access will be reviewed/revisited at a later time.

## 6. 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. Firewise certification – Carol will work with Stew for guidance.
  - ii. Tom received a contract renewal quote from Zeik for the snow removal reflecting a \$70 price increase from \$380 to \$450 per occurrence (up to 8" snow). The last increase was in 2022. Tom will get further clarification as to the pricing when the snow depth exceeds 8".

**Action Taken:** It was moved, seconded, and unanimously adopted to approve the Zeik's quote pending confirmation of the charge per 8" snow per occurrence.
  - iii. Tom is also working on a quote for the gutter cleanouts and will present to the Board when received.
  - iv. The FINCEN filing is no longer required and will be removed from the calendar. The CO State annual HOA report to the Division of Real Estate is still required and will be filed in the near future.
- b. **Landscape Update** – Tom announced that the Landscape Committee has been organized and already met to discuss several topics. Refer to Attachment A – Landscape Committee Meeting Agenda at the end of this document for the meeting agenda. Currently, committee members include: Tammy Feck, Dennis McDonald, Carol Primdahl, Mary Sampson, Jeff Shaw, Tom Shepherd, and Arnold Teten.

Tom provided an update on the Landscape Committee which will focus on trees, plants, irrigation, and weeds, with a 3-5 year plan to manage and preserve community aesthetics and incorporate fire and riverbank strategies.

September 23, 2025, has been set as the date for a walk through of the property with Laura Shepard from Estes Valley Fire Prevention District to review for fire mitigation and Firewise certification. The committee will meet afterwards to discuss the recommendations.

- c. **Unit 658 Linda Harriman** – had a request to repair two wooden benches. This task is now complete thanks to the volunteer work of Fritz Sampson. One bench was fixed and one was removed as it was non-repairable.

- d. **Clarification Rental Rules for Vans/RVs** – Due to the absence of Chris Hines, this topic was deferred to the next Board meeting.
- e. **Update on Board Transition activities** – Carol reported that the board transition is progressing, with efforts ongoing to change the Charles Schwab account authorization, and Helen, Jeff, and Faye have taken on key roles in the transition. Refer to Attachment B - PRW Board Transition actions as of September 8, 2025, at the end of this document for a list of the activities.

## 7. New Business


- a. **Google Drive** – Rhonda gave an overview of the new Google Business Account setup for PRW documents and informed the Board members to work with her for access. The intent is to have the Google drive serve as the document archival tool with separate folders being setup for officer use (President, Treasurer, Secretary, etc.) It was suggested and agreed that additional folders will be needed for categories such as governance documents, landscape, etc. These will be added on an as-needed basis. It was also suggested that periodic backups be taken for security purposes.
- b. **Survey of Owners** – Faye presented a draft survey using Microsoft Forms to collect contact information and gather input on owner opinions regarding the work of the Board. The responses from the survey would be collected in an Excel document for further use/analysis. Faye will create a draft survey and send to the Board members as a “trial run” draft before submitting to all owners.
- c. **Residential water pressure monitoring** – Stew conducted water pressure measurements on numerous units to check to make sure the water pressure regulator values are working properly. All the measurements were in acceptable levels at 60-65 lbs. except for one unit with a pressure in the 80s. Stew will follow-up with that owner.
- d. **Contact Us Inquiries** –
  - i. Unit 658, Dan Harriman - requested a plant be planted to hide the Trail Blazer cable landing station. Since the May/June timeframe is when planting will occur, Tom will evaluate this in the spring when a review of other units is conducted.
  - ii. Unit 653, Carol Primdahl – requested that junipers between units 651 and 653 be removed as part of future fire mitigation efforts. This will be reviewed by the Landscape Committee.
  - iii. Unit 631, Debbie Lively – requested the entire molding around window panel to the left of her door be removed, repaired and reattached. In addition, she requested her gate on her deck be repainted due to quality issues. The Board acknowledged responsibility for exterior painting, but that it is the owner’s responsibility for the window/molding repair. Carol will send reply to Debbie.
  - iv. Unit 658, Dan Harriman – would like to extend the size of their deck by 32sq ft (16’x2’)
  - v. Unit 656, Mike Evers – would like to extend size of deck per Unit 658 request
  - vi. Unit 654, Priscella Hughes - would like to extend size of deck per Unit 658 request
    - 1. John Mize began discussions on deck expansion referring back to his desire to expand his own deck when it was replaced in 2021. He noted he is a retired lawyer with an inactive license. At that time, he reviewed the HOA Declarations, Bylaws, the PRW Map and CO statutes and concluded it would take 100% approval from all owners of the HOA, which he chose not to pursue. The Map clearly shows the footprint of each Unit and would have to be revised even if the Owner’s, and then the Board, approved of the expansion of decks. Since then, it has been called to his attention others made similar requests in 2014 and a legal

opinion was obtained then, which is still good law, since the law has not changed. In fact, since then there have been two Colorado court decisions which have upheld the unanimity requirement. With a similar conclusion having been reached by Fritz Sampson, three lawyers who have now looked at the issue reached the same conclusion which was:

- a. Deck expansion would expand into the Common Element which cannot be done unless there is 100% approval from all owners.
    - b. If 100% of the owners as well as any and all mortgagees approve then the board has the authority to approve the requested change as documented in the owner approved document.
  2. Arnold Teton (652) addressed the Board and guests in attendance with his comments. Please see Attachment C - Public Comments by Arnold Teten at the end of this document to review the comments presented by Arnold. With regard to his comment on some units installing AC units (on common element ground), the board responded with the statement that the Board has authority to approve Owner requests for external AC pads as they are classified as utility easements.
- e. **Review agenda topics for future meetings** – The following agenda topics were briefly mentioned for future meetings:
- i. PRW Declaration update proposal – John
  - ii. Website updates (webcam, community photos, etc.) – Faye
  - iii. Rental Rule for fishing lures – Tom/Chris
  - iv. Deck Footing Code – Tom
  - v. Non-curable violations – can a definition be defined that complies with Colorado State law
  - vi. Determine if there is a way to get contact info for the owner of a vehicle that is improperly parked (Ex: in fire lane) on the PRW property?
- f. **Next board meeting will be held on Monday, October 13th, at 3PM MT via Zoom.**
- g. **Adjournment**

**Adjournment of meeting.** It was moved, seconded, and unanimously approved to adjourn the meeting at 4:40 p.m. MT.

Minutes prepared and signed: September 10, 2025

By:   
Faye Bellman-Yohe, Secretary

**Attachment A**  
**Landscape Committee Meeting Agenda**  
September 2, 2025

- I. Introductions**
- II. Purpose of the Committee**
  - a. Established by the Board
  - b. Provides recommendations and oversight assistance regarding the appearance, health, and long-term sustainability and safety of the community's landscaping
  - c. It is advisory and does not have independent decision-making authority
- III. Committee Scope**
  - a. Trees and plants
    - i. Density
    - ii. Types
    - iii. Suitability (ex. Junipers)
    - iv. Weeds
    - v. Irrigation network
  - b. Riverbank
    - i. Maintenance and protection
- IV. Goal**
  - a. Develop a 3-to-5-year plan to that seeks to preserve the aesthetics of our community while incorporating sound fire mitigation and riverbank strategies to protect it.
- V. On-Site EVFPD inspection scheduled for 9/23** – (Laura Shepard/Wildlife Risk Reduction Lieutenant).
- VI. Next Meeting**

## **Attachment B**

### **PRW Board Transition actions as of September 8, 2025**

#### **Completed**

- Bank of Colorado – changed Board authorization on account
- Town of Estes Park – changed contact info for electric water utility account
- Upper Thompson Sanitation District - change contact info for water utility account
- Carol met with Allen Coe of State Farm via phone
- Stew met with Carol for training on President's role and provided key to PO Box
- Helen met with Jeff for training on Treasurer's role
- Carol handed off Secretary role to Faye
- Carol met with Chris Hines for training on the Annual Rental registration process
- Historical Secretary files and PRW Plat maps loaded to Google G-Drive
- Website "Contact Us" form emails changed

#### **Planned**

- Charles Schwab - change Board authorization on account - Stew/Helen/Carol
- Get new Zoom Pro account for PRW - Carol
- Title and mortgage certs for sale of units – Stew/Carol
- Owner's contact list – Faye/Stew/Carol
- Refer to Board Calendar of events for other tasks
- Give Carol BoCO check book - Stew.
- Website updates – Faye/Carol/Rhonda

## **Attachment C**

### **Public Comments by Arnold Teten**

PRW Board meeting 9/8/25  
Deck Expansion Public Comment

- 1) I am a retired construction engineer with over forty years of construction experience. I designed a simple proposed deck expansion and have spoken to numerous residences along the river—
- 2) I presented my proposed design to the Planning and Construction Departments Chief Building Official Dan Wester who approved the design. The depth of the existing footings must be verified to be 30” for code compliance. The design proposed is to cantilever the deck and extend it 2’ and not touch the existing ground/common area. This design will work for all of the 22 units along the river and possibly at least 10 other interior units. This is proposed land use similar to the area under our front entries where the building extends over and above common area. I was told not to submit this design to this board meeting.
- 3) 2’ of expansion would not hinder wildlife migration as none of the units would be as close to the river as some of those in Mountain River to our west and most not as close as River Rock on the East..
- 4) I spoke with my mortgage companies for both our homes and both told me they were not interested in a deck expansion but only a major expansion or change that would change their equity in the homes. Deck expansions would increase the values of the units.
- 5) If the board claims they can’t approve the use of projecting over the common ground of 32sf without a majority of homeowners vote, they have already set the precedence of approving the use of 9sf of actual common ground for numerous residents with air conditioner units without a majority owner vote?. If 9sf is OK of actual common ground use, then 16?-24? why not 32sf?