

**Park River West Condominium Association
Board of Directors Meeting
Monday, October 13, 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, October 13, 2025, via ZOOM online/video beginning at 3:02 p.m. MT. Secretary Faye Bellman-Yohe (617) prepared these minutes.

1. **Call to Order / Roll Call.** The meeting was called to order at 3:03 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; Jeff Shaw (647), Assistant Treasurer (audio only); Faye Bellman-Yohe (617), Secretary; Rhonda DeLong (604); John Mize (615); and Stew Squires (618). Helen Evans (619), Treasurer; and Chris Hines (602) were unable to attend. Fritz Sampson (633) was a guest attendee.
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 September 8, 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 September 8, 2025.

5. **Treasurer’s Report.** Helen Evans (619) sent a preliminary and Carol Primdahl (653) sent updates on the Balance Sheet and Profit/Loss statements, and the Budget to the Board for review prior to the meeting.

Account summaries as of Oct 10, 2025, rounded to the nearest dollar are:

- Bank of Colorado checking - \$53,983
- Schwab Operating - \$21,978
- Schwab Reserve and Capital - \$461,318

On 9/16/25, a \$110,000 T-bill matured. On 9/17/25, a \$110,000 T-bill was purchased for \$109,009. It will mature on 12/11/25 giving a profit of \$991 (3.95%). Interest rates on T-bills are declining.

Per the budget requirement, on Oct 3, 2025, Helen transferred \$20,075 from Bank of Colorado checking to Schwab Reserve and Capital account. This represents the quarterly commitment of \$22,198 minus \$2,123 which were capital expenses for deck repair, siding repair, and river walk bench maintenance.

All other expenses were routine.

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

Carol Primdahl also updated the Board, stating that the CPA has now been granted read-only access to the Bank of CO checking account.

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. The annual subscription for the Board's Zoom account has been renewed.
 - ii. WordPress access has been reviewed and granted for the board members needing access to the Park River West email account.
 - iii. Carol is working on the Fall Newsletter to send out by the end of October.
 - iv. The Firewise Certification process is still in the works. Tom obtained Dennis McDonald's volunteer hours however we are still waiting on landscaping invoices that include fire mitigation work. Once received, Carol will submit the renewal application. Anticipated completion is mid-November.
- b. **Landscape Update** –
 - i. Tom and other Board and Landscape Committee members met with Laura Shepard, EP Fire Prevention, on September 30th to walkthrough the property. And, although PRW is in pretty good shape, three key areas to be addressed were discussed:
 1. Minimize trees/bushes within 0-5 feet from the buildings.
 2. Remove junipers with priority given to those by the buildings and walking path as they are considered "ladder fuels".
 3. Ensure trees are trimmed up 6 feet.Tom will review the reports with the Landscape Committee and prepare a plan to present to the Board.
 - ii. For the safety of all unit owners, it was mentioned that reflective unit numbers need to be placed on each unit. This will greatly assist crews in the event of an emergency. The board agreed to proceed forward and get additional information on cost.
 - iii. Another meeting was held with Jennifer Waters, EP Floodplain Administrator on September 30th to discuss the riverbank maintenance process. Guidelines were given as to what could and could not be used and how the work should be completed. Tom will review the reports with the Landscape Committee and prepare a plan to present to the Board.
 - iv. Gutter cleanouts will begin the weekend of October 17th. Along with the cleanouts, the crew will review and trim any branches touching the roofs (within reach).
 - v. Tom has met with Dennis McDonald on several occasions to review the tasks he and Lorraine were performing on a volunteer basis for PRW. Tom is reviewing the list and additional items may be added to our Critical Board Actions file. The committee will be reviewing all that needs to be done and put a plan together which may include contracting out the work or reinstituting "volunteer days" among the PRW unit owners.
 - vi. Recognition for the work performed by Dennis and Lorraine over the years was discussed. A few options were brought up and the Board decided to make a \$500 donation to Habitat for Humanity in honor and appreciation of Dennis and Lorraine McDonald for the extensive volunteer time they gave to improving our association and

its landscaping during their residency here at PRW. In addition, a plaque will be placed on a bench on the river path to recognize and honor their work. The bench is expected to be completed in the spring.

Action Taken: It was moved, seconded, and unanimously adopted to proceed forward with the donation and plaque.

- c. **Clarification Rental Rules for Vans/RVs and Fishing (see item 8f1i below)** – This agenda item was tabled to the next meeting due to the absence of Chris Hines.
- d. **Update on Board Transition activities** – Transition activities are completed. Documentation is being stored on the Google drive and training activities have been completed.
- e. **Update on Google Drive** – New folders have been created to store critical documents and access has been obtained by some but not all board members. Access is expected to be completed in the coming month.
- f. **Update on Survey of Owners** – Faye created and sent out a survey to all unit owners to obtain contact information as well as owner's thoughts on the top areas the Board should focus on in the coming year. The results indicate that the top 3 areas are: budget increases, fire mitigation, and exterior building maintenance. Carol will mention this in the Fall newsletter that will be sent out.
- g. **Follow up on requests to extend deck size** – In the survey, a few owners again brought up their request for deck expansion. Both Tom and Carol followed up with those unit owners and explained the process. This topic is now considered completed.

7. New Business

- a. **Proposal to update PRW's Declaration** – John presented his proposed plan with target dates to amend and restate PRW's Declarations. Refer to Attachment A below. This will be a long process with some expense as it will require outside legal counsel to review and postage expense for mailings to mortgage holders and owners. It is hoped to have this completed prior to the next annual owner's meeting in August, 2026. John and Fritz Sampson will work on this together and present to the Board.
- b. **2025 Amended Collection Policy** – Fritz reviewed our collection policy as it pertains to the new legislature changes and general assembly statutes. New forms and notices were created to align with those changes and a draft of the forms were sent to the Board for review.

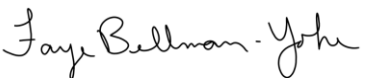
Action Taken: It was moved, seconded, and unanimously adopted to proceed forward with the new forms. Fritz will finalize the forms, and they will be loaded to the PRW website under "Board" and then "Governance". In addition, these documents will be uploaded to the G-Drive under Governance and then in a separate folder named "Collection Policy and Forms".

- c. **Deck Footing Code** – Tom mentioned that there is a new deck footing code requirement. He indicated that all future deck replacements must have footings at least 30 inches deep.
- d. **Increase fee to complete Mortgage and Transfer of Ownership documents** - Stew proposed that we increase the fee we charge to complete the mortgage and transfer of ownership documents. The current fees do not accurately reflect the amount of time needed to complete these documents. After Board discussion, it was agreed to gain further information about what the going rate might be. Carol took that action item to get comparisons to review in the November meeting.

- e. **Rental Rule for Fishing Lures** – This agenda item was tabled to the November meeting.
 - f. **New Contact Us Emails:**
Since our Annual Meeting, we’ve received 26 Contact Us requests. As of October 5th, twenty-one have been completed, three are on hold until next year (planting and painting and two are open which are shown below. To review the entire list, go to our G-Drive under “Contact Us Requests Folder.”
 - i. Unit 620, Dennis McDonald. Dryer vent clean out is an important fire mitigation action.
 - ii. Unit 652, Arnold Teten, update the rental agreements to highlight that the river is flies and lures only.
 - g. **Roof Replacements** – The Board discussed the need to start planning for the upcoming roof replacements. Stew offered to lead this planning initiative.
 - h. **Review agenda topics for future meetings**
 - i. **Website updates (webcam, community photos, etc.) – Faye**
 - ii. **Non-curable violations – can a definition be defined that complies with Colorado State law**
 - iii. **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?**
8. **Next board meeting will be held on Monday, November 17th, at 3PM MT via Zoom.**
9. **Adjournment**

Adjournment of meeting. It was moved, seconded, and unanimously approved to adjourn the meeting at 5:00 p.m. MT.

Minutes prepared and signed: October 14, 2025

By: 
Faye Bellman-Yohe, Secretary

Attachment A

Park River West Condominium Association, Inc. Declaration Amendment and Restatement Plan

Step	Item	Person Responsible	Target Date for Completion	Check if Complete
1	Prepare Working Draft of Amended and Restated Declaration	John Mize	9/30/25	X
2	Review of Working Draft with Fritz Sampson	John Mize, Fritz Sampson	9/30/25	X
3	Modify Working Draft to Incorporate Changes Agreed to By Mize and Sampson	John Mize, Fritz Sampson	10/31/25	
4	Share Working Draft with Entire Board, Get Input and Revise Accordingly	John Mize Full Board	11/30/25	
5	Get Unanimous Consensus from Board on Working Draft	Full Board	1/31/26	
6	Have Board Approved Working Draft Reviewed and Approved by Independent Legal Counsel and make any recommended changes to finalize	TBD	2/28/26	
7	Get List of Mortgagees from Title Insurance Company (Cost Estimate from Ascent Escrow and Title is \$1,300.00)	John Mize	2/28/26	
8	Submit Amended and Restated Document to Mortgagees and give them 60 days to respond. If no responses consent deemed given.	John Mize with assist from others	3/15/26	
9	After 60 days expires from date Mortgagees sent changes, prepare and send by U.S. Mail to all Owners a copy of Amended and Restated Declaration with form for the to consent to changes	John Mize with assist from others	5/30/26	
10	Once we have received signed approvals from 67% of Units (46 Units), have Secretary and President sign Amended and Restated Declaration and file it	Carol Primdahl Faye Bellman-Yohe John Mize	7/31/26	