

**Park River West Condominium Association
Board of Directors Meeting
Monday, November 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, November 17, 2025, via ZOOM online/video beginning at 3:03 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; Helen Evans (619), Treasurer; Faye Bellman-Yohe (617), Secretary; Rhonda DeLong (604); John Mize (615); Stew Squires (618); and Chris Hines (602). Jeff Shaw (647), Assistant Treasurer, was unable to attend.
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 October 13, 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 October 13, 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.

Balances rounded to the nearest dollar are:
Bank of Colorado Checking - \$25,309
Schwab Operating - \$22,048
Schwab Reserve and Capital - \$463,447

On Oct 23, 2025, a \$210,000 T-bill matured. On Oct 24, 2025, we purchased a \$232,000 T-bill for \$230,061. This will mature on January 15, 2026 giving us a \$1,939 profit (3.85%).

On Oct 31, 2025, UTSD was paid \$16,935 for Q4 by automatic deduction.

A \$500 check was sent to Habitat for Humanity in honor of Dennis and Lorraine McDonald in appreciation for the years of volunteer service to Park River West. Habitat for Humanity has confirmed receipt of the check and the McDonalds have expressed appreciation for the donation.

Zeik Construction was paid \$2,170 for dead tree removal (fire mitigation) and slash pile removal.

All other expenses were routine.

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

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. Fall Communication to Owners – Carol sent out the Fall Newsletter updating the Unit Owners of winter maintenance topics as well as some updates on the owner's survey, fire mitigation and riverbank maintenance.
 - ii. Firewise certification – Carol indicated that this has been submitted/completed.
 - iii. HOA annual license renewal with the Colorado Department of Regulatory Agencies (Division of Real Estate) – Carol indicated that this is completed and the invoice has been paid.
 - iv. Annual Notification to Owners regarding HOA dues. Action item for Faye to send a listing of all Unit Owner's primary email address to the CPA so that notification can be sent to the owners regarding their payment options. Helen will then follow up with the CPA.
- b. **Landscape Update**
 - i. Gutter & Downspout Cleaning – Tom reported that Zeik's crew was out over a period of 3 weekends to power wash the gutters and downspouts. They also trimmed what they could of the branches touching units. This task is completed for this year. Minor trimming and branch removal will be addressed in the future. Concerns were raised about the mud splatter on windows during the gutter cleaning process and Tom indicated that a follow-up cleaning would be organized if required.
 - ii. Uniformity of reflective address plates for the units were discussed. Quotes were obtained from two vendors.

Action Taken: It was moved, seconded, and unanimously adopted to approve the brown/white plates for a cost of \$14/ea. from Colorado Barricade. This will be coordinated after the completion of the spring painting.
 - iii. Landscaping Committee Meeting – Tom indicated the committee was meeting on November 18th with hopes of drafting the RFP (request for proposal) to be sent to various contractors for landscaping quotes. The committee will also be drafting a "roadmap" for the landscaping needs around the HOA. When this is finalized, it will be sent to the Board for review.
- c. **Update on Declaration Rewrite** – John and Fritz have spent numerous hours to review the current Declarations so that it aligns with current laws/statutes. A draft of the revised Declarations was submitted to the Board for review. The goal is to have the Declaration unanimously approved by the Board by the end of this year. Once approved by the Board, it will be reviewed by the PRW legal counsel. Following approval by legal counsel it will be sent to all of the mortgagee's as required by Colorado law. Once that is completed and 60 days has passed for them to respond, it will be sent to all Owner's with a request that they give written approval to it. Once 67% of the record owners have given their written approval, the Declaration will be certified by the President and Secretary and filed with Larimer County. The objective is to have this completed before the 2026 Annual Owner's Meeting.

- d. **Update on 2025 Amended Collection Policy** – Carol reported that the updated policies/forms were loaded to the PRW website under Governance Documents.
- e. **Clarification Rental Rules for Vans/RVs and Fishing** – Fritz informed Chris that the clarification applies to all owners and communication is needed. John suggested reviewing the language in the revised Declarations to ensure this is covered. The Board agreed. It was also suggested and agreed that Chris would send the Clarification document to property managers of STR owners.
- f. **Update on Google Drive** – Board members met prior to the Board meeting and Rhonda worked with each of them to gain access and an understanding of the Google Drive.
- g. **Feedback on Increasing the Fee to Complete Mortgage and Transfer of Ownership Documents** – Based on some initial review, the average fee(s) submitted to the Title companies were much higher than the current PRW fee). After some discussion, a motion was made to change the fee structure.

Action Taken: It was moved, seconded, and unanimously adopted to increase the selling transfer fee from \$100 to \$250. Additionally, there will be a \$250 fee to complete the mortgage form. Currently this was done at no cost.

7. New Business

- a. **New Business Roof Replacement Plan** – Stew is actively working on obtaining quotes from at least 3 different contractors for roof replacements as per the 2026 plan. The type of shingles used as well as ice/drip edging and gutter systems for needle and leaf protection will also be reviewed. Quotes are being obtained from APEX, Gold Roofing, and Weddle & Sons. State Farm will also be contacted to review potential savings on insurance based on the type of shingles chosen.
- b. **New Contact Us Emails** – Carol reported 3 “contact us” submissions:
 - i. Unit 655 reported a broken limb hanging over the deck. This was completed as the limb was removed.
 - ii. Unit 645 had a question on rental guests with a van. Clarification was emailed.
 - iii. Unit 652 requested that additional info on fly fishing be inserted into rental agreements. This is currently being worked on with the Clarification of Rental Rules for RV’s/Vans and Fishing document. The Board agreed to add specific language to the rental rules pertaining to fishing that aligns with the posted restrictions on our river signage.
 - iv. Realtor for Unit 647 requested all HOA related documents. The requested documents were sent.
- c. **Exterior Paint Quote Provided by Thom Shafer for 2026 Budget** – The 2026 estimate from Got You Covered (Thom Shafer) was presented to the board and discussed. Options of painting 3 buildings vs 4 was also reviewed. Although the quote was higher than the 2026 budget, it was felt that there were sufficient funds remaining from the 2025 operating budget to make up the difference.

Action Taken: It was moved, seconded, and unanimously adopted to approve the estimate and proceed with 4 buildings in 2026. This is to be coordinated with the upcoming roof replacements, so the painting of those buildings having roof replacements would be done after the roof placements are completed.
- d. **Real Estate update Welcome our new neighbors, Jim and Laura Davis in Unit 606.** Carol confirmed that this was completed and forms have been received.

e. Review agenda topics for future meetings


- i. HOA Insurance – Rhonda**
- ii. Website updates (webcam, community photos, etc.) – Faye**
- iii. River path bench to honor the McDonalds – Fritz in Spring 2026**
- iv. Non-curable violations – can a definition be defined that complies with Colorado State law**
- v. 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, December 15th, at 3PM MT via Zoom.

9. Adjournment

Adjournment of meeting. It was moved, seconded, and unanimously approved to adjourn the meeting at 4:37 p.m. MT.

Minutes prepared and signed: November 19, 2025

By: 
Faye Bellman-Yohe, Secretary