

**Park River West Condominium Association
Board of Directors Meeting
Monday, December 15, 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, December 15, 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; Jeff Shaw (647), Assistant Treasurer; Faye Bellman-Yohe (617), Secretary; Rhonda DeLong (604); John Mize (615); Stew Squires (618); and Chris Hines (602). Fritz Sampson (633) also attended as a guest.
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 November 17, 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 November 17, 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 as of December 12, rounded to the nearest dollar are:

Bank of Colorado - \$31,463. This reflects the past balance and additional funds as dues for 2026 are coming in.

Schwab Operating - \$22,123

Schwab Reserve and Capital - \$464,714

On November 20, 2025, a \$121,000 T-bill matured. The same day, a \$121,000 T-bill was purchased. The cost was \$119,859. It matures on Feb 19, 2026 yielding a profit of \$1,141 (3.82%).

On December 11, 2025, a \$110,000 T-bill matured. On December 12, 2025, a \$113,000 T-bill was purchased. The cost was \$112,033. It matures on March 2, 2026 yielding a profit of \$967 (3.62%).

All expenses have been routine since the last report.

Pending no further expenses in December, there will be \$39,636 to carry forward to 2026. This is \$22,123 from the Schwab Operating Account and \$17,513 from the checking account. Likely there will be a snowplowing bill from Zeik's due to the recent snow. But this gives the Board an idea of the amount to be discussing in January as to how much goes into reserves and how much to hold in operating for items that will likely be over budget such as landscaping and painting.

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. **Update on Declaration Rewrite** – The meeting focused on reviewing the draft rewrite of the Declaration which was sent out for review a few weeks prior. John displayed the draft document and reviewed the feedback he received thus far for agreement/approval. Discussion continued as the document was thoroughly reviewed by the Board, with additional edits being made and agreed upon during the meeting.

Action Taken: It was moved, seconded, and adopted to approve the rewrite as stated in the meeting and move forward with the next step being a review by legal counsel. Note: All board members were in attendance for this meeting, however Jeff had to drop off prior to this vote.

John will prepare a clean, Board-approved version and upload it to the PRW HOA Google Drive. He has also requested that Robert Foster, a local Estes Park attorney who has provided legal services to PRW previously, give an engagement letter to review the document and provide an opinion on legal compliance. John will email the proposed engagement letter to the Board and request their approval by email. He will then send the document to legal counsel for review. 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 have passed for them to respond, it will be sent to all owners with a request that they give written approval to it. The Board also discussed and agreed to sending notification and having a special board meeting to address any owner's concerns/questions about the document. The special meeting would be set two weeks after the document is distributed to the owners. 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.

b. Review agenda topics for future meetings


- i. Review Critical Board Actions Calendar – Secretary
- ii. Landscaping update – Tom
- iii. Roof Replacement plan – Stew
- iv. New Contact Us emails – Carol
 1. Parking violation reported by Unit 611 – Cynthia Martinez – need procedure if an unauthorized car is in your driveway.
 2. Repair request for sale of Unit 647 – Jeff Shaw
- v. HOA Insurance – Rhonda
- vi. Website updates (webcam, community photos, etc.) – Faye
- vii. River path bench to honor the McDonalds – Fritz in Spring 2026
- viii. Non-curable violations – can a definition be defined that complies with Colorado State law
- ix. 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?

7. **Next board meeting will be held on Monday, January 19th, at 3PM MT via Zoom.**

8. **Adjournment**

Adjournment of meeting. It was moved, seconded, and unanimously approved to adjourn the meeting at 4:33 p.m. MT.

Minutes prepared and signed: December 16, 2025

By: 
Faye Bellman-Yohe, Secretary