

**Park River West Condominium Association  
Board of Directors Meeting  
Monday, February 16, 2026 – Via Zoom Conference**

A meeting of the Board of Directors of the PARK RIVER WEST CONDOMINIUM ASSOCIATION, INC. (the “Association”) was held on Monday, February 16, 2026, 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 3:02 p.m. MT by President Carol Primdahl (653). The following Directors of the corporation were present via ZOOM: Carol Primdahl (653), 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). Tom Shepherd (636), Vice President was absent.
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 January 19, 2026, 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 January 19, 2026.

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

Here are the account balances rounded to the nearest dollar as of February 13, 2026:

Bank of Colorado - \$90,465  
Schwab Operating - \$33,044  
Schwab Reserves and Capital - \$494,281

No T-bills matured since the last report.

Per the last Board Meeting decision, on January 21, 2026, \$10,794 was moved from Bank of Colorado checking to Schwab Operating. This was the amount left over from 2025 remaining in the checking account.

The deposit of \$2,500 for roofing was paid to Gold Roofing on February 13, 2026.

Restatement of Declaration expenses paid were \$1,380 to Ascent Escrow and Title for unit mortgage info and maps, and \$1,750 to WLPP Law for review of the Restated Declaration. John Mize was also

reimbursed \$454 for expenses involved in copying and certified mailing of these documents to the mortgage companies for review.

UTSD is now billing monthly instead of quarterly. Therefore, \$6,236 was auto paid on January 21, 2026, and will recur on the 21st of each month going forward. This will become a routine expense.

All other expenses were routine.

It was also reported that all dues were paid up with the exception of one unit owner, which, after communication, is being quickly remedied.

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

## 6. Old Business

- a. **Update on Declaration Rewrite** –John reported that the declaration package was received from about one-third of the mortgagees and expects the remaining to be received in the coming week. He is projecting that the 60-day period for the mortgagees to respond will run until April 22 (Note: lack of response from a mortgage holder is by default an approval). John asked that he be informed of any new mortgagees so that he can update mortgage holder information and send the required packet.

John is expecting to mail owner packets by May 1. The Board will need to plan for a special meeting in May to address any concerns from the owners on the revised declaration document. John also asked for assistance in creating mailing labels for the owners, for which Faye volunteered.

- b. **Roof Replacement** – Stew provided an update on the roof replacement project, noting that it's ready to proceed once the gutter paperwork is finalized. John shared that the first year's roofing budget came in under budget, and he will send out a revised capital allocation spreadsheet showing potential savings for owners. This could potentially mean that the last year of HOA fee increases for Reserves may not be necessary.
- c. **Review Critical Board Actions Calendar** – Faye reviewed the Critical Board Action Items.
- i. Annual Rental Registration process – Chris Hines has emailed the packets to owners and is following through with the process.
  - ii. Federal Income Tax Filing – (see comments under New Business).
  - iii. Contact Asphalt Contractor to Arrange Annual Coating – Fritz has begun working on this task.
  - iv. Firewise Certification – It was discussed in the meeting that the certification process is complete. Carol later confirmed that the certificate was uploaded to the PRW website.
- d. **Landscaping Update** – Since Tom was unable to attend the meeting, he send the following updates to the Board members:
- i. **RFQ Progress**  
The Landscape Committee contacted nine companies last month regarding the RFQ process. Seven companies, including our current company, Zeik Construction, expressed interest. Six have requested and completed on-site visits. Tammy Feck has led these property walk-throughs. The RFQs are due on February 27th. Once received, the submissions will be made available to the Landscape Committee for initial scoring. The Committee will reconvene on March 12th with a goal to select three finalists. The Committee will plan to send out a Request for Pricing (RFP) to these finalists. The target will be a two-week turnaround that will allow the committee to receive the

responses and have a recommendation ready for discussion with the Board by the April meeting.

ii. **Larimer OEM Community Mitigation Grant Program**

Faye recently sent over a link to this grant program. It appears that grant money is being made available to some local HOAs for fire mitigation purposes. Tom completed the project and application submission process on behalf of the HOA. The applications close on March 8th with awards announced on or before May 4th. The maximum grant is \$10,000. The focus of the application completed was specific to juniper removals. Tom included the report which was received last fall from the EVFPD as well as the current RFQ to demonstrate the HOA's focus in this area.

iii. **Park River West Entrance Sign**

Tom spoke with Thom Shafer recently and he is happy to bid on repairing and repainting the entrance sign. He will also quote on the replacement of the mismatched letters on the sign.

## 7. New Business

- a. **New Contact Us Emails** – Carol presented the spreadsheet and reviewed the new comments/requests. Most were quickly resolved, but the animal feces issue still exists. This remains under investigation.
- b. **Federal and State Tax returns** - Carol and Helen have been working on this with the CPA. Once the tax returns are completed, the CPA will mail them to Carol for her to sign and mail in. Carol will pay the required taxes via the Electronic Federal Tax Payment System (EFTPS).
- c. **Rental Registration update** – Chris indicated that 11 of the 22 units have responded. Unit 650 lost their rental license due to improper transfer of ownership with the town of Estes Park. Unit 600 is now a STR and Unit 621 is now in a part time second residency. Faye will work with Chris to get the Owner Contact sheet updated to properly reflect the rental changes.
- d. **Parking violations** – Carol reviewed a few parking violation reports and the board discussed what is within the board's authority to assist in avoiding/resolving this type of issue.
  - i. Regarding the parking violation at 611, Carol reported that she emailed and called the owners about their parking violation (with no response), and the board agreed to proceed with issuing a formal notice to the current violators.
  - ii. Carol sent out a draft document to the Board on "Guidelines For Responding To Parking Violations" outlining the steps for owners to take. This will be reviewed and further discussed at the next board meeting.

## 8. Potential agenda topics for future meetings

a. **HOA Insurance**

- i. Carol has talked with the agent and hopes to get a 3-way call with the agent, Rhonda and herself.

b. **Website updates** (webcam, community photos, etc.)

- i. Faye has been making a few minor updates
- ii. Discussions underway about how/where to install a new webcam
- iii. Carol has drafted a Park River West Fact Sheet for new owners and real estate professionals. Carol will send this to the Board for review.

c. **River path Bench** to honor the McDonalds – Fritz in Spring 2026

d. **Non-curable Violations** – can a definition be defined that complies with Colorado State law

9. Next board meeting will be held on Monday, March 23, at 3PM MT via Zoom.

**10. Adjournment**

**Adjournment of meeting.** It was moved, seconded, and unanimously approved to adjourn the meeting at 4:03 p.m. MT.

Minutes prepared and signed: February 17, 2026

By:   
Faye Bellman-Yohe, Secretary