

**Park River West Condominium Association**  
**Board of Directors Meeting**  
**Monday, April 27, 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, April 27, 2026, 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; Faye Bellman-Yohe (617), Secretary; Rhonda DeLong (604); John Mize (615); Stew Squires (618); and Chris Hines (602). Jeff Shaw (647), Assistant Treasurer; was absent. Fritz Sampson (633) attended the meeting to give an update on the asphalt work and bench.
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 March 23, 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 adopted to approve the minutes of the Board of Directors meeting held on March 23, 2026.

5. **Treasurer’s Report.** Helen Evans (619) sent the Balance Sheet, 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 April 24, 2026:

Bank of Colorado Checking - \$197,414  
Schwab Operating - \$33,310  
Schwab Reserves and Capital - \$421,198

On April 1, per budget requirements, \$24,155 was moved from checking to reserves. This represents the required amount of \$26,615 minus \$2,500 which was the down payment on roofing and a capital expense paid through the checking account.

On April 16, a \$259,000 T-bill matured. The same day, \$100,000 was moved to checking in preparation for paying the roofing invoices. This is the maximum that can be transferred at one time. On April 17, a \$140,000 T-bill was purchased for \$138,782. It matures on July 16, giving us a profit of \$1,218 (3.68%). This leaves enough cash to move to checking once the final roofing and gutter invoices are received. Also, our laddered T-bills will be more equal in value going forward.

We paid \$3,899 in federal income tax.

We reimbursed Unit 664 \$2,500 for deck repair.

Estes Valley Asphalt was paid \$2,336 as down payment on the work to be done this spring.

We reimbursed Fritz Sampson \$270 for materials for the McDonald appreciation bench.

All other expenses were routine.

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

## 6. Old Business

- a. **Federal and State Tax Returns** – Federal and State tax returns have been completed and filed. Helen and Carol are following up with the CPA to see if the \$6 payment due to the State of Colorado had actually been sent in.
- b. **Review Critical Board Actions Calendar** – Faye reviewed the upcoming calendar of events:
  - i. Chris confirmed that the Annual rental registration process was 100% complete.
  - ii. Helen & Carol confirmed that the Federal & State tax returns were completed.
  - iii. Tom reported that the landscaping bids were submitted and is now complete (see Landscape Update below).
  - iv. Asphalt work is in progress and communication has been sent to unit owners (see Asphalt update below).
  - v. The Annual Spring Communication was sent to the owners and another communication will occur in the May/June timeframe.
  - vi. Helen and John are working on the yearly budget for 2027.
  - vii. Faye confirmed she will be sending yearly Owner survey out in the next couple of weeks.
  - viii. Tom took the action item to determine who will now do the annual backflow testing required by the city since Dan Ertl is no longer in business.
  - ix. Rhonda's research on ways to reduce insurance premiums is underway and discussions will start in June.
  - x. WordPress email subscriptions will be paid in June.
- c. **Landscaping Update** – Tom and the Landscape Committee did an excellent job of reviewing candidates for maintaining Park River Place. Prior to the meeting, Tom sent out three documents to be reviewed by the Board (see Attachment A. Tom explained the process the committee went through, their recommendation, and reasoning. After some discussion, the Board moved to approve the committee's recommendation to engage with CJM Services.

**Action Taken:** It was moved, seconded, and adopted to approve the Landscape Committee's recommendation of hiring CJM Services.

- d. **Declaration Rewrite** – John reported that with Board approval, the documents will be sent to the printer with the goal of having the mailing completed by the end of next week. Plans are to have an open meeting to discuss any concerns by unit owners. It was also discussed to add a question to

the yearly survey form to indicate whether the owners completed the waiver form for electronic communications which will reduce postage costs.

**Action Taken:** It was moved, seconded, and adopted to approve the Declaration Rewrite documents and move forward with the mailing to the Unit Owners.

- e. **Roof Replacement Update**– Stew reported that the roofing on five buildings is 100% complete and that the gutter work is approximately 60% complete. He indicated that the sheathing was in great shape. In addition, painting is being coordinated with Thom Shafer for the exterior. Stew also reported that certification forms will be provided which will lower the HOA’s insurance premiums.
- f. **Asphalt Update** – Fritz reported that the asphalt work has begun and affected owners were notified. There was a little confusion this year in that the asphalt company actually did work on 4 areas instead of the projected 3. This will be noted and taken off of next year’s plan. He also indicated that the area by unit #629, #631 and #633 was worse than originally thought and this too will be noted and taken care of next year. Concrete and asphalt work on unit #616 will be started next week and the owners have been contacted. The hope is to then have the seal coat done by the mid-July timeframe. Additionally:
  - i. The Board confirmed the e-motion and approval of the increased cost in the quote for 2026 work which was a higher than projected.
  - ii. Fritz provided an update on Unit #658’s asphalt request and indicated that he will discuss the process with the owner.
- g. **HOA Insurance** - Rhonda provided an update indicating that they will wait until the June timeframe to discuss the new quotes and deductibles with ways to lower the premium. At that time, the forms from the roofing company should be ready and those additional deductions could be included in the new quotes. Additionally, John and Helen brought up the need to further discuss potentially self-insuring the HOA for minor claims as part of the annual budget process.

## 7. New Business

- a. **New Contact Us Emails** – Carol presented the spreadsheet and reviewed the new comments/requests. Many were routine in nature and were either responded to and marked as completed put on a schedule to address at a more appropriate time in the future.
- b. **Plaque for river path bench to honor the McDonalds** – Prior to the meeting Fritz sent out an email with proposed wording for the plaque asking for approval to move forward. This was discussed in the meeting along with providing a way to anchor the bench to make it more secure. Fritz will move forward with the Board’s approval. Tom took an action item to reach out to the McDonalds for a potential dedication date.

**Action Taken:** It was moved, seconded, and adopted to approve the proposed plaque wording to honor the McDonald’s landscape work within PRW.

- c. **Annual Owner’s contact information survey** – Faye previewed the annual survey document which included one additional question recently added. The wording was discussed and changed during the meeting.

**Action Taken:** It was moved, seconded, and adopted to approve the proposed survey to be sent to the unit owners.

- d. **Rocks on Park River Place** – Carol mentioned that a few owners have raised concerns about the rocks placed along Park River Place which prevents folks from parking there during times of work such as the recent asphalt work. Fritz spoke up and mentioned that the rocks had been moved from one side to the other a few years ago and that the rocks were placed in their locations to prevent parking close to the lower-level decks. After further discussion, it was decided to push this discussion for a future meeting.

**8. Potential agenda topics for future meetings**

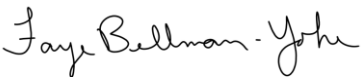
- a. Website Updates – Faye
- b. Discuss updated “How to Respond to a Parking violation
- c. Non-curable violations – can a definition be defined that complies with Colorado State law

**9. Next board meeting - Monday, June 1<sup>st</sup> at 3PM MT via Zoom.**

**10. 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: April 28, 2026

By:   
Faye Bellman-Yohe, Secretary

## ATTACHMENT A

# Landscape Committee Board Update

April 27, 2026

## Landscape Provider Selection Process/Recommendation

### Selection Process Overview

At the beginning of the year, the Landscape Committee created a Request for Quotes (RFQ), which was distributed to seven local landscape companies. After evaluating the responses received, the Committee sent Requests for Proposals (RFPs) in March to four finalists.

*“Park River West Condominium Association is a residential community of 68 condos on approximately 11 acres along the Big Thompson River in Estes Park, Colorado. The Association invites proposals from qualified landscape contractors for comprehensive, year-round landscape services. The Association seeks a proactive, professional partner to manage all aspects of landscape maintenance, including seasonal mowing, shrub trimming, tree and shrub care and removal, planting, noxious weed mitigation, fire mitigation and irrigation system management.”*

Once the companies submitted their RFP responses, the Committee scheduled on-site interviews to review each finalist’s proposal. Three of the four companies participated in these interviews.

### Finalists and Evaluation Criteria

All three companies are proven and locally based landscape providers. Each demonstrated significant experience with HOAs in the Estes Valley region, confirmed by strong recommendations from their references.

The Committee used the following criteria in our evaluation process:

- Technical approach and understanding of PRW’s needs
- Operational Capacity
- Staffing
- HOA Experience
- Communication
- Responsiveness
- Cost Competitiveness

### Landscape Provider Finalists

The three landscape provider finalists at the conclusion of the on-site interviews are:

- Zeik Construction

- CJM Services
- Summit Forestry

## Summary of Meetings

Below is a summary of the Committee's meetings with each finalist:

### Zeik Construction

Zeik Construction has provided quality landscape services over the past year and has managed PRW's snow plowing for many seasons. Zeik has proven to be responsive, easy to work with, and reasonably priced. However, there is concern regarding his ability to transition from a reactive approach to more proactively managing the expanded landscape requirements at PRW. His primary business is construction and not landscaping.

### Summit Forestry

Summit Forestry is a family business located near PRW. We met with Tony Mahon and his daughter Emma. Summit has extensive experience with Windcliff and Thunder Mountain HOAs. The Committee was impressed by their landscape and plant expertise and their preparation prior to the meeting. It may sound somewhat surprising but our primary concern with Summit is a potential issue with doing too much of their work "in house". As an example, Summit Forestry handles all their own small and mid-sized weed spraying. Although they may consult with outside experts, they do the work themselves without certification. This raises several potential issues for us. Though the company left a positive impression overall, this aspect was concerning.

### CJM Services

CJM Services, represented by Carl Matzdorff, stood out for his experience, knowledge, and expertise. CJM had the most comprehensive landscape equipment of the three finalists. Carl's familiarity with PRW's irrigation network and his efficient proposals for cleaning rock beds and mulching pine needles were notable. CJM previously worked at Good Samaritan Society, a 13-acre property with natural grass. Carl clearly outlined what his crew would handle and what would be subcontracted, with all subcontractors fully insured and PRW included as an additional insured if selected. CJM's cost estimates were lower than the other finalists, and Carl's network of contacts and technical support was extensive. The Committee's initial concern was his crew size, which was four employees (same as Zeik). Carl stated this past week that he has added another team member. Carl lives in Loveland but his business and team are based in Estes Park.

## Committee Recommendation

Following the in-person meetings and review of submitted RFPs, the Committee agreed that any of the three finalists could be acceptable choices for Park River West. However, the Committee unanimously recommends CJM for selection as the community's landscape partner. Carl demonstrated a high level of understanding and professionalism and was considered a good personality fit for PRW. His company should allow us to mutually tackle the current and the longer-term landscape needs and requirements of the community in an efficient, collaborative, and cost-effective manner.

## Next Steps and Action Items

If CJM is selected, I plan to make a brief trip to Estes Park in May to ensure Carl has the necessary property information to begin work. The following recommendations are also made:

1. Complete the spring clean-up. Zeik has already removed pine needles and cones in most areas, but further work is needed to clean up branches and complete plant and bush trimming.
2. Identify an initial area for juniper removal and clear. After this is complete, Carl will be asked to develop an operational and cost plan for the remainder of the property, including rock cleaning, weed removal, and placing weed barriers in the appropriate peninsulas.
3. Provide site information, instructions, and devices to enable irrigation system start-up in late May/early June.
4. Align on early season efforts to address noxious weeds and assess/respond to this season's pine beetle risk.
5. The Committee will work with CJM to develop a strategy for the rest of 2026 and the coming years in preparation for the annual meeting. This season's top goals are to move forward to complete the juniper removals and improve defensible space around buildings.

## Acknowledgment

Special thanks to the Landscape Committee (Arnold Teton, Mary Sampson, Tammy Feck, Jeff Shaw, and our HOA President, Carol Primdahl) for their high level of engagement and input throughout the process. Choosing a proactive and collaborative management approach of our landscape is a significant step toward protecting the beauty of our community for years to come while taking much needed steps to promote property fire protection and preservation.

Respectfully submitted,

Tom Shepherd