

**Park River West Condominium Association
Board of Directors Meeting
Monday, June 1, 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, June 1, 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 April 27, 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 April 27, 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 May 29, 2026:

Bank of Colorado Checking - \$68,899
Schwab Operating - \$33,408
Schwab Reserves and Capital - \$396,535

On April 28, \$12,671 was moved from Reserves to Checking for roof replacement.

On May 5, \$13,235 was moved from Reserves to Checking for gutter replacement.

To date, Gold Roofing has been paid \$115,171 for new roofs; Estes Valley Asphalt \$15,491 for various repairs and maintenance; and Foothills Gutter and Insulation \$13,385 for new gutters and repairs.

Zeik Construction was paid \$6,000 for spring cleanup and \$1,575 for various snow plowings.

Got You Covered was paid \$5,890 for various paint touch ups and \$2,120 for the repair of the PRW entrance sign.

John Mize was reimbursed \$684 for expenses for mailing the restated declaration document to unit owners.

Fritz Sampson was paid \$44 for the sign for the McDonald's appreciation bench.

All other expenses were routine.

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

Additionally, John and Helen shared details of the proposed 2027 budget which was sent to the Board prior to the meeting. This will be discussed in the next meeting pending Tom's review of the landscaping items in the budget.

6. Old Business

- a. **Declaration Rewrite Update** – To-date, we have received the required two-thirds majority votes for approval of the amended and restated declaration. John will now remove the footnotes and prepare the final document to be signed, notarized and filed with Larimer County. We will continue to receive and record the votes along with the waiver of email notification.
- b. **Review Critical Board Actions Calendar** – Faye reviewed the sheet of action items for updates:
 - i. Asphalt work is almost completed; seal coating will start June 13th with hopes of completing it by the 15th (see section 6i for update from Fritz)
 - ii. Landscape work is under control and the committee is working with CJM Services for the schedule.
 - iii. Another owner communication will be sent out in the next few weeks.
 - iv. Annual budget is being prepared and will be sent out at least 30 days prior to the annual meeting.
 - v. Rhonda is working with State Farm on insurance renewals and reduced premiums.
 - vi. WordPress renewals were completed.
 - vii. Carol will be working our attorney on the Colorado Corporate Report to get it completed and filed.
- c. **Status of Annual Owner's contact information survey** – Faye reported that all but one owner has responded to the survey.
- d. **Landscaping Update** – Tom provided an update on the progress of the Landscape Committee (see attachment A).
- e. **New Address Plates** – Tom reported that the new address plates are in and some have been installed on the units. Thom (painter) is installing these as the painting is completed. The new address plates are green in color and will be placed above the garage, approximately 1 foot in from the side closest to the front door. These new plates and uniformity in placement will make it much easier for fire, police, and any emergency/response teams.

- f. **Dedication of River Bench for the McDonalds** – The bench has been completed and is securely anchored. A future dedication date will be set.
- g. **Annual Painting update** – Stew reported that Thom has had a few weather delays, but the schedule is moving along and he hopes to be completed in the next couple of weeks.
- h. **Roof Replacement update**– Stew reported that the roofing and gutter projects are complete for the year. Overall, he is pleased with the work completed and noted that some of the work was mistimed with the weather which required some rework. Additionally, a roofing leak at one of the units is being addressed.
- i. **Asphalt update** – Fritz reported that work associated with the seal coating will start June 13th with hopes of it being completed by June 15th. Even units #620-627 and even units #654-682 will receive seal coating. A minor repair will be completed at Unit #615. This will complete the asphalt work for this year.
- j. **HOA Insurance** – Rhonda reported that she is just starting discussions/negotiations with State Farm on ways to reduce premiums. The roofing certifications are documented and should provide some relief. Raising the deductibles is also under consideration.

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 or put on a schedule to address at a more appropriate time in the future. Year-to-date, 66 requests/questions have been received.
- b. **Proposed date for 2026 Annual Meeting** – Based on Board availability, Saturday, August 8 was determined to be the date for the Annual Owner’s Meeting. The proposed 2027 budget will need to be mailed 30 days prior to the annual meeting.
- c. **Discussion on the next Owner Newsletter** early June – Carol will be sending a draft to the Board for review.
- d. **Proposal for Contractor Non-smoking policy and prohibited use of exterior unit power outlets** – Stew reported that some of the contractors tripped circuits by utilizing the exterior power at some of our units. John will draft some verbiage to be used with all contractors to prevent this in the future.
- e. **Proposal for new signage to prevent U-turns.** New signage is being proposed since some damage was done to newly fixed asphalt. Park River Place is not a “through” street, but the driveways are private. Appropriate signage along with the removal of one existing sign is being proposed to alleviate future issues.

8. Potential agenda topics for future meetings


- a. Website Updates – make select PRW info password protected – Faye
- b. Parking plan along Park River Place – Carol
- c. Discuss updated “How to Respond to a Parking violation

9. Next board meeting - Monday, June 22nd at 3PM MT via Zoom.

10. Adjournment

Adjournment of meeting. It was moved, seconded, and unanimously approved to adjourn the meeting at 4:35 p.m. MT.

Minutes prepared and signed: June 1, 2026

By: 
Faye Bellman-Yohe, Secretary

ATTACHMENT A

Landscape Committee Update – May 2026

All RFP landscape finalists were notified at the end of April of our final selection decision.

CJM provided immediate cleanup assistance following the 2+ feet of snow that we received in early May. They removed a trailer load of branches that were on our sidewalks, bibs, and roads. Mary Sampson, Tammy Feck, and I met with Carl/CJM the following week to align on our landscape startup plan. It was agreed that work at PRW would begin on 5/26.

Our immediate priorities are:

- 1) Complete the spring cleanup. Finish pine needle and cone cleanup. Complete the trimming and/or removal of damaged or dead trees on the property. Execute normal branch, plant, and bush trimming – targeting on-going process to create 5’ defensible space away from buildings.
- 2) Remove those junipers identified in our initial clearing zone. These are junipers located (east to west) between #642 and the Park River Place roundabout. This will include some rock cleaning, weed removal, and the introduction of weed barriers in those peninsulas with junipers (2 identified).
- 3) Develop communication and establish owner notification prior to noxious weed spraying.
- 4) Start up irrigation in early June or when a dry weather pattern returns to Estes Park.

The Committee will be using a newly developed shared tracking sheet for all reported landscape issues/requests.

The Committee will meet on-site with CJM on 6/16 to review completed work and to develop details for the removal of the balance of the junipers within our community. This will include a site-by-site determination as to whether to replant or to replace with rock.

Carl will remain connected this summer watching for any reports of pine beetle activity in the Estes Park area. He will have the ability to work with his source to quickly place packets on our river trees if there are any signs of beetles that develop locally.

The Committee will be working with CJM to have a strategic plan ready for the Board by the July meeting in preparation for the Annual Owner’s Meeting in August.