Park River West Condominium Association
Board of Directors Meeting
Monday, June 22, 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 22, 2026, 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; and Stew Squires (618). Rhonda DeLong (604); John Mize (615); Jeff Shaw (647), Assistant Treasurer; and Chris Hines (602) were 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 June 1, 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 June 1, 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 June 19, 2026:
    Bank of Colorado Checking - $20,333
    Schwab Operating - $33,497
    Schwab Reserves and Capital - $394,436

    On June 1, 2026 a $121,000 T-bill matured. On June 2, 2026, a $130,000 T-bill was purchased for $128,799. It matures on Sept. 3, 2026, giving us a $1,201 profit (3.70%)

    On June 3, 2026, $3,450 was moved from reserves to checking for gutter work on Unit 682.

    On June 11, 2026, a $116,000 T-bill matured. The same day a $120,000 T-bill was purchased for $118,767. It matures on Sept. 22, 2026, giving us a profit of $1,233 (3.76%).

Estes Valley Asphalt was paid $550 for repair of Unit 615 driveway and $9,269 for seal coating Units 600-620 (area 1 even numbered) and Units 654-682 (area 5 even numbered). Included in this work was a $1,132 payment to Got You Covered for taping 29 garage doors in preparation for seal coating.

We paid CJM Services $845 for more spring cleanup and $3,121 for tree and bush removal and other fire mitigation work.

Tom Shepherd was reimbursed $659 for the reflective unit numbers for garage doors.

Rhonda DeLong was reimbursed $153 for renewal of WordPress.

Foothills Gutter was paid $3,450 for repairs on Unit 682. To cover this capital expense, $3,450 was transferred from Reserves.

Got You Covered was paid $34,386 for the annual painting of various units.

Gold Roofing was paid $2,479 for roof repair between Units 607/609.

Helen Evans was reimbursed $37 for a notary fee for Schwab documents and to USPS overnight a check to Foothills Gutter as the original check was never delivered.

A $15,000 transfer from Operating to checking was setup to cover the bills coming in before Q3 dues arrive. Also, a transfer of $2,479 from Reserves was setup for the Gold Roofing repair on Units 607/609.

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. **Finalize 2027 Annual Budget** – John and Helen prepared the proposed budget for 2027 and sent to the board for review prior to the meeting. After some discussion on the landscaping, roofing and gutter repair/replacement, a motion was made to approve the proposed budget contingent on John's approval to pull some dollars from the roof replacement to show on the gutter repair/replacement line. The quote for roof replacement included the gutter repairs/replacement but was just not separated on the budget. A few minor cosmetic changes were also discussed.

      Action Taken: It was moved, seconded, and unanimously adopted to approve the proposed budget contingent on the changes discussed.

   b. **Plan to file the Declaration rewrite** – The Amended and Restated Declaration will be signed, notarized and file with Larimer County on Wednesday, June 24th. Four original copies will be signed: One copy to be filed with Larimer County; One copy for Town of Estes Park if required; One copy for the HOA Corporation Records; and One extra copy (will be kept with HOA Records). Once signed, the document will also be made available on the PRW HOA website.

   c. **Review Critical Board Actions Calendar** – Faye reviewed the annual work plan and updated progress on the various items such as: landscaping, insurance, Colorado corporate report filing, and preparing for the annual meeting.

d. **HOA Insurance** – Rhonda was absent from the meeting but Carol provided an update. Rhonda has been in contact with Start Farm and they have received the necessary documents for credit on the roofing improvements. New quotes should be made available around the first of July.

e. **Landscaping update** – Tom provided an update on the work being performed by CJM Services. See Attachment A for the details. Tom also reported that PRW was awarded a $3K grant from Larimer County for fire mitigation. This money will assist in the removal of juniper bushes around the community.

f. **Painting update** - Stew reported that Thom Shafer has completed the painting for the year and the final invoice was received.

g. **Asphalt update** – Fritz reported that the asphalt work is finished for the year.

h. **Proposals** - Contractor Non-smoking policy and prohibited use of exterior unit power outlets – This topic was briefly discussed but tabled for the next meeting.

i. **Pricing for new signage to prevent U-turns at 615** – Fritz presented the costs associated with installing new signage to help deter tourists using PRW driveways to turn around. The quote came in around $800-900. After a short discussion, the matter was tabled and Fritz will review/obtain a quote for a less expensive option (fewer signs).

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, 77 requests/questions have been received.

b. **Board Terms and Succession Planning** – Carol presented the current directors and Board terms. Based on the feedback shown below, there will be one open position. With Stew retiring, a new Board member and maybe a subcommittee to handle Exterior Building Maintenance will be needed for the 2026-2027 year.

Here is the list of members in their 2nd year of a 2-year term (ending in August).

1. Tom Shepherd – Yes, will serve at least 1 more year
2. Faye Bellman-Yohe – Yes, will sign-up for another 2-yr term
3. Jeff Shaw - Yes, will sign up for another 2-yr term
4. Rhonda DeLong - Yes, will sign up for another 2-yr term

Here are the members that are in their 1st year of a 2-year term.

5. Helen Evans – yes, will complete my current term
6. Stewart Squires – retiring from the Board after 16 years of service
7. Chris Hines - yes, will complete my current term
8. John Mize - yes, will complete my current term
9. Carol Primdahl – yes, will complete my current term

c. **Annual Owner's Meeting Notice, Agenda, and Presentation** – Carol presented a proposal for the 2026 Annual Owner's Meeting with suggested presenters. There was some discussion on how long the meeting may last due to the comprehensive agenda, but it was also mentioned that no owners have complained about it in prior years and the agenda pretty much remains consistent.

Preparations are underway for this year's August 8th meeting, with a target date of July 6th for the necessary documents to be sent to the owners.

8. Potential agenda topics for future meetings

- **a.** Dedication of River Bench for the McDonalds - Tom
- **b.** Website Updates - make select PRW info password protected – Faye
- **c.** Record retention requirements - Faye
- **d.** Parking plan along Park River Place - Carol

9. Next board meeting - Monday, July 27th, at 3PM MT via Zoom.

10. Adjournment

Adjournment of meeting. It was moved, seconded, and unanimously approved to adjourn the meeting at 4:24 p.m. MT.

Minutes prepared and signed: June 23, 2026

By: Faye Bellman-Yohe

Faye Bellman-Yohe, Secretary

ATTACHMENT A
Landscape Committee Update
June 2026 – By Tom Shepherd

Landscape Committee Update – June 2026

CJM began landscape work at PRW this past month. The following items have been completed.

1) Initial spring clean-up. CJM finished work to clear remaining pine needles and cones. Dead trees were removed and those severely damaged were either pruned or removed. Trees along the road and sidewalks were pruned.
2) Thirteen junipers identified in our initial Phase I clearing zone were removed. These are junipers located (east to west) between #642 and the Park River Place roundabout. New weed barriers were installed on the two peninsulas.
3) The major drainage culverts were cleaned out.
4) Irrigation system was inspected and turned on.
5) I am still working to find a company to do the backflow testing. Carl provided additional names this week and I have messages in for two of them.

Upcoming Schedule

Arnold Teten and I met with Carl on 6/16 for a property walk to review CJM's work to date. In addition, we aligned on the follow plan for the upcoming weeks.

1) Our first mowing will begin on Monday 6/22 (weather permitting). This should take a couple of days to complete.
2) I have suggested that once mowing is complete that major maintenance work take a pause through the July 4th holiday.
3) Noxious weed spraying is planned for July 7th. Once I receive confirmation of the date I will arrange with Faye to send out a notice to owners. All areas will be flagged ahead of time. Expected time to avoid the spray areas is about two hours or until the spray is completely dry.
4) Tree and bush trimming will continue after the holiday. This will include the cherry tree suckers. (Next year, work will be scheduled for March/April.)
5) Once trimming/pruning is complete, the balance of the junipers planned for removal will be pulled. Weed barriers will be placed in the appropriate peninsulas.
6) **Park River West has been awarded a $3000 grant by Larimer County** to assist in the removal of our property junipers. CJM has agreed to complete the balance of the juniper removals for this amount. (This will not include charges related to any selective replanting and/or weed barrier installations.)

Future Considerations

1) **I am proposing an increase of $3000 to the 2026 Landscape Budget.**
2) Ft. Collins Tree Care was recently on site to evaluate the health and management of our trees. I expect their report shortly.
3) As expected, our irrigation network will need to be addressed in the next few years. The drip network for young plants and trees is not efficiently watering our mature environment. There is PVC piping in the meter pits that should be replaced to avoid the potential of a costly failure. In addition, Carl believes that we can transition to a single master clock functionality that is similar to other properties that he manages. We are aligned in our thinking to scope this work out for the 2028 budget. This will be included in our strategic plan notes for next month's Board meeting.