

**Park River West Condominium Association
Board of Directors Meeting
Tuesday, October 20, 2026 – Via Zoom Conference**

A meeting of the Board of Directors of the PARK RIVER WEST CONDOMINIUM ASSOCIATION, INC. (the “Association”) was held on Tuesday, October 20, 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; John Mize (615); Greg Shipman (625); and Rhonda DeLong (604). Jeff Shaw (647), Assistant Treasurer joined late and Chris Hines (602) was absent. Fritz Sampson (633) also attended the meeting to give updates on the signage and drainage issues.
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. No one requested to attend.
4. **Approval of Minutes.** The minutes of the October 20, 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 October 20, 2026.

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

Account balances rounded to the nearest dollar as of October 17, 2026, are:

Bank of Colorado Checking - \$38,047
Schwab Operating - \$18,718
Schwab Reserve and Capital - \$409,890

A \$120,000 T-bill matured on Sept. 22, 2026. Another T-bill was not immediately purchased as money needed to be moved to checking to cover the capital expenses associated with the drainage issues of Units 629/631.

Expenses for Units 629/631 drainage issues since my last report total \$18,576.53. The following is the breakdown:

CJM for concrete work, French drain, etc. - \$6,770.02
Estes Valley Asphalt - \$11,806.51

Therefore, on September 29, 2026, \$18,576.53 was moved from Schwab Reserves to Bank of Colorado checking. This completes the work on Units 629/631 drainage issues with a total expenditure of \$24,530.95.

Per our budget Q4 requirement, \$23,059 was moved from Bank of Colorado checking to Schwab Reserves/Capital. This is the required amount of \$26,616 minus \$3,557 (fire mitigation that was paid from checking).

A \$135,000 T-bill was bought on Oct 7, 2026, for \$133,619. This will mature on Jan 7, 2027, giving a profit of \$1,381 (4.15%). This interest rate is up from the previous months.

Other expenses include:

- Carol Primdahl was paid \$181 for our annual renewal of Zoom.
- CJM was paid \$3000 for juniper removal and fire mitigation. This is the amount of the grant money Tom Shepherd received for PRW from Larimer County. We will get this money back.
- Kingswood Homes was paid \$263 for siding repairs on Units 664 and 676.

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. **Review Critical Board Actions Calendar** – Faye reviewed the annual work plan as members gave updates:

- i. Insurance-related line items have been reviewed/updated by Rhonda.
- ii. The water irrigation system has been winterized.
- iii. The contractor tab on the HOA website has been reviewed/updated.
- iv. Firewise Certification is in progress.
- v. Fall Newsletter is being drafted and will be sent out soon.
- vi. Reminders were shows for the November and December action items.

- b. **Landscaping Update** – Tom reported on the following topics:

- i. Fall cleanup activities will begin Thursday, October 22. This will include removal of pine needles, gutter cleanout, mowing and then raking.
- ii. Documentation has been submitted for reimbursement of the \$3,000 in grant money awarded earlier in the year. This money was used for the removal of the juniper bushes around the property.
- iii. Ellis Thompson from the Estes Valley Fire Prevention District met with some Landscape Committee members and CJM Services to walk/review the property for the Wildfire Partner Program Assessment. Tom indicated that Ellis was very complimentary on the condition of the property but also had a few recommendations for continued improvements. The full report can be found on the PRW Website located here: <https://parkriverwest.com/wp-content/uploads/2026/10/wildfire-partner-program-assessment.pdf>
- iv. Tom reported that the Landscape Committee along with CJM will walk the property next week to mark trees to be evaluated for removal in the Spring. These will also be marked on the Plat and this will then be made available to the owners for a better vision of the long-term plan.

- v. Tom also indicated that he will walk the river path in the coming days and cut down some of the small trees that are mixed in with the pines. CJM services will then remove the brush during their cleanup.
- c. **Update on Flood Mitigation for Units #629/631.** Fritz reported that the work is completed. He indicated that there is one low spot in #631 that will be observed through the winter and remedied in the Spring if needed. He also indicated that asphalt needs to age at least a year before putting on the seal coat to give some time for the oil in the asphalt to dissipate.
- d. **Town's Moraine Ave Trail Project** – Carol reported that there was a good response - 60 owners - to the survey sent out to PRW as well as the Riverrock and Mountain River communities. The summary of the survey will be sent to PRW owners in a separate email. Carol also informed the Board that representatives from all 3 HOA's met with the mayor to voice the opinions/responses from the survey and asked that this be shared with the appropriate people involved in the project.

In addition, Carol informed the Board that she received an email from Estes Valley Voice requesting help on an article regarding the Moraine Trail Project. Per the open records act, email communication with the mayor becomes public record and that's how Estes Valley Voice was made aware of the meeting with the mayor. After some discussion, a motion was made to allow Carol and Rhonda to work with the other HOAs to communicate with the Estes Valley Voice for a potential article on the Moraine Avenue Trail.

Action Taken: It was moved, seconded, and approved to collaborate with Estes Valley Voice on the Moraine Trail Project article as discussed.

- e. **Implementation of new "Policy Prohibiting Vendor Smoking on PRW Premises"** – John sent a draft policy to the board members prior to the meeting for review (see Attachment A). After a brief discussion on enforceability, a motion was made to move forward and put this policy in place.

Action Taken: It was moved, seconded, and unanimously adopted to approve the policy prohibiting vendor smoking on PRW premises.

- f. **Painting and Siding damage quotes from Thom Shafer** – Thom Shafer provided a 2027 quote with the following 2 options (note: neither option would result in any cost savings)
 - Option 1 – complete all of the units; or
 - Option 2 – only complete the units scheduled for new roofs (11 units) and units scheduled for painting (10 units).

A motion was made to approve Option 2 and include the needed repairs at Unit 629 due to the water drainage issue.

Action Taken: It was moved, seconded, and unanimously adopted to approve Option 2.

- g. **Status on new signage to prevent U-turns** – Fritz reported that the "no thru traffic" sign has been removed and he has noticed that people have been driving through to the roundabout and circling back around. He will proceed to install the 3 signs as approved in the last meeting to further inform drivers. He also indicated that he has the Firewise certification sign and will hold on to it until its determined where to place it.

7. New Business

a. New Contact Us emails –

- i. **Harriman Unit 658** – Carol reported that the Harriman's were emailed the response from last month's Board meeting regarding their request to add 2 power outlets on the exterior of their unit. This item is now closed.
- ii. **Shaw Unit 668** – Carol reported that Jeff advised that the gutters were cleaned out, but the issue at #668 is that there is a leak between the roof and his gutter. Carol indicated that there was one other unit (#629) with the same issue. Gold Roofing recommended Allied Insulation who was then contacted for quotes. The two quotes come in at under \$300 per unit. A motion was made to approve the quotes and get the 2 units fixed.

Action Taken: It was moved, seconded, and unanimously adopted to approve the quotes from Allied Insulation.

- iii. **Maynard Unit 612** – There is concern that the gutter/downspout may not be placed correctly. It was decided that since Allied Insulation would be on site fixing the above issues, perhaps they could also take a look at #612 and provide a quote.

b. New Owner of Unit 643, Brian Hanchey – PRW STR registration – Carol reported that several members of the board have attempted to get needed information from Brian regarding HOA dues, contact information and rental forms/fees. It also appears that the unit is being rented but unsure if the town has issued the STR license. After a brief discussion, a motion was made for Carol to contact the town to inquire on the requirements.

Action Taken: It was moved, seconded, and unanimously adopted to approve the motion. Carol will reach out to the Town of Estes.

c. Website Updates - make select PRW info password protected – Faye proposed that the PRW website be updated to include a “public” facing page along with an “owner specific/password protected” page. After some discussion it was agreed and a motion was made for Faye to pursue the idea and develop a more detailed proposal.

Action Taken: It was moved, seconded, and unanimously approved the motion.

d. Proposal on how to handle non-catastrophic insurance claims – Rhonda reported that our current policy with State Farm is for a full replacement for catastrophic losses. That said, State Farm has indicated that if there is more than 1 claim within a 3-year period (regardless of the cost), that most likely we will get dropped. It was clear that we need to consider when and what claims to file with the insurance company and weigh the risk of being cancelled. After some discussion, it was decided that the best approach was to review each claim on a case-by-case basis going forward as opposed to setting a threshold dollar amount and self-insuring. Rhonda will document a proposal for the Board's review.

8. Potential agenda topics for future meetings

- a. Contact us from Housinger Unit 613 – Asked a general question about ADA allowance for disabled STR guests.
- b. 2027 Roofing project (638-640, 634-636, 635-637, 651-653-655 & 639-641) in November - Stew

- c. 2027 Reserve Study – John
- d. Record retention requirements - Faye

9. Next board meeting set for Tuesday, December 1st, at 3PM MT via Zoom.

10. Adjournment

Adjournment of meeting. It was moved, seconded, and unanimously approved to adjourn the meeting at 4:41 p.m. MT.

Minutes prepared and signed: October 21, 2026

By: 
Faye Bellman-Yohe, Secretary

ATTACHMENT A

Park River West Condominium Association, Inc. PROHIBITION ON VENDOR EMPLOYEE SMOKING ON PARK RIVER WEST CONDOMINIUM ASSOCIATION PREMISES

The following (“Policy”) governing smoking by vendors, their employees, agents or subcontractors working on Park River West Condominium Association, Inc. (“PRW”) premises is adopted by the Association Board of Directors pursuant to C.R.S. 38-33.3-302(1)(a) and C.R.S. 33.3-303(1) at a meeting of the Board of Directors.

1. **Purpose.** This policy is a fire prevention policy with the objective of preventing vendors, their employees, agents, or subcontractors working on PRW premises from smoking on PRW premises.
2. **Scope.** This policy applies to all persons and businesses or their agents or employees, subcontractors or subcontractor employees performing work on any PRW premises.
3. **Policy Statement.** As a condition of any vendor, their employees, agents or subcontractors or subcontractor employees working or providing services on any PRW property, Vendors agree to prohibit and enforce the policy prohibiting their agents, employees, or subcontractor employees from smoking on any Park River West Property. Any violation of this policy may result in the immediate termination of services by that vendor.

EFFECTIVE DATE. This Policy shall become effective on _____, 2026.

Park River West Condominium Association, Inc.

By: _____
Carol Primdahl, President

Attest: _____
Faye Bellman-Yohe, Secretary

This Policy was adopted by the Board of Directors at a regular meeting held on _____, 2026,
and is attested to by the Secretary of the Park River West Condominium Association, Inc. |