

**MINUTES OF THE BOARD OF DIRECTORS MEETING OF  
PARK RIVER WEST CONDOMINIUM ASSOCIATION, INC.**

August 10, 2019

A meeting of the Board of Directors of PARK RIVER WEST CONDOMINIUM ASSOCIATION, INC. (the "Association") was held on August 10, 2019, at the Fellowship Hall of the Presbyterian Community Church of the Rockies, 1700 Brodie Avenue, Estes Park, CO 80517 at 11:40 a.m. MDT following the Annual Meeting of the Association membership. President Stewart Squires presided. Association Secretary Mindy Stephens was absent, Herbert "Fritz" Sampson, Vice President, acted as Secretary of the Meeting and has prepared these Minutes.

**1. Call to Order / Roll Call**

The Meeting was called to order at 11:40 a.m. by President Stewart Squires. The following Directors of the corporation were present: Stewart Squires, President (Unit 618); Herbert "Fritz" Sampson, Vice President (Unit 633); Ron Springer (Unit 676); Helen Evans, Treasurer (Unit 619), Ray Buxton (Unit 682); Newly-elected Directors Elizabeth Ropola (Unit 609) and Greg Barkley (Unit 605). John Mize (Unit 615) and Mindy Stephens (Unit 603) were not able to attend.

**2. Election of Officers.**

The first item of business was the election of officers for the 2019-20 year. An inquiry concerning those willing to serve was held. All current officers indicated they were willing to serve for the next year. Whereupon, on motion made by Springer, second by Buxton, the following resolution was unanimously adopted:

"RESOLVED, that the following persons are elected as officers of the Association to serve during the 2019-2020 term and until the next Annual Meeting of the Board, or until their successor is elected and qualified, to wit: Stew Squires: President; Herbert "Fritz" Sampson: Vice-President; Mindy Stephens: Secretary; Helen Evans: Treasurer."

**3. Approval of Minutes for July 7th, 2019 Board of Directors Meeting**

The July 7, 2019 minutes were reviewed and upon motion made by Evans and seconded by Buxton they were unanimously approved. The Secretary will post the Minutes on the Website.

**4. Treasurer's Report and Adoption of Budget**

Treasurer Helen Evans stated that the Treasurer Report, including the proposed 2020 budget, had previously been submitted at the Annual Meeting of the Membership, and called for the recognition of the 2020 Budget as presented to the ownership at the Annual Meeting. Whereupon, on motion made by Sampson, second by Springer, the following resolution was unanimously adopted:

“**RESOLVED**, that the 2020 Budget Recommendation attached as Exhibit 1, together with the adoption of the reserve plan (Reserve Study) by the Membership, setting dues/assessment at \$3000 per year per Unit (\$750 per calendar quarter) approved by the Membership at the 2019 Annual Meeting is adopted.”

## 5. Old Business

- a. **Landscaping.** Three major areas were addressed by Squires. (a) Tree inspection and remediation by Davey. The spruce infestation appears to be controlled. The cost was covered by budget savings from other projects. (b) Landscape maintenance by contractors and Unit owners. The efforts of the Unit owners have saved substantial funds which may now be redirected to plant replacement. Based on the input from the Membership at the Annual Meeting Unit owners will be encouraged to perform some routine landscape tasks around their Units consistent with the overall Association landscape plan. Thus, cutting suckers, trimming shrubs, and eradication of invasive weeds and grasses in rock abutting a Unit by an owner is encouraged. (c) Irrigation. The work of Dennis McDonald was recognized. The current irrigation contractor has returned the system to an operable condition, but there is still one “lost” controller.
- b. **Building Maintenance. Roof Repair, and Gutter Cleaning:** Squires addressed the ongoing work with painting, invasive water damage due to construction practices in some units, Roof and soffit repair on Units 656, 658, 643, and 627 was addressed. Gutter cleaning on 641 was covered.
- c. **Reserves.** Squires reported on the difficulties encountered when trying to establish an account at Treasury Direct. In accordance with the Reserve Policy it was reported that US Treasury Bills and Notes could be purchased through Schwab at minimal cost. Whereupon, on motion made by Sampson, second by Evans, the following resolution was unanimously adopted:

“**RESOLVED**, that the Banking Resolution adopted July 7, 2019 is amended and supplemented to include Charles Schwab & Co., Inc. as an approved depository and account provider.”

## 6. New Business

- a. **Fire at 611.** Squires and Rick Stephens (insurance committee member) reported on the progress of inspection and insurance settlement on the fire at 611 which occurred on July 26, 2019. The adjuster from the Association provider, American Family, is coordinating with the Unit owner insurer. Additional investigation is yet to be completed by Blue Rhino, owner of the propane tank. The greatest problem facing the Association in regard to repairs is to find a contractor. Kingswood Homes is the Association contractor of choice, but may be unable to attend to the repairs immediately. All repairs are pending the completion of insurance investigations.
- b. **Ingrid Hagen (Unit 614) complaint.** Unit Owner Ingrid Hagen attended the meeting and presented the Board with a written complaint alleging specific violations of the Association Declarations and Rules by owners and occupiers of

Unit 616. A copy of the letter is attached as Exhibit 2. The Board listened to Ingrid and in conformity with Association policy placed the matter on the Agenda for the next Board meeting to consider if additional action should be taken and a hearing held. After examination of the allegation the President or other Board member will send such notice as is required by the policy to the owner of Unit 616.

**7. Next Meeting Time and Place**

It was decided unanimously that the next meeting of the Board will be held on Saturday October 5, 2019, at 618 Park River Place, at 10:00 a.m.

**8. Adjourn**

There being no further business, Sampson moved to adjourn, Ron Springer seconded, and it was approved by all. The meeting was adjourned at 12:36 p.m.

Minutes Prepared and Signed on: \_\_\_\_\_,  
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Herbert "Fritz" Sampson, Director and Secretary of the Meeting