

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

July 7, 2019

A meeting of the Board of Directors of PARK RIVER WEST CONDOMINIUM ASSOCIATION, INC. (the "Association") was held on Sunday, July 7, 2019, at 605 Park River Place, Estes Park, CO 80517 at 1:00 p.m. MST. President Stew Squires (618) presided. Association Secretary Mindy Stephens (603) acted as Secretary of the Meeting and prepared these Minutes.

1. Call to Order / Roll Call

The Meeting was called to order at 1:02 p.m. by President Stew Squires (618). The following Directors of the corporation were present: Stew Squires (618), Mindy Stephens (603), Carol Barkley (605), Ron Springer (676), Helen Evans (619), John Mize (615), Fritz Sampson (633), Ray Buxton (682) (via Phone). In addition, owners Dennis and Lori McDonald (620) were in attendance. Judy Domina (611) was not in attendance.

2. Agenda item: Approval of Minutes for June 8, 2019 Board of Directors Meeting

The minutes were reviewed and upon a motion made by Helen Evans and seconded by John Mize, they were approved unanimously. The Secretary will post the Minutes on the Website.

3. Agenda item: Treasurer's Report.

Helen Evans presented the Treasurer's report. We still have some major expenses coming up, such as the Town of Estes Park. We're in good shape. What saved us on expenses this year was not spending as much in asphalt, but tree mitigation has gone up. Mindy Stephens (603) moved to accept financials and Ron Springer (682) seconded, followed by approval by all.

4. Old Business

a. Action Items Review from June 8th Minutes

- (1) Tree mediation. A lot of orange shrubs and we're looking at what is causing that. It was recommended to wait to see how shrubs perform and to see whether they are greening up instead of pulling and replacing them.
- (2) Lots of new growth on spruces after the spraying.
- (3) Tree behind 655 looks like it is coming back. Davey will now be coming back to look for "crawlers" – the bugs that may not have died with the first spraying.
- (4) Gutters have all been cleaned. Recommendations re gutter guards will be made and bid submitted.
- (5) The Banking Resolution was prepared by Fritz Sampson (633). We just need to determine who will be the signers on it.
- (6) The small storage building for the HOA is still under consideration. Fritz Sampson (633) and Dennis McDonald (620) will follow up.
- (7) Purchase of 68 fire extinguishers to present at the Annual Meeting. Fritz Sampson (633) will follow up and purchase these on behalf of the Board prior to meeting. Consider dry powder type that won't freeze outside.
- (8) Helen Evans (619) has done her updates.
- (9) Stew Squires (618) and Mindy Stephens (603) prepared the letter and documents to mail out and email out for the Annual Meeting.
- (10) Dogs – the issues with 649 were addressed with the owners by Fritz Sampson (633).
- (11) Faucet at 629 not working. Fritz did follow-up.

b. Asphalt 2019

Fritz Sampson (633) reported on the blemishes in the new sealcoat. We will till September and the contractor will come back and fix these items. There is a one-year guarantee. The problems (cosmetic) were created by the weather conditions.

Painting: There are 4-5 garage doors that need to be painted after the sealcoating was splashed on

them. Again, this was caused by the hail coming in at the time of application.

c. Landscaping Report – Stew Squires

Stew Squires (618) presented a report on landscaping.

i. Tree Inspection and Mediation, Davey Tree Bid

Eleven trees have been removed by Stew and Dennis. The aspen tree removed between 637 and 639 should likely not be replaced as the aspens can cause roots which damage the driveways and there are many shrubs at this location. Aspens that are removed between driveways will not be replaced due to the root issues. Some other trees, as the one in front of 627, still need to be removed.

ACTION ITEM: Continue to follow up on tree issues including proposed removals and those that require trimming. Check on one behind 678-680 to see if it is damaging the roofs.

ii. Mowing.

Mowing is scheduled usually 3 times. But this year, it started late, so probably doing only two total, at \$1750 per mow.

ACTION ITEM: Should do the next one prior to the Annual Meeting.

iii. Volunteer Day

Current problem now is suckers on trees behind the netting.

ACTION ITEM: Stew Squires (618) will bring this up at the Annual Meeting to invite owners to do some of their own trimming in this regard. Owners can't add to the landscaping but are welcome to assist in maintaining it by conducting reasonable trimming.

iv. Volunteer Report and discussion of Equipment

1. Dennis McDonald (620) is out mapping the irrigation system.

2. We are doing more with volunteers and most are bringing their own equipment (trimmers, cutters, etc.). To assist with having the right kind of equipment, it was recommended that a high-powered weed-wacker-type trimmer be purchased by the HOA for use by the Volunteer Committee. This was approved by all.

3. There was discussion regarding the fence removal and painting.

John Mize (615) moved to (1) contact River Rock, next door, and determine preference, (2) get an estimate to get both sides of fence painted. Helen Evans (619) seconded. All approved.

ACTION ITEM: Stew Squires (618) will follow up with getting a painting bid for the fence.

4. Helen Evans (619) asked about the Unit 660 deck repair. The owner (Waskey) wanted to upgrade and has been told to contact Kingswood directly for those arrangements. PRWHO is only paying for the one-time fix for the builder deck issue, so is out of this now until Waskey contacts Kingswood.

5. John Mize (615) brought up that landscaping around our PRW sign has dead shrubs and needs to be addressed.

ACTION ITEM: Get Landscaper/Ben to look at it. Stew would like to have Ben mow the far side of the drainage ditch on Moraine.

v. Gutter Cleaning: This has been completed

vi. Foot Path by the River

There was discussion regarding re-graveling the foot path by the river. The extent of the rainfall that we have had recently has affected the path and there are many muddy areas.

ACTION ITEM: Stew Squires (618) will seek bids for this work.

d. Moving Reserves to Higher Interest-bearing Account (John)

After discussion of how to manage moving some of our reserves to a higher interest -bearing account and the mechanics of administering this, Fritz Sampson (633) moved that we establish the account,

invest \$10,000 in each of next 3 months in Treasury Direct T-bills to see how it works and to establish our process, laddering the T-bills, a process with which Helen Evans, our Treasurer, is familiar. Helen seconded the motion. Fritz Sampson (633) and Helen Evans (619) will set up the account. All approved.

ACTION ITEM: Fritz will prepare a resolution that we need. Three people on the Board will have Authority to Act for the Entity. Mindy moved that an Investment Committee be established and that it consists of three Board members: Helen, as Treasurer, to act as Chair and that John and Stew be the additional members. Carol seconded the motion and all approved.

e. Annual Owners Meeting (August 10th) and Meet & Greet Potluck (August 9th)

i. Riverside Potluck

As last year, the set up will be super casual and starting at 6 pm.

ACTION ITEMS:

1. Board members and owners will be asked to bring folding tables/card tables if they have them, as well as folding chairs.
2. Carol Barkley (605) will help organize and will coordinate with Mindy Stephens (603) who cannot attend.

ii. Meeting Arrangements and Administration

Mindy Stephens (603) cannot attend, so Carol Barkley (605) will assist and coordinate with Mindy.

ACTION ITEMS:

1. Coffee / Donuts

Fritz Sampson (633) will handle the donuts for the Meeting.

2. Judy Domina (611) will assist with the coffee
3. Board members to get there at 8:15.
4. Stew Squires (618) will prepare the Agenda and coordinate with Mindy for the mailing and emailing.
5. **Grill Usage proposal:** this will be added to the documents in the mailing and will be an agenda item.

ACTION ITEM:

Mindy Stephens (603) will look into the cost of designing and getting printed an appropriate sign for use, especially in rentals, to advise that the grills must be moved away from the wall when in use.

5. New Business

- a. There was discussion that with the tourist and rental season having started, there have already been some problems with parking in the Fire Lanes.

ACTION ITEM: Mindy Stephens (603) will send out a “standardized” sign that can be printed and used by any Board member to place on an incorrectly parked vehicle.

6. Set next Board Meeting

As Mindy Stephens (603), Secretary, will not be able to attend the Annual Meeting, Carol Barkley (605) will serve as Secretary for the Annual Meeting and the Board meeting which will immediately follow the Annual Owners Meeting, Saturday August 10, 2019, at 9:00 a.m.

7. Adjourn

There being no further business, Carol Barkley (605) moved to adjourn, Stew Squires (618) seconded the motion, and it was approved by all. The meeting was adjourned at 3:00 p.m.

Minutes Prepared and Signed on:

_____ August 8, 2019

Mindy Stephens, Director and Secretary of the Meeting