

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

April 20, 2020

A meeting of the Board of Directors of PARK RIVER WEST CONDOMINIUM ASSOCIATION, INC. (the "Association") was held on Monday, April 20, 2020, via ZOOM online/video meeting at 4:00 p.m. MST. President Stew Squires (618) presided. Association Secretary Mindy Stephens (603) acted as Secretary of the Meeting and prepared these Minutes. (Note: this meeting was original scheduled for March 16, 2020, but was postponed to this date by mutual consensus of the Board members in consideration of the restrictions imposed by the COVID-19 pandemic, and the method of an online meeting via ZOOM was employed.)

1. Call to Order / Roll Call

The Meeting was called to order at 4:00 p.m. by President Stew Squires (618). The following Directors of the corporation were present via ZOOM: Stew Squires (618), John Mize (615), Ray Buxton (682), Fritz Sampson (633), Mindy Stephens (603), and Elizabeth Repola (609), Helen Evans (619) and Ron Springer (676). Director Greg Barkley (605) was not in attendance.

2. Agenda item: Approval of Minutes for February 17, 2020 Board of Directors Meeting

The minutes were reviewed and upon a motion made by John Mize (615) and seconded by Helen Evans (619), they were approved unanimously. The Secretary will post the Minutes on the Website.

3. Agenda item: Approval of Treasurer's Report.

Helen Evans (619) presented the Treasurer's report. Everything is coming per budget, water even being under budget compared to the past few years, apparently using less water than previously. Funds are as budgeted and we are continuing to receive insurance funds for the payment of repairs on Unit 611. As of this date only a couple of unit owners are late in payment of dues for the 2nd Quarter. Mindy Stephens (603) moved to accept the financials and Stew Squires (618) seconded, followed by approval by all.

4. Old Business

a. Building maintenance

i. Painting

Stew Squires (618) reported that Thom S, We've Got you Covered, painting contractor had started with touch-ups today, to be followed by garage doors and the periodic full building painting. He was somewhat delayed, having had to self-isolate because of having been in Vail recently, one of the COVID-19 hotspots. Ray Buxton (682) inquired regarding the painting of the fence that is planned. Stew will get a quote from the painter. Fritz Sampson (633) moved that we go ahead and get this done by our painter. Helen Evans (619) seconded and all approved. Stew Squires will report back as soon as bid received.

ii. Asphalt

Fritz Sampson (633) reported that we are all set up with our asphalt contractor for this year's work. Crack seal has already been done. Next week they will prepare the asphalt "patch" by the mailboxes that will be used for a turn-around area. Fritz will install signs or markers at the edge of it. The sealcoat that is planned for this year in two apron areas (one by the river and one on the east side of our main entrance) will begin in May/June weather permitting for

scheduling. Fritz has proposed that next year's plan include burying a drain under the asphalt by Unit 609, where there had originally been a spring running through the area. He will inquire of an engineering firm regarding this.

iii. Ratification of Previous Actions

During the period since the last Board meeting, contracts for painting and asphalt work had been circulated to the Board via email and were approved by the majority via email. Fritz Sampson (633) moved that the Board ratify those actions. This was seconded by Mindy Stephens (603) and approved by all.

iv. Deck Restores – Unit 630

Our primary contractor, Kingswood, has been busy with the restoration of Unit 611, so work on 630 has not yet been bid on.

b. Moving Reserves to Higher Interest-Bearing Account

As interest rates are super-low at the present time, there has been no further moving of funds. This will be revisited as conditions change.

c. Restoration of Unit 611 after the fire

Final touches are being done to interior and exterior. Insurance funds have been received and still more is expected soon.

d. River Path Maintenance

Will seek a couple of different bids.

e. Weed policy

Fritz Sampson (633) has prepared a sample/draft policy regarding handled weeds in PRW. Board members should review this and make notes and/or corrections to be reviewed at the next Board meeting.

At 4:35 pm, the ZOOM connection was lost with Stew Squires (618), who was hosting, and Fritz Sampson (633) stepped in as host and presiding Board officer.

f. Short-term Rentals Policy

i. PRW Registration Compliance Data

There has been a good response from the majority of the short-term rental owners with regard to the registration required. Six have problems with their property management rental agreements (4 with Sky Run, 1 with Estes Park Central, 1 with PMI Vacations). Stew Squires (618) is managing this project.

ii. UTSD Changes

Upper Thompson Sanitation District is considering changes in billing for short-term rental to increase fees. Changes made by UTSD will likely go into effect as soon as they can, so the Board shall be reviewing how the increased charges can be assigned to the units that they directly affect. Stew Squires is awaiting a Board packet to see what is specifically proposed and will attend the upcoming UTSD meeting. We should have a plan in place to present to the membership at the August Annual Meeting.

iii. Non-compliance Alternatives

[Placeholder item. For future discussion.]

5. New Business

a. ACH Dues Payment through Bank of Colorado

Stew Squires (618) has spoken with the Bank and they do have ACH. We will pursue other alternatives for accommodating those owners who wish to not mail in checks, but prefer to pay their dues online.

b. Bookkeeper status change.

The COVID-19 pandemic has limited our bookkeeper's ability to physically monitor the Association mailbox and pick up checks and/or invoices, and she offered that we could seek another bookkeeper if needed. The Board decided to have Mindy Stephens (603) and/or Helen Evans (619) fill in for monitoring mail and making check deposits in the interim and keep our current bookkeeper.

6. Set next Board Meeting

The next Association Board meeting will be held Monday, May 18th, 2020 at 4:00 p.m. Due to the ongoing "safer at home" orders due to the COVID-19 pandemic, the next meeting will be held via ZOOM. Any unit owner/member may attend via ZOOM by sending an email request to Stew Squires, President (618).

7. Adjourn

There being no further business, Mindy Stephens (603) moved to adjourn, Fritz Sampson (633) seconded the motion, and it was approved by all. The meeting was adjourned at 5:10 p.m.

Minutes Prepared and Signed on:

May 18, 2020
Mindy Stephens
Mindy Stephens, Director and Secretary of the Meeting