

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

May 18, 2020

A meeting of the Board of Directors of PARK RIVER WEST CONDOMINIUM ASSOCIATION, INC. (the "Association") was held on Monday, May 18, 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.

**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 Greg Barkley (605). Ron Springer (676) was not in attendance. Robert Foster, attorney for Park River West Condo Association was also in attendance for a portion of the meeting.

**2. Short-term Rentals Policy**

*[The discussion of this agenda item took place immediately after the Call to Order, in order to include Robert Foster, attorney for PRWCA. Mr. Foster left the meeting at 4:34 p.m. and the Board returned to the order of the original agenda.]*

**a. PRW Registration Compliance Data**

Stew Squires (618) has been working hard with all STR owners and there has been cooperation with all but 3 owners. Eighteen owners have complied.

**b. Non-compliance Alternatives**

The Board and Mr. Foster discussed the issues regarding enforcing the compliance requirements and the process of doing so in an equitable manner. It was decided that Fritz Sampson (633) and Stew Squires (618) would draft a notice letter and it would be reviewed by John Mize (615).

**3. Approval of Minutes for April 20, 2020 Board of Directors Meeting**

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

**4. Approval of Treasurer's Report.**

Helen Evans (619) presented the Treasurer's report. We continue to be right on target for the budget. The fence work would a little over budget, but asphalt work was under budget. We've Got you Covered, our painter came in at \$25,405, with a budgeted \$25,000. Items coming up that will be HOA costs are the deck repair on Unit 630 and some fireplace/chimney repairs at 639 and 641 requiring some carpentry work and some shingles. Mindy Stephens (603) moved to accept the financials, seconded by Greg Barkley (605), and approved by all.

**5. Old Business**

**c. Building maintenance**

**i. Painting**

Stew Squires (618) reported that Thom S, We've Got you Covered, is knocking out the work quickly and doing a good job. Stew Squires (618) is coordinating with people at River Rock (to our east) regarding painting the fence. They will be moving some of the shrubs to get out

of the way of the painter.

**ii. Asphalt**

Fritz Sampson (633) reported that we are all set up with our asphalt contractor for this year's work, to be done in June.

**iii. Deck Restores – Unit 630**

This work will begin as soon as weather and scheduling with Kingswood can be coordinated. The deck must not be used until the work is completed.

**d. Restoration of Unit 611 after the fire**

Restoration is complete and the Association is only out the \$2500 deductible. Stew Squires reports that American Family, our insurer, was wonderful to work with and the adjuster, Mike Morrison, was as well.

**e. Landscaping**

**i. Park Landscaping**

Stew Squires (618) has spoken with them regarding some basic cleanup and with the irrigation company to assess the system and to turn on making sure of no leaks. There are still some rings of rock where trees have been taken out that need to be removed. These items will be coordinated with Dennis MacDonald.

**ii. Volunteer Day**

We will consider a Volunteer Day to assist with some clean-up, including raking up pine needles that are accumulating here and there. Scheduling for this will likely be late June.

**iii. Backflow Test**

We will look into having the plumber do this and sign off. No notice has been received in the mail yet for this.

**f. Weed policy**

Discussion is tabled for a future meeting. In the meantime, Fritz Sampson (633) will acquire some of the broadleaf dandelion killer (NOT Roundup, etc.) to apply as needed.

**6. New Business**

**a. ACH Dues Payment through Bank of Colorado**

Stew Squires (618) reviewed what actions we have taken and pursued since the last meeting. Involved as well in the evaluation of alternatives were Mindy Stephens (603), Helen Evans (619), Ray Buxton (682) and Mary Sampson (633). It was determined that a system where owners could go to our website and access an EFT or credit card payment system would be too expensive for a group (our Association) our size. The only other viable alternative is setting up an ACH process where owners authorize for the payment to be withdrawn at a certain date for a certain amount. We will pursue the details of this and present this to the membership at the Annual Meeting.

**b. Billing Sewer and Water by Unit Usage**

Stew Squires (618) reported that a special meeting of the Upper Thompson Sanitation District was held last week to discuss the reclassification of Short Term Rental properties in a higher rate class than non-STRs. It had been proposed that STRs should be classed as "4 sfe's" where other units are "2 sfe's." In the end, the UTSD dropped this to 3.64 sfe's. This has not yet been voted on, but when it is approved, this will cause a substantial increase in the HOA's annual costs, the difference caused by the new class to be passed along to the STRs. But, we won't be able to see if a unit changes from renter to non-renter except annually and, in that regard, the HOA wouldn't

be able to adjust for a unit's status except annually.

Currently, the HOA has 5 water meters, each unit not having its own. It was discussed whether the HOA could have water meters individually installed and then to have the cost of the common areas (e.g., for irrigation) proportionately charged or allocated.

The biggest issue is with the sewer costs. PRWCA has paid the sewage bill as a common cost for the past 18 years. We need to find out if the UTSD would bill each unit separately and then this solves the problem. If they won't then we'll have to present a resolution at the Annual Meeting to be able to break out the STRs for one rate charge and the owner-occupied and long-term rentals at another. Fritz Sampson (633) will prepare the resolution.

Stew Squires (618) will attend the next meeting of the UTSD and will report to the Board.

**c. Set Annual Meeting Date**

It was decided to set our Annual Meeting Date for August 22, 2020, to be held at the Presbyterian Church of the Rockies, as in the past two years. Realizing that the COVID-19 Pandemic may cause for unusual and unprecedented conditions to apply to meeting of the size of ours, we will revisit this at the next meeting to determine if we will be required to handle a portion of the meeting electronically to allow for social distancing or isolation in consideration of everyone's health and safety. In the meantime, Mindy Stephens (603) will contact the church to reserve the meeting space.

**7. Set next Board Meeting**

The next Association Board meeting will be held Monday, June 15th, 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).

**8. Adjourn**

There being no further business, John Mize (615) moved to adjourn, Helen Evans (619) seconded the motion, and it was approved by all. The meeting was adjourned at 5:33 p.m.

Minutes Prepared and Signed on: \_\_\_\_\_,

\_\_\_\_\_  
Mindy Stephens, Director and Secretary of the Meeting