

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

Monday, October 19, 2020

(Meeting held via conferencing app Zoom)

A meeting of the Board of Directors of PARK RIVER WEST CONDOMINIUM ASSOCIATION, INC. (the “Association”) was held on Monday, October 19, 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/ Role Call**

The meeting was called to order at 4:00 p.m. The following directors were present via video on Zoom: President Stew Squires (618), Vice President Fritz Sampson (633), Treasurer Helen Evans (619), Secretary Mindy Stephens (603), John Mize (615), and Greg Barkley (605). Sandra Ireland (670) joined the meeting via Zoom with audio only.

**2. Approval of Minutes of September 21st Board Meeting**

The minutes for this meeting will be reviewed at the next Board meeting.

**3. Treasurer’s Report**

Helen Evans (619) presented the Treasurer’s report. Everything continues to be on budget, including funds being transferred to reserves. One half of repairs on Unit 627 has been paid and our usual “whopping” bill to Upper Thompson Sanitation District has been paid. We are in good standing to finish off the year. Fritz Sampson (633) to approve the Treasurer’s Report, John Mize (615) seconded and all approved.

**4. Old Business**

**a. Rental Policy Violations Resolved**

Everything has been resolved on this matter with the property manager website having been changed within 48 hours and the property manager/agent has signed the required forms.

**b. Landscaping**

- i. Irrigation in PRW has been turned off and blown out for the winter.
- ii. River Path Maintenance: we continue to work on this project.

**c. ACH Autopayments**

Helen Evans reported that there were four unit owners that volunteered to try out this system for the October 1<sup>st</sup> quarterly payments. Three of the 4 went through just fine, while one was a problem at the bank at their end, not ours. Five dollars was charged to us for the return, but we anticipate that there will be no problem for the next time. We are now ready to extend this to others and the Secretary should plan to send out an email to owners to ask who will like to participate for the payments going forward, starting in January.

**d. UTSD Billing to Unit Owners**

Stew Squires (618) reports that he has not yet heard back from UTSD regarding the Board request.

**e. Painting Touch-ups in Units 664, 682, 627 and 637**

Stew Squires (618) reports that some minor touch-ups were conducted on these units..

**f. Unit 630**

It has been reported that there is some bit of trim piece loose on this unit. Fritz Sampson (633) will look into this and have Stuart from Kingswood take a look.

**5. New Business**

**a. American Family Lawsuit against Blue Rhino – re Unit 611**

The Board has been contacted that American Family Insurance is proceeding with a subrogation lawsuit against Blue Rhino the manufacturer of the propane tank involved in the fire in unit 611 in summer 2019. For any questions regarding the HOA, Fritz Sampson (633) has been designated the contact for the communications on this matter.

**b. Rules and Regulations document discussion**

There was a discussion on the ongoing development of a Rules and Regulations document that would be easy to distribute to the owners/membership that could also include a cross-referencing index to make it more user-friendly to owners and renters to identify pertinent rules when they have questions. The index might try to identify rules and items in a format that shows what are statutory items, policies that we've adopted and various other interpretations or notices. John Mize (615) offered to work on an index. Stew Squires (618) asked for a table of contents. Fritz Sampson (633) offers to identify the rules and then an appendix with shows the statutory items.

Other aspects to consider when reviewing this document include being sure of consistency of language and terminology (e.g., comparing the document language to the language used on the PRW website or placards that are to be used in rental units, such as a reference to "aprons" or "bibs" when referring to side access roads). John Mize suggests that there be a summary of some sort which would be something easy to use, such as an "FAQ" type of document.

Mention was made of the requirement for rental unit owners to get their paperwork for the next year in by March, but many don't get their licenses in until March anyway, so the deadline for this paperwork would be better designated to be April 1<sup>st</sup>.

The Board is looking to approve the Rule Book at the next meeting.

**c. Removal of Deer hit on adjacent road**

A deer was hit and killed by a car on Moraine last week near unit 643-645. Out landscaping contractor was asked to remove the carcass and dispose of it. Bill pending.

**d. Anticipated ice issue on apron between units 607 and 609**

Fritz Sampson (633) is pursuing estimates from our asphalt contractor and other appropriate contractor to solve this issue by burying a drain pipe and then repairing the asphalt. Fritz will report again on this project.

**e. Gutter cleaning**

Stew Squires (618) will follow up with Kingswood to see when gutter cleaning is scheduled, soon after leaves fall from the deciduous trees, in addition to pine needles.

**f. Preparing for end-of-year letter to membership**

Stew Squires (618) will prepare a letter to go out to the membership that will be presented at the next Board meeting for approval.

**6. Set next board meeting**

The next Association Board meeting will be held Monday, November 16, 2020 at 4:00 p.m. Due to the ongoing precautions 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. Adjournment**

There being no further business, Fritz Sampson (633) moved to adjourn, Mindy Stephens (603) seconded the motion, and it was approved by all. The meeting was adjourned at 4:45 p.m.

Minutes Prepared and Signed on:

October 19, 2020  
  
Mindy Stephens, Director and Secretary of the Meeting