

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

Monday, January 18, 2021

(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, January 18, 2021, 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) was absent from the meeting.

2. Approval of Minutes of November 16, 2020 Board Meeting

The minutes for the November 16th meeting were reviewed and upon a motion made by Helen Evans (619) and seconded by Greg Barkley (605), they were approved unanimously. The President will print and sign the pages requiring his signature. The Secretary will post the Minutes on the Website.

3. Treasurer's Report

Helen Evans (619) presented the Treasurer's report indicating that the PRW budget is very healthy. Upcoming major expense are the annual master insurance policy premium and the quarterly Upper Thompson Sanitation District payment. Regarding the breakdown of January 1st dues payments, there are 14 units that are paying via the newly established ACH system, 18 units have so far paid a full annual dues amount. There are still a few that have not paid, and Mindy Stephens (603) will send out reminders to them.

Mindy Stephens (603) moved to accept the Treasurer's financial report, Fritz Sampson (633) seconded and all approved.

4. Old Business

a. UTSD Billing - Stew Squires

Stew Squires (618) reports that UTSD is now set up on emailing billing and that we are going to set up the UTSD payment to pay via ACH, much like Town of Estes Park does with their payment. Stew will set this up to begin with the April 1st bill.

b. PRW FAQ Document

John Mize (615) has prepared an FAQ document to assist owners in finding answers to questions regarding PRW and its rules. This was distributed to the Board members for comments and/or edits. We thank John for his work on this project!

Fritz Sampson (633) moved to adopt the FAQ, to publish it on the website, and for Mindy Stephens (603) to distribute via email to the owners. Helen Evans (619) seconded, all approved.

c. Firewise Assessment

Stew Squires (618) has tried to reach out to Firewise... However, they've gone through different people now. Stew will follow up with that new person to see what we need to mitigate risk for Firewise assessment.

5. **New Business**

a. **Landscaping**

It was reported that Dennis McDonald has been working very hard to keep our trees watered during this very dry period, using 5-gallon buckets of water from the river to water. He is staying on top of this to help save our trees and will let us know if we need to rent equipment such as a “water buffalo” to assist with this project over the next couple of months if we don’t get enough precipitation.

b. **Short Term Rental Letter 2021**

Stew Squires (618) will update this letter to reflect the 2021 dates and indicated that we’ve added 2 months for them to comply, now with a 4/1 deadline for providing current documentation. There are no new short-term rental units, so the process this year should be pretty easy.

c. **Report of Parking Violation by 616 at the 614 Driveway**

Fritz Sampson (633) reported that the 614 unit owner found that a short term tenant that parked in her driveway, blocking her from being able to get out of her own garage and getting to a meeting. In the end, Stew Squires (618) had to call the 616 unit owner to get them to have the car moved. Fritz Sampson (633) will get the full story in writing from the 614 unit owner so that a formal letter can be sent to the 616 unit owner for a hearing on this offense of their tenants.

Due to the repeated offenses of 616’s rental tenants, the Board fully supports following through in this manner with the 616 owners.

6. **Set next board meeting**

The next Association Board meeting will be held Monday, February 15, 2021 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, Helen Evans (619) moved we adjourn; Greg Barkley (605) seconded, and it was approved by all. The meeting was adjourned at 4:45 p.m.

Minutes Prepared and Signed on:

February 13, 2021

Mindy Stephens, Director and Secretary of the Meeting