

**Park River West Condominium Association  
Board of Directors Meeting  
Monday, June 13, 2022 – Via Zoom Conference**

A meeting of the Board of Directors of the PARK RIVER WEST CONDOMINIUM ASSOCIATION, INC. (the "Association") was held on Monday, June 13, 2022, at 3:00 p.m. MDT via ZOOM online/video meeting application. President Stew Squires (618) presided. Association Secretary John Mize (615) prepared these minutes.

1. **Call to Order / Roll Call.** The Meeting was called to order at 3:00 p.m. by President Stew Squires (618). The following Directors of the corporation were present via ZOOM: Stew Squires (618); Fritz Sampson (633), Vice President; Helen Evans (619), Treasurer; John Mize (615), Secretary; and Rick Stephens (603). Greg Shipman (625) was unavailable. Owners Mary Sampson (633) and Mindy Stephens (603) partially attended for specific discussions as identified below.
2. **Conflict of Interest Disclosures.** Following the PRW Conflict of Interest Policy, Stew Squires (618) inquired if any of the directors have a conflict of interest needing disclosure before the meeting. No conflicts were disclosed on pending issues.
3. **Approval of Minutes.** The minutes of the Board of Director's meeting held on May 9, 2022, previously emailed to the Board, were presented for approval.

**Action Taken:** It was moved, seconded, and unanimously adopted to approve the minutes of the Board of Director's meeting held on May 9, 2022.

4. **Treasurer's Report.** Helen Evans (619) sent the Budget Report, Balance Sheet, and Profit/Loss statements to the Board prior to the meeting. As of June 10, 2022, PRW has \$40,463 in the checking account, and a total of \$176,831 in reserves, of which \$26,702 was held in the Bank of Colorado Reserve Account and \$150,129 was held T-Bills in the Schwab Corporate Account. A \$30,000 T-Bill was purchased with a maturity on 9/15/22 and interest yield of \$102.00 (approximately 1.4% annualized). All bills have been paid, including the bill for \$2,301 from Kingswood Homes for replacing siding on some chimneys and some facia repair. All but 9 owners have paid their special assessments for the reserve study. Helen will have our bookkeeper send reminder invoices for those assessments and Stew Squires said he will follow-up with a phone call.

**Action Taken:** It was moved, seconded, and unanimously adopted to approve the Treasurer's report as presented.

There was some discussion concerning the investment of liquid reserve funds using a Schwab Government Money Market rather than the Bank of Colorado Reserve Account. Helen Evans will investigate further. John Mize said the Bank of Colorado is paying one basis point in interest and the Schwab Government Money Market account is currently paying 44 basis points, with the likelihood of more rapid increases as the Federal Reserve increases interest rates.

4. **Old Business.**
  - a. **Fire Mitigation.** Owner Mary Sampson reported on the fire inspection recently done by Raisa Eshleman, the Fire Inspector, with the Estes Valley Fire Protection District. She walked the property with Mary Sampson, Greg Barkley (605) (an owner and retired fire fighter from Minnesota), Dennis McDonald and John Mize on June 1, 2022, and she has

issued a written report. Although Raisa Eshleman was generally complimentary of what is being done in PRW for fire protection, particularly with enforcing fire lanes, pine needle and pinecone removal, and instructing on proper use of gas grills, she did identify some areas for improvement. In order of priority, she identified: (1) the continued removal of pine needles and pine cones up to 30 feet away from structures; (2) the removal of combustible shrubbery, especially junipers, 5 feet away from structures; (3) the removal of tree limbs ten feet off the ground; (4) the removal of mulch around trees and shrubbery 30 feet from structures; (6) the trimming of trees so that limbs do not overhang within ten feet of structures; (7) the removal of pine needles from gutters and the consideration of placing gutter helmets on gutters; and (8) the removal of clusters or packages of shrubbery that are overgrown next to structures, particularly next to Units 617 and 655. The board expressed the importance of prioritizing the most important tasks to reduce fire hazards.

**Action Taken:** It was moved, seconded and unanimously approved that: (1) Mary Sampson, Greg Barkley, Dennis McDonald (620), our Volunteer Coordinator, and any other interested directors will schedule a walk-around with Ben Ekeren of Park Landscaping to discuss his recommendation and assistance in the removal of hazardous plants and trimming of trees; (2) a copy of Raina Eshelman's report will be e-mailed to all owners to educate them about the results of the investigation and the priorities identified for fire mitigation; and (3) pine needles and pine cones should be removed from the property and not be disposed of along the river path; and (4) and the feasibility of getting a grant from Waste Management for a dumpster or contracting for a dumpster on the property during strategic times for disposal of pine needles, pine cones, and other trimmings will be explored.

- b. **Reserve Policy and Reserve Amounts.** John Mize reviewed the three options on reserve funding that he sent to the Board on June 7, 2022. Specifically, Option 1 showed what happens if we continue reserve funding at current levels and the significant short-falls and needed special assessments that will occur in the future if we continue the current pace of reserve funding to meet the expectations of the Reserve Study. Option 2 showed the needed dues increase to get the Reserve Budget on track within one year so that the Reserve balance stays positive and avoids special assessment in the future. Option 3 offered a five-year phase-in of increases in dues to get the Reserve account balance where it always remains positive and avoids special assessments to meet the projected capital improvements identified in the Reserve Study. It was the consensus of the Board that the third option is the most realistic and practical. It was also the consensus of the board that the spreadsheets should be changed so that the Reserve Account stabilizes around \$750,000 following the time when most of the required capital improvements shown in the Reserve Study are completed. It was agreed that John Mize will prepare a memo to go with the budget explaining all three options to the members with a recommendation from the board that Option 3 should be adopted. The memo will be circulated among board members for comments and edits in the next month and approved for distribution at the next board meeting. The memo will be sent to members with the annual meeting packet to be sent thirty days before the annual meeting in August.

A revised Reserve Policy that John Mize sent to the board on June 7, 2022, was also reviewed and discussed. It will require going forward that certain measures be taken to help assure that Reserves are adequately funded and accounted for in the budgeting process. It was agreed that John Mize and Fritz Sampson will complete the revised policy

for approval at the next board meeting and for distribution to the members with the annual meeting packet to be sent thirty days before that annual meeting in August.

- c. **2023 Budget.** Helen Evans and John Mize presented a proposed 2023 budget for Park River West to the board for approval. A copy of it is attached to these minutes. The format is different from prior years because it separately accounts for Reserve Funds and addresses other changes contemplated by the proposed revised Reserve Policy. It was pointed out that a significant portion of the Operating Expense budget increase is due to increased insurance premiums, increased sewage charges, and increases in the cost of paving maintenance. The increase in the Reserve Account Budget would amount to about \$18.00 per month per owner.

**Action Taken.** It was moved, seconded, and passed to approve the proposed 2023 budget as presented and to send it to the members with the budget memo and packet to be sent thirty days before the annual meeting in August, when they will be asked to approve it.

5. **New Business.**

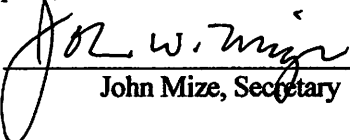
- a. **PRW Website Management and Email Address.** Owner Mindy Stephens (603), who has served as the PRW communications coordinator, expressed concerns to the board about the need for a separate email address for the association, so that her email is not being used as the default PRW email address. She also expressed concerns that someone is logging on the PRW web portal and making changes to the contact list that is shared with owners who choose to participate. Concerns were generally expressed about the administration and access to the web portal and who has responsibility for it. Following discussion, Stew Squires agreed to work on resolving these problems and report back to the board at the next meeting.
- b. **Board Participation.** Fritz Sampson discussed concerns he has about the need for new board members and increased participation from owners. It was agreed that this will be mentioned in the packet that goes to owners next month and owners will be encouraged to participate.

6. **Annual Meeting Date.** The Annual Owner's Meeting will be at 10:00 a.m. MDT on Saturday, August 20, 2022, by Zoom Conference Call. Packets, including the proposed budget and other pertinent information, will be sent to Owner's thirty days before the meeting.

7. **Next Board Meeting.** The next board meeting will be at 3:00 p.m. MDT on Monday, July 11, 2022, via Zoom conference call to allow sufficient time to get the packets out to owners in advance of the annual meeting.

8. **Adjournment.** There being no further business, it was moved, seconded, and unanimously approved to adjourn the meeting at 4:15 p.m., MDT.

Minutes Prepared and Signed on:

 , 6/16/22  
John Mize, Secretary Date

**Park River West Condominium Association, Inc.**  
**Budget Report**  
**Prepared on a Cash Basis**

Income Budget	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 To May 8	2022 Budget	2023 Budget
Dues for Operating Expenses	\$ 148,977.00	\$ 169,040.00	\$ 167,722.00	\$ 163,467.00		\$ 186,540.00	\$ 210,200.00
Dues for Reserves and Long-Term Capital Expenses	\$ 26,463.00	\$ 34,960.00	\$ 36,278.00	\$ 40,533.00		\$ 41,900.00	\$ 55,000.00
Miscellaneous Income							
Reimbursed Expenses			\$ 280.00	\$ 60.00	\$ 20.00		
Interest Income		\$ 335.00	\$ 151.00	\$ 18.00	\$ 5.00		
Assessments						\$ 4,600.00	
Fines and Penalties		\$ 453.00	\$ -	\$ 4,755.00	\$ 605.00		
Transfer Fees	\$ 400.00	\$ 200.00	\$ 600.00	\$ 400.00	\$ 100.00		
<b>Total Income Budget</b>	<b>\$ 175,840.00</b>	<b>\$ 204,988.00</b>	<b>\$ 205,031.00</b>	<b>\$ 209,233.00</b>		<b>\$ 233,040.00</b>	<b>\$ 265,200.00</b>

Operating Budget	2018	2019	2020	2021	2022	2023
<b>Administrative Expenses:</b>						
Bookkeeping	\$ 3,600.00	\$ 3,600.00	\$ 3,600.00	\$ 3,600.00	\$ 1,500.00	\$ 3,600.00
CPA/Tax Return Preparation	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00
Legal and Colorado Filing Fees	\$ 45.00	\$ 425.00	\$ 2,526.00	\$ 1,492.00	\$ 475.00	\$ 800.00
Miscellaneous (Bank Fees, Mail, Copy Expense, Website)	\$ 605.00	\$ 1,991.00	\$ 1,112.00	\$ 759.00	\$ 25.00	\$ 1,000.00
Reserve Study				\$ 2,300.00	\$ 2,300.00	\$ -
<b>Total Administrative</b>	<b>\$ 4,550.00</b>	<b>\$ 6,316.00</b>	<b>\$ 7,538.00</b>	<b>\$ 8,451.00</b>	<b>\$ 4,600.00</b>	<b>\$ 7,800.00</b>
<b>Insurance:</b>						
Property and General Liability	\$ 23,425.00	\$ 26,700.00	\$ 30,337.00	\$ 37,899.00	\$ 48,210.00	\$ 43,600.00
Directors and Officers Liability Insurance	\$ 1,238.00	\$ 1,238.00	\$ 1,238.00	\$ 1,238.00	\$ 1,238.00	\$ 1,250.00
Business Key Policy	\$ 302.00	\$ 302.00	\$ 302.00	\$ 302.00	\$ 302.00	\$ 350.00
<b>Total Insurance</b>	<b>\$ 24,965.00</b>	<b>\$ 28,240.00</b>	<b>\$ 31,877.00</b>	<b>\$ 39,439.00</b>	<b>\$ 49,750.00</b>	<b>\$ 45,140.00</b>
<b>Utilities:</b>						
Sewer	\$ 40,692.00	\$ 41,284.00	\$ 41,289.00	\$ 45,848.00	\$ 12,719.00	\$ 50,900.00
Water	\$ 18,756.00	\$ 18,710.00	\$ 14,582.00	\$ 16,227.00	\$ 4,576.00	\$ 13,000.00
Electric	\$ 362.00	\$ 437.00	\$ 451.00	\$ 449.00	\$ 187.00	\$ 450.00
<b>Total Utilities</b>	<b>\$ 59,810.00</b>	<b>\$ 60,431.00</b>	<b>\$ 56,322.00</b>	<b>\$ 62,524.00</b>	<b>\$ 17,482.00</b>	<b>\$ 64,350.00</b>
<b>Routine Recurring Maintenance (&lt;5 Year Life Expectancy)</b>						
Painting (Annual Expense Recurs Every 8 years Per Unit)	\$ 26,660.00	\$ 29,225.00	\$ 25,415.00	\$ 25,475.00	\$ 25,386.00	\$ 26,000.00
Asphalt Seal and Coating		\$ 18,233.00	\$ 12,001.00	\$ 15,750.00	\$ 1,504.00	\$ 15,000.00
Fences and Perimeter Maintenance			\$ 3,310.00			\$ -
Gutter Cleaning			\$ 2,880.00	\$ 2,711.00	\$ 593.00	\$ 2,600.00
<b>Total Routine Recurring Maintenance</b>	<b>\$ 26,660.00</b>	<b>\$ 47,458.00</b>	<b>\$ 43,606.00</b>	<b>\$ 43,936.00</b>	<b>\$ 27,483.00</b>	<b>\$ 43,600.00</b>
<b>Landscaping:</b>						
Mowing	\$ 927.00	\$ 3,600.00	\$ 2,677.00	\$ 4,635.00		\$ 6,000.00
Weed Control						\$ 2,000.00
Spring Cleanup	\$ 8,306.00	\$ 650.00	\$ 1,760.00	\$ 325.00		\$ 2,000.00
Fall Cleanup	\$ 3,474.00	\$ 1,173.00	\$ 1,115.00	\$ 766.00		\$ 2,000.00
Irrigation System (Spring Activation, Fall Blow Out, Repairs)	\$ 3,148.00	\$ 3,348.00	\$ 3,723.00	\$ 766.00		\$ 3,000.00
Snow Plowing	\$ 1,070.00	\$ 2,135.00	\$ 2,535.00	\$ 2,338.00	\$ 3,116.00	\$ 2,000.00
Enviropest (Disease Mitigation)	\$ 1,584.00	\$ 1,056.00	\$ 1,232.00	\$ 1,247.00		\$ 1,900.00
River Path Maintenance	\$ 1,273.00				\$ 11,303.00	\$ 2,000.00
Arborist		\$ 8,545.00				\$ 6,500.00
<b>Total Landscaping</b>	<b>\$ 19,782.00</b>	<b>\$ 20,507.00</b>	<b>\$ 13,042.00</b>	<b>\$ 10,077.00</b>	<b>\$ 14,419.00</b>	<b>\$ 23,260.00</b>
Operating Contingency (Unexpected Expenses or Overages)	\$ 978.00	\$ 2,496.00	\$ 1,832.00	\$ 1,832.00		\$ 1,730.00
<b>Total Operating Expenses</b>	<b>\$ 136,745.00</b>	<b>\$ 165,448.00</b>	<b>\$ 154,217.00</b>	<b>\$ 166,259.00</b>	<b>\$ 113,734.00</b>	<b>\$ 185,880.00</b>

Reserve and Capital Improvement Budget	2018	2019	2020	2021	2022	2023
Reserve Fund Annual Contribution	\$ 26,463.00	\$ 34,960.00	\$ 36,278.00	\$ 40,533.00	\$ 35,130.00	\$ 47,330.00
Interest Income on Reserves Beginning Balance (3%)						\$ 5,670.00
<b>Capital Repairs and Improvements (&gt;5 Year Life Expectancy)</b>						
Decks (Per Policy Up to 6 Per Year Capped at \$2500 per deck)	\$ 7,037.00	\$ 10,280.00	\$ 11,329.00	\$ 9,344.00	\$ 5,245.00	\$ 15,000.00
Siding Replacement (concrete siding when replaced)	\$ 245.00	\$ 779.00	\$ 814.00	\$ 1,100.00	\$ 175.00	\$ 700.00
Roofing Repair and Replacement	\$ 75.00	\$ 3,197.00	\$ 3,735.00	\$ 3,279.00		\$ 1,000.00
Guttering Repair and Replacement	\$ 1,606.00	\$ 304.00		\$ 665.00		\$ 1,800.00
Asphalt Replacement						\$ -
Tree & Plant Care (Fire Mitigation, Removal, Replacement)	\$ 9,054.00	\$ 1,370.00	\$ 1,900.00	\$ 3,503.00		\$ 2,000.00
River Path Maintenance	\$ 1,273.00					\$ 2,000.00
Capital Expense Contingency		\$ 770.00	\$ 395.00			\$ 430.00
<b>Total Capital Repairs and Improvements</b>	<b>\$ 19,290.00</b>	<b>\$ 16,700.00</b>	<b>\$ 18,173.00</b>	<b>\$ 17,891.00</b>	<b>\$ 5,421.00</b>	<b>\$ 22,930.00</b>
<b>Balance Added to Reserve Account</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 30,670.00</b>
<b>Total Reserve and Capital Improvement Budget</b>	<b>\$ 19,290.00</b>	<b>\$ 16,700.00</b>	<b>\$ 18,173.00</b>	<b>\$ 17,891.00</b>	<b>\$ 47,330.00</b>	<b>\$ 60,670.00</b>

Dues History Per Unit	2018	2019	2020	2021	2022	2023
Annual	\$ 2,580.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,360.00	\$ 3,900.00
Quarterly	\$ 645.00	\$ 750.00	\$ 750.00	\$ 750.00	\$ 840.00	\$ 975.00
Monthly	\$ 215.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 280.00	\$ 325.00

Reserve Balance at End of Year	2018	2019	2020	2021	2022	2023
Annual	\$ 102,824.22	\$ 107,924.22	\$ 144,108.00	\$ 164,521.00	\$ 189,000.00	\$ 219,670.00