

**Park River West Condominium Association .
Board of Directors Meeting
Monday, September 12, 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, September 12, 2022, via ZOOM online/video beginning at 3:00 p.m. MDT. 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. MDT by President Stew Squires (618). The following Directors of the corporation were present via ZOOM: Stew Squires (618); Fritz Sampson (633), Vice President; John Mize (615), Secretary; Greg Shipman (625), Rick Stephens (603), Doug Feck (635), Chris Hines (602) and Carol Primdahl (653). Treasurer Helen Evans (619) was not available.

2. **Conflicts 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. None were disclosed.

3. **Approval of Minutes.** The minutes of the Board of Directors meeting held on August 20, 2022, previously emailed to the directors, and posted on the website, were presented for approval.

Action Taken: It was moved, seconded, and unanimously adopted to approve the minutes of the Board of Directors meeting held on August 20, 2022.

4. **Treasurer's Report.** President Stew Squires sent the Balance Sheet, and Profit/Loss statements to the Board prior to the meeting. As of August 31, 2022, PRW has \$31,992.24 in the Bank of Colorado checking account, and a total of \$183,214.26 in reserves, of which \$32,805.16 was held in the Bank of Colorado Reserve Account and \$150,409.10 was held T-Bills in the Schwab Corporate Account. In the absence of Treasurer Helen Evans, the most recent budget report, the status of T-Bill investments, and a report on any outstanding bills and payments will be reported at the next meeting.

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

Stew Squires also supplied a report on the status of accounts receivable showing three owners had not paid the \$67.65 special assessment for the Reserve Study that was billed to them earlier this spring. Since the report, two of those owners have paid and there is now one delinquency that Stew Squires continues to try to collect. There was also one owner who has a credit balance of \$90.00.

Action Taken: It was moved, seconded, and unanimously approved to have the Treasurer make a refund to the Owner with the credit balance in the amount of \$90.00.

5. **Old Business.**

a. **Landscaping and Fire Mitigation.** Stew Squires reported that Dennis McDonald has removed 72 junipers to date that are next to structures to help achieve fire mitigation as previously discussed by the Board and in response to the Estes Valley Fire Prevention program review conducted earlier this year. Work will continue until all of the junipers posing a risk to structures have been removed. Stew reported that work on completing the

lifting of vegetation on trees continues and should be completed soon. Dennis McDonald is coordinating with Park Landscaping on the fall clean-up of the property, the last mowing of the property, and removal of pine needles. Stew Squires is to follow-up with Dennis McDonald on this.

- b. **Revised Hearing Policy.** The revised policy entitled Notice and Hearing Procedures and the Schedule of Fines considered by Board members at the last meeting was subsequently approved by email vote after that meeting, has been executed, and is posted on the PRW website.

Action Taken: It was moved, seconded, and unanimously adopted to ratify and confirm the email vote on the revised policy entitled Notice of Hearing Procedures and the Schedule of Fines and it is approved as posted on the PRW website.

- c. **Short-Term Rental Letter.** Before this meeting, Carol Primdahl shared with Board members a second draft of a proposed letter that she would like to send to all of the PRW owners holding short-term rental licenses. It was agreed that the letter should be emailed to them at Carol's convenience.
- d. **Website Issues.** Stew Squires reported on the status of the web site based on WordPress. John Mize reported on problems with WordPress and the difficulty posting minutes and other documents on it. Ron Springer (676) will continue to work with Stew Squires to be sure that the Owner Contact List is updated and accurate. Stew Squires is going to request any owners having experience with WordPress assume responsibility for being the Park River West Webmaster.

6. **New Business.**

- a. **Landscape Drainage Mitigation.** Stew Squires sent an email to the Board from Dennis McDonald, our volunteer and landscape coordinator, on plans and recommendations he made to help mitigate erosion occurring on the slopes on the northwest corner of the property.

Action Taken: It was moved, seconded, and unanimously adopted to authorize Dennis McDonald to proceed with the plan he proposed by email to mitigate erosion occurring on slopes on the northwest corner of the property and to authorize the treasurer to reimburse Dennis or pay for any expenses he incurs in undertaking that effort.

- b. **Flooring Issue in Unit 642.** Stew Squires reported on a flooring issue that is occurring in Unit 642, when the owners of that Unit had problems with tile flooring, they had installed in it. It was pointed out that under the Declarations, Section 3, flooring and subflooring are a Limited Common Element and under the Declarations, Section 11, Subsection B the maintenance of limited common elements is the responsibility of the Unit Owner. Stew Squires will so inform the Owners of Unit 642 of these requirements.

- c. **Strengthening Association Succession.** John Mize raised concerns that he has about long-term succession issues on board service, board responsibilities, and financial recording. He suggested that the PRW Bylaws are out-of-date, need revising and some issues need to be addressed such as staggering Board terms to provide ongoing continuity and board service. He also suggested that there is a lot of shared experience on the current Board and that it might be a good idea to develop an annual work plan that incorporates the dates, times and action taken on many of the items that current board members take care of on a recurring basis. He also suggested that we evaluate where we are on our book-keeping and plan for future transitions on that since we are the last account that is currently being handled by our current bookkeeper. It was also generally discussed that Park River West may soon be to a point where it hires a property management company to take of the management of the Association and the board responsibilities would be to receive reports from the company and monitor it. Rick Stephens agreed to get information on the Park Meadows Condominium Association on a management company that it is using from Fort Collins and provide it to the Board.
- d. **Creation of PRW Owners Facebook Page.** Chris Hines reported that he has created a Facebook page for the use by Unit Owners, with the objective of creating a link to enhance owner interaction and the posting of photos and other non-official information that may be of interest to owners. The name of the Facebook page is Park River West HOA Estes Park and the link the page is : <https://facebook.com/groups/1354827545046452>. It will be made clear to owners that this page is not for the conducting of legal or official Park River West business, and this should only be undertaken through the Park River West website at: www.parkriverwest.com.
7. **Next Board Meeting.** The next board meeting will be at 3:00 p.m. MDT on Monday, October 17, 2022, and will be held via Zoom conference call.
8. **Adjournment.** There being no further business, it was moved, seconded, and unanimously approved to adjourn the meeting at 4:05 p.m. MDT.

Minutes prepared and signed: 9-16-22

By: John W. Mize
John Mize, Secretary