

**Park River West Condominium Association, Inc.
Board of Directors Annual Work Plan and Checklist**

This document has been prepared for the use of the Board of Directors to provide reminders of important activities that it should perform each year. The goal is for PRW to continue running smoothly and efficiently as transitions occur on the Board of Directors.

Routine Recurring Items

Date to Commence	Activity Description	Persons or Officer Responsible	Outside Vendor (if any) and or applicable policy and procedure	Target Date for Completion
1/1	Report on Unit Decks for which PRW has paid for repairs	Treasurer	The Deck Repair policy permits up to \$2,500 per unit one for repair of rotten lateral joists and weather-stripping—Need to keep track of eligible units	1/31
1/1	Year End Financial Reports for Board of Directors	Treasurer		1/10
1/1	Be sure monthly auto payments continuing for payment of property and casualty insurance premiums	Treasurer		1/10
1/1	Rental Unit owners must furnish: (1) copy of Estes Park License; (2) signed PRW Rental Compliance Form; (3) copy of Rental Agreement being used; (4) proof of insurance in ACCORD form.	President	This is all required per Park River Policy Governing the Rental of Units which is posted with the Rules and Regulations on the website	1/31
1/1	Make Decision on whether updated Reserve Study needed so it is complete for budget—Required Full Reserve Study every 5 years	Board	As Required by Bylaws and Reserves Policy Association Reserves 1301 Arapahoe Street, Suite #302 Golden, CO 80401 (303)-494-9181 www.reservestudy.com	5/1
1/7	Annual Report to Firewise on time and Expense spent on Fire Mitigation in Prior Year	President	Log-in to Firewise USA portal to renew application and report time and expense during prior year for fire mitigation https://www.nfpa.org/.../Wildfire/Firewise-USA	1/14

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Date to Commence	Activity Description	Persons or Officer(s) Responsible	Outside Vendor (if any)	Target Date for completion
1/20	Check with insurance agent re Crime and Fidelity Renewal rates and policies for renewal date of March 31 for that coverage	Insurance Representative or President	Danielle Dawn Arnold, Agent American Family Insurance Company 601 Community Drive Estes Park, CO 80517 (970)-586-8420 darnol4@amfam.com	3/31 renewal date
1/20	Check with insurance agent re Non-profit Director's and Officers Insurance Coverage for policy and billing date	Insurance Representative or President	Danielle Dawn Arnold, Agent American Family Insurance Company 601 Community Drive Estes Park, CO 80517 (970) 586-8420 darnol4@amfam.com	4/9 renewal date
3/1	Contact Painter to get cost estimate and outline of projected work to be done for year	President, Vice-President	Thom Shaffer Got You Cover, Inc. 2040 Monida Court Estes Park, CO 80517 Cell: 970-443-9020 shaferepcol@gmail.com	4/1
3/1	Contact Asphalt Contractor to Arrange Annual Coating—analyze where coating required by walking property with contractor ¹	Fritz Sampson	Mario Lopez Estes Valley Asphalt, LLC P.O. Box 4310 Estes Park, CO 80517 (970) 412-4704; estesvalleyasphalt@yahoo.com	Work completed after 6/15/22 due to uncertain weather conditions

¹ . Fritz usually starts doing assessments in February. In March Mario and Fritz walk the place. The rotation is broken down into 3 segments: (a) Areas 2 (**Units 601-633 odd**) and 4 (**Units 630- 652 even**), (b) Areas 1 (**600-626 even numbers only**), 3 (**Units 635-655 odd**) and 5 (**Units 654-682 even only**), and(c) General. The entire place gets crack seal every year. We assess repairs due to root pimples and major damage every year. Areas 2 and 5 get seal coat in year 1 and every 3rd year thereafter. Areas 1, 3 and 4 get seal coat in year 2 and every 3rd year thereafter. Year 3 is reserved for major construction and rehab projects, such as the drain field and fire lane repairs. The work is now done no earlier than June 15 because of weather.

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Date to Commence	Activity Description	Persons or Officer(s) Responsible	Outside Vendor (if any)	Target Date for completion
3/31	Quarterly sewage bill paid to Upper Thompson Sanitation District (This is paid on the 1 st of the month by automatic deduct from operating account at Bank of Colorado)	President or Treasurer	Upper Thompson Sanitation District 2196 Mall Road, P.O. Box 568 Estes Park, CO 80517 (970)-586-4544 (Customer Service) www.utsd.colorado.gov	4/1
4/1	Communicate with Dennis McDonald and/or landscaper to outline landscaping workdays and services for summer	President	Dennis McDonald, Unit 620, (303)-263-0213, the mcdonalds4@yahoo.com , is landscape and volunteer coordinator Ben Ekeren Park Landscaping 1795 Silver Tree Lane Estes Park, CO 80517 (970)-939-0745 bmekeren@gmail.com	5/1
4/1	President confirms all rental unit owners are following the policy and procedure for rental units and have furnished applicable documents.	President	See 1/1 entry above	4/30
5/1	Communication to Owner's re Asphalt Coating Schedule	Officers		6/30
5/1	Annual Spring Communication to Owners re Fire Mitigation, tracking time and expense on fire mitigation, and other matters	President		5/15

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Date to Commence	Activity Description	Persons or Officer(s) Responsible	Outside Vendor (if any)	Target Date for completion
5/1	Following Year Budget Prepared	Treasurer		6/10
5/1	Annual Irrigation Backflow Testing Must Be Done (We should get reminder form City)	Fritz Sampson	Dan Ertl Curtis-Straub Plumbing & Heating, LLC 403 Aspen Avenue Estes Park, CO 80517 (970) 586-1758 dirtyerty72@gmail.com	Must be completed by Jun 20 each year
6/1	Colorado Corporate Report completed and filed	Secretary or Fritz Sampson	Robert H. Foster, Attorney-at-Law 1200 Graves Ave. PO Box 1981 Estes Park, Colorado 80517 303.901.9611 Robert@roberthfosterlaw.com http://www.roberthfosterlaw.com/	Due on July 1 each year, delinquent with penalty if not filed before October 1
6/1	Decide weed-control services needed for summer and find vendor to provide them	TBD	TBD	6/30
6/10	Annual Meeting Date Set	Full Board		6/10
6/30	Quarterly sewage bill paid to Upper Thompson Sanitation District (This is paid on the 1 st of the month by automatic deduct from operating account at Bank of Colorado)	President or Treasurer	Upper Thompson Sanitation District 2196 Mall Road, P.O. Box 568 Estes Park, CO 80517 (970)-586-4544 (Customer Service) www.utsd.colorado.gov	7/1

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Date to Commence	Activity Description	Persons or Officer(s) Responsible	Outside Vendor (if any)	Target Date for completion
7/1	30 Days Before Annual Meeting Notice of Meeting, Agenda and Budget Mailed and Emailed to Owners	President or Secretary		At least thirty days before annual meeting date
8/1	Annual Owner's Meeting this month	Owners		8/30
8/1	Annual Board Meeting to immediately follow Owner's meeting for election of officers	Board		8/30
9/1	Contact vendor re snowplowing bids and arrangements for winter season	President	Zeik Construction, LLC\ 453 E. Wonderview Avenue, Unit 3 P.O. Box 275 Estes Park, CO 80517 (970)-310-5707	9/30
9/30	Quarterly sewage bill paid to Upper Thompson Sanitation District (This is paid on the 1 st of the month by automatic deduct from operating account at Bank of Colorado)	President or Treasurer 9/30	Upper Thompson Sanitation District 2196 Mall Road, P.O. Box 568 Estes Park, CO 80517 (970)-586-4544 (Customer Service) www.utsd.colorado.gov 9/30	10/1
10/1	Colorado Department of Regulatory Agencies-HOA Annual Registration Required to be filed	President or Fritz Sampson 10/1	https://dre.colorado.gov/hoa-registration-services https://apps.colorado.gov/dre/licensing/Default.aspx	Due November 1, Delinquent if not filed by December 8/1
10/1	Fall Communication to Owners re snowplowing, Christmas lights, etc.	President		11/1

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Date to Commence	Activity Description	Persons or Officer(s) Responsible	Outside Vendor (if any)	Target Date for completion
10/1	Email insurance agent to determine if information available on renewal premiums or coverage changes	Insurance Representative or President	Danielle Dawn Arnold, Agent American Family Insurance Company 601 Community Drive Estes Park, CO 80517 (970)-586-8420 darnol4@amfam.com	11/1
11/1	E-mail follow-up with insurance agent if no response received to 10/1 inquiry	Insurance Representative or President	Danielle Dawn Arnold, Agent American Family Insurance Company 601 Community Drive Estes Park, CO 80517 (970)-586-8420 darnol4@amfam.com	11/10
12/1	Check to see if insurance renewal coverage premium and coverage received	Insurance Representative or President	Danielle Dawn Arnold, Agent American Family Insurance Company 601 Community Drive Estes Park, CO 80517 (970)-586-8420	12/10
12/20	Annual Dues Notice Sent with explanation that payments can be made annually, semi-annually or quarterly and that bank drafting is available	Bookkeeper Treasurer		12/31
12/31	Quarterly sewage bill paid to Upper Thompson Sanitation District	President or Treasurer	Upper Thompson Sanitation District 2196 Mall Road, P.O. Box 568 Estes Park, CO 80517 (970)-586-4544 (Customer Service) www.utsd.colorado.gov	1/1

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Recurring Duties of President

1. Set up Zoom call with link and send out agenda to Board few days before meetings.
2. Mortgage Certifications
 - a. Owners applying for first, second or refinance have letter with status form sent to President by email. President name and contact info on Realty website.
 - b. The form is from two to five pages in length and asks about amenities, due payments, delinquencies, insurance certs (request sent directly to Insurance Agent), litigation. The form may also ask about ownership/sales (requires use of phase map for project), developer to Association management handover (July 2006).
 - c. Fill out form, scan, and return.
3. Closing Certifications
 - a. Request sent to President as above.
 - b. The form asks about dues and payment dates, Insurance Cert as above, Amounts owed or paid ahead for dues, outstanding fees or fines, fees associated with transfer of ownership (\$250 Transfer Fee).
 - c. We request the New Owner Contact Sheet be filled out (provided in PDF along with scan of Certification back to title company).
4. Monitors to be sure current owner list kept up to date as ownership transfers occur.
5. Monitor association email and owner service requests.

Recurring Duties of Vice President

1. Monitor owner service requests and follow-up on maintenance issues.

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Recurring Duties of Treasurer

1. Gets financial reports from bookkeeper and prepares budget report and emails to board several days before board meeting.
2. Keeps current list of deck repairs that have been completed on units, so it is determined which units have already had one repair and are not eligible for further repairs.
3. Monitor bookkeeper to be sure billings sent and dues payments are deposited.
4. At year-end be sure ACH dues payments set up for first day of each quarter with Bank of Colorado.

Recurring Duties of Secretary

1. Prepare minutes of board and owner's meetings, sends them to Board for review and posts them on website when completed.
2. Helps monitor website and update as possible.