

**Park River West Condominium Association
Board of Directors Meeting
Monday, April 17, 2023 – Via Zoom Conference**

A meeting of the Board of Directors of the PARK RIVER WEST CONDOMINIUM ASSOCIATION, INC. (the “Association”) was held on Monday, April 17, 2023, 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), John Mize (615), Secretary; Rick Stephens (603), Greg Shipman (625), Carol Primdahl (653), Doug Feck (635), and Chris Hines (602). Helen Evans (619), Treasurer 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 reported.
3. **Approval of Minutes.** The minutes of the Board of Directors meeting held on March 20, 2023, 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 March 20, 2023.

4. **Treasurer’s Report.** Stew Squires (618) sent the Balance Sheet and Profit/Loss statements to the Board prior to the meeting. As of March 31, 2023, PRW had \$77,744.45 in the checking account at the Bank of Colorado, and a total of \$238,958.42 in reserves, of which \$8,935.41 was held in the Bank of Colorado Reserve Account and \$230,023.31 was held in T-Bills and the Government Money Market in the Schwab Corporate Account. As of April 11, 2023, the checking account balance at the Bank of Colorado has increased to \$96,000 due to the collection of second quarter dues. A budget report was not prepared this month since Helen Evans is traveling. Stew Squires reported he recently bought a new \$78,000 T-bill yielding \$1,034.54. Bills upcoming will be \$31,000 to the painting contractor in May, a sewage bill in the amount of \$14,120, and a monthly recurring bill for our insurance premium in the amount of \$4,000. It was also reported that two owners have second-quarter dues outstanding, but these should be resolved shortly without added action.

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

5. Old Business.

- a. **Board Work Plan and Checklist.** John Mize sent the updated Board Work Plan and Checklist to the Board prior to the meeting, adding a reminder to be tracking time and expenses spent on fire mitigation efforts during the course of the year so those can be reported to Firewise at the time of renewal during the first two weeks of each calendar year. The board reviewed tasks year-to-date and the status of them. The feasibility of contracting with a mower to regularly mow the property was discussed and Fritz Sampson will contact adjoining associations to determine who they use. Stew Squires will put mowing and pine needle removal on the agenda for the next meeting.

- b. **Association Reserves Updated Reserve Study.** Stew Squires reported that the updated reserve study to be completed by Association Reserves of Golden Colorado, is in process and will hopefully be completed in the next week or so.
- c. **Bylaws.** John Mize sent an updated draft of the proposed new bylaws to the Board in advance of the meeting. The only change from the previous draft was to change board terms to two-year terms, instead of three-year terms.

Action Taken: It was moved, seconded, and unanimously approved that the proposed Amended and Restated bylaws be emailed to owners with the President's spring report to be sent in early May.

- d. **Bookkeeper Retirement.** Stew Squires reported on the status of finding a replacement bookkeeper for Nancy Rocknich, who will be retiring at the end of this year. One potential replacement has been identified and the plan is to interview potential replacements this summer before making a selection. This has been on hold until Helen Evans returns and can participate in interviews.
- e. **PRW Annual Rental Registration Process.** Carol Primdahl reported on the status of the annual Rental Registration process. The deadline for registering was April 1st. Twenty-One of Twenty-Two Rental units (both long-term and short-term rental properties) are now in full compliance. The only STR unit that is still outstanding is 650. Emails and a certified letter were sent to the owner outlining the requirements. Stewart spoke with the property manager for 650 and he will work to get us the required documents by the end of April.

6. **New Business.**

- a. **Architectural Control.** Fritz Sampson has gathered all required information from the owners of Unit 638, who are replacing their deck, and shared that information with the board by email prior to the meeting.

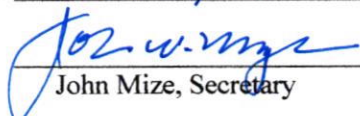
Action Taken: It was moved, seconded, and unanimously approved that, based on the information submitted by the owners of Unit 638, the deck replacement is authorized.

- b. **Firewise Fire Mitigation Program.** Fritz Sampson reported that the Firewise signs, showing PRW as a compliant participant in its fire mitigation program, have arrived and are being installed.

7. **Next Board Meeting.** The next board meeting will be at 3:00 p.m. MDT on Monday, May 8, 2023, 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 3:25 p.m. MDT.

Minutes prepared and signed: 4/20/23

By: 
John Mize, Secretary