

# **Parkway Towers Board of Directors**

## **Meeting Minutes**

### **March 27, 2018**

**Owners present:** Joanna Sullivan, 601; Debra Hamon, 906; Jim McTiernan, 1101; John Thomas, 1407; Bob Simon, 504; Michael MacLachlan, 402; Susan Seger, 1503; Susie & Ted Wingo, 1108, Deore Bullert, 804; Steve Cook, 905.

- 1. Call to Order** -- 6:33 p.m. by Branislav Strizak, President. Board Members present: Paul Winner, Vice President; Robert Boczkiewicz, Secretary; Jared Miller, Treasurer; Clara Evans, Director-at-large.

Roberta Selig of Weststar Management Co., off-site manager assigned to PWT; Cathe Mitchell, on-site manager.

Mr. Boczkiewicz introduced Paul Winner, who was elected to the Board at the February 2018 Annual Meeting.

- 2. HVAC Project Update**

Ms. Evans stated there was a meeting with another contractor, a large mechanical engineering company. The rep outlined three options: 1) restoring the present system, 2) individual units for each apartment, 3) variable refrigerant flow. She said it seemed as though he was trying to sell the first option, and that the cost would be close to the cost of the system that Hammersmith proposed (on Oct. 14, 2017, and which owners rejected). Ms. Evans said an electrical engineer was at PWT yesterday to assess our building's electrical capabilities, the amount of electricity available in the building, and the amount used by elevators, HVAC system, and apartments. Mr. Strizak said the assessment is needed also to determine how Hammersmith knew our building didn't have enough capacity. Mr. Simon asked the cost of the electrical assessment. Ms. Evans said \$1,200 for the engineer and around \$200 to Xcel Energy Company. Mr. Boczkiewicz said the \$1,200 contract with Complete Energy Solutions Company is on tonight's Board agenda under New Business for ratification of the contract the Board approved via email after the February 2018 Board meeting.

- 3. Approval of Minutes of February 27, 2017 Board meeting.**

Approved 5-0.

- 4. Review of Current Financials**

- a. Financials for the period ending February 29, 2018**

Treasurer, Jared Miller said Operating account balance was \$31,000, up \$5,000 from the previous monthly period; Reserves Account balance was \$258,000, up \$2,000 from the previous monthly period. He said delinquent dues total around \$29,000. Mr. Boczkiewicz said most of the delinquent amounts are dues, but some amounts are for other charges. He said that of the \$29,000 amount due, \$11,000 of it is less than 90 days past due. He said two owners account for the bulk of the amount due past 90 days due. Our Association has lawsuits underway in Denver court to collect the delinquency from one of the owners.

- 5. Unfinished Business**

- a. Elevator Maintenance Audit Update**

Mr. Miller said an elevator consultant did an inspection and completed an audit of the maintenance of our two elevators. The audit revealed that fixes are needed and they are covered by PWT's contract with our current elevator maintenance company. He said the repairs are awaited. Ms. Evans said the elevators are in reasonable shape.

Mr. Boczkiewicz showed a copy of the audit. Mr. Strizak said the last elevator update that was done several years ago was of the electronic controls. He said the remainder of the mechanical equipment was installed in 1962, when our building was built, but it was "top of the line."

**b. Pool and Pool Bathroom Renovation Update**

Mr. Strizak said work on the pool has stopped. (It was being done by Pool Connection Company, which reported (in an email to Ms. Selig, dated March 6, 2018) its crew had punched a hole in the floor of the pool and found additional "problems." Mr. Strizak said an engineer of Knott Laboratories Company did a preliminary inspection. Mr. Strizak said a more complete inspection may be necessary to determine the scope and cost (of additional work). He said the pending work is expensive and should last "a decade or two" He said more inspection is "better safe than sorry" and will provide a better understanding of the structure of the pool. He said this will push back the opening of the pool past the normal start date. Mr. Strizak said there will be new roofing and new materials on the exterior walls of the pool bathroom. He said there will be renovation of the interior of the bathroom and plumbing. He said the target for completion is May 27, but depends on how fast contractors can work and on weather permitting.

**6. New Business**

**a. Ratification of Email Vote to Approve Proposal from Complete Energy Solutions**

Approval of the \$1,200 contract, referenced above in "2. HVAC Project Report Update," was ratified 5-0.

**b. Protection 1 Surveillance Services**

Mr. Boczkiewicz said the Board anticipates it will obtain information about the possibility of upgrading PWT's surveillance camera system. Ms. Wingo said she recently saw a suspicious person pushing buttons, seemingly randomly, on the resident directory in the entryway, and doing the same thing in the apartment building on the other side of Ash Street. Mr. Boczkiewicz said PWT residents should not let anyone into our building if the resident does not know the person who wants to come in.

**c. Pool Bathroom Roof and Wall Repairs**

Ms. Selig received bids from three contractors to repair the roof and the exterior walls of the pool bathroom. Mr. Strizak said the \$7,450 bid from Empire Works Roofing was the most comprehensive and includes a two-year warranty. Ms. Evans and Mr. Miller said the bid has more detail. A \$4,492 bid from AGS Construction includes a one-year warranty. CP&M General Contractor bid \$23,766. The Board, 5-0, approved the Empire bid. Ms. Bullert asked if the pool bathroom is going to be repaired before the pool is repaired and questioned having the bathroom repaired before the pool is open. Mr. Strizak said the rooftop will be used even if the pool isn't open until later, and people using the rooftop need a readily available bathroom. Ms. Selig said rain and snow water from the roof of the pool bathroom leaks into the floor below. Mr. Boczkiewicz said the water leaks through the ceiling of the Exercise Room. Mr. Strizak said the water also leaks into the stairwell.

**d. Additional Items from the Board**

Mr. Miller said he had noticed that some PWT mailboxes did not have locks on them, which detracts from the appearance of the mailroom. He said the PWT offices have locks for sale (\$10). Ms. Mitchell said she sent an email to the owners of units that do not have mailbox locks.

Ms. Mitchell said she will follow up with U S Postal Service for repairs to the package lockers that Mr. Miller inquired about.

**7. Building Manager's Report**

Ms. Mitchell said she is looking for volunteers to clean up weeds in the front garden. She said testing of smoke detectors will start soon and she will send an email to everybody. She said flooring for elevator has been ordered. Mr. Strizak said it is rubber and easier to clean and sanitize. She said vinyl tile is available for purchase for the south hallway.

**8. Association Manager's Report**

Ms. Selig stated she has nothing additional to report.

**9. Homeowners Open Forum**

Ms. Bullert said a beer bottle and cigarette butts have been thrown off balconies on PWT's west side, where she parks. She said she has heard a lot of music on weekends, later afternoon, and 10 p.m.-11 p.m. coming from somewhere in our building. Mr. Strizak mentioned posting a note in elevators and mail room. She said she is seeing more and more pets in PWT. Ms. Evans said she anticipates the Board will put in place a plan for enforcement of the "No Pet" Rule and Regulation. She said some pets have been here for a long time and it won't be possible to clean out all of them. She said information regarding pets and also regarding comfort/emotional support animals will be posted on PWT's portion of Weststar's web site so potential purchasers of PWT apartments can see it. Another Board member said it's a fine line the Board has to walk. Ms. Evans said that to comply with federal regulation, a resident with comfort/emotional support animals must fill out a form, then it's legitimate. Mr. McTiernan asked how many have filled out the form. Ms. Selig said they are on file.

Ms. Wingo said the new Board is very proactive.

Mr. Strizak said the pet and animal situation is going to be a slow process. Information will be available so no one can say they didn't know. He said, we're walking the line. Some people are very attached to their pets. Ms. Evans said some on both sides won't be happy. Mr. Winner said we're obligated to follow state law. Mr. Miller said Board members have spent hours trying to figure out how to deal with the situation.

Mr. McLachlan asked what the remaining amount due on the loan used to pay the boilers. (Three new boilers were purchased and install in the fall of 2015.) Mr. Miller said the balance due is \$388,000 and seven years remain on paying off the loan.

**Adjournment:** 7:46 p.m.