

Parkway Towers Board of Directors

Meeting

Minutes

November 28, 2017

Owners present: Phil O'Brien, 1106; Lisa Sullivan, 605-07; Joanna Sullivan, 601; Kathleen Benham, 1008; Joseph Page, 207; Joe Peterson, 1205; Paul Winner, 401; Corey Gallagher, 507; Debra Hamon, 906; Clara Evans, 604; John Thomas, 1407; Dan VanderRiet, 203; Homer Gallan, 1208; Marie and Marc Solzan, 1107, 204; Jim McTiernan, 1101; John Barefield, 801; Rachel Williams, 1408, Bob Simon, 504; Susan S., 1503; Jane Ward, 307; Brent Weber, 1203; Dave Weiner, 1104; Jared Miller, 703; Larry Bargas, 901; Sondra Tutela, 405; Jim Roo, 608; Mark Jaros, 505.

1. Call to Order -- 6:30 p.m. by Branislav Strizak, vice president.

Robert Boczkiewicz, Secretary; Jill Hrobsky, President (by phone); Jeff Teter, Treasurer.

Roberta Selig of Weststar Management Co., Off-site Manager assigned to PWT; Cathe Mitchell, On-site Manager.

2. Guest - Cameron Gory - Comcast Representative

Mr. Gory talked about a proposed contract Comcast has submitted to our Association. Mr. Boczkiewicz stated that our HOA's attorney had recommended revisions, for the best interest of our HOA, to Comcast's proposed contract. Mr. Gory said Comcast had made "most" of the revisions.(A subsequent email to the Board on Dec. 4 from our attorney listed 18 revisions she recommended that Comcast had not made.) He left at 6:49 p.m.

3. HVAC Project Report Update

Ms. Evans said she and a few other owners (known as the HVAC Liaison Team) have continued to work with contractors to determine if there are alternatives for possible additional HVAC renovation that would be less costly than the Hammersmith plan presented in October. She said the team's work is just at the beginning of the process. She said the next step is for the Board to say whether it wants to meet with the contractors the team has worked with that have alternatives for consideration. Mr. Strizak and Mr. Boczkiewicz said they are willing to meet with those contractors. Ms. Evans answered questions from owners at this meeting. Mr. Teter said owners (as of now) are not willing to pay their share of possible additional renovation. He said the Board had hired engineers and Hammersmith to develop the plan that Hammersmith presented, and therefore had done its duty.

Mr. Teter said the elevators have to be upgraded and it will be very costly to do that.

4. Approval of October Board Meeting Minutes.

Approved unanimously.

5. Review of Current Financials

a. Financials for the period ending October 31, 2017

Treasurer Teter said our Association's finances in the Operating account "continue to track close to plan" and that the Reserves are not anywhere close to what is needed.

Mr. Miller asked if there was a negative balance/a deficit in the Operating Account at the September Board meeting. The answer was "yes."

Ms. Tutela asked if the \$26,700 contract for re-sealing and re-tiling the pool has been paid. Ms. Selig said half would be paid later this year and the final half would be paid next year.

Ms. Selig said \$20,000 transferred in August from Reserves to Operating has been repaid to Reserves. Mr. Boczkiewicz stated that as of Oct, 31, 2017, so far this year \$48,812 has been added to Reserves and \$58,589 had been spent from Reserves. Much of the funds spent from Reserves was for engineering of possible additional HVAC renovation and for approximately \$16,000 to pay for repair of a beam under the pool. He said another \$10,390 is to be taken this week from Reserves for the most recent invoice of HVAC engineering.

6. Unfinished Business

a. Policy for Support and Service Animals -- Proposed Notice Wording

More review is needed on the wording of a notice to be sent to owners about the new "Policy & Procedure for Reasonable Accommodation Under the Fair Housing Act." The policy and procedure is for exceptions (in order to accommodate service and support animals, as required by the act) to PWT's Rules and Regulations about pets.

b. Pool Resealing and Tile Work -- Update

Ms. Selig said the work is to begin in December.

c. Parking Deck Repair - Update

Ms. Mitchell said it cannot be done until there at least four consecutive nights with temperatures not below 40 degrees or 50 degrees.

d. 2018 Proposed Budget

Mr. Teter said the Board is proposing a budget that includes a 3 percent increase in dues and adding 10 percent of dues collected to Reserves.

To increase revenue, the Board approved, effective Jan. 1, 2018, increasing fees for renting of parking spaces owned by the Association:

-- The fee for the two garage parking spaces will be increased from \$60 monthly to \$80 monthly.

-- The fee for outside parking spaces will be increased from \$25 monthly to \$40 monthly for PWT owners and residents and to \$65 for non-owners and non-residents.

The new budget was approved unanimously.

Mr. Miller said it will be important to enforce that only authorized vehicles are parked in the Visitor lot.

e. Additional Items from the Board

Elevators

As most residents know, one of the elevators has not been working for more than two weeks. Technicians have been trying to get it repaired. And, of course, at least one of the two elevators frequently doesn't work. Two or three months ago, there were three or four days when people were stuck in the elevators.

All of those conditions have been going on from time to time during the past several years. In March of 2017, the elevator service company evaluated the elevators and presented a plan for renovating them to the Board.

Mr. Boczkiewicz quoted from the plan: "Components are old and have reached the end of their life cycle. Extensive downtime is required for repair and further failure will occur again soon."

Obviously that prediction came true.

"Upgrading should be done immediately to reduce downtime and prolong the life of the elevators. Complete modernization of the drive should be considered -- although it would be more costly than an upgrade."

The plan outlined a schedule for the renovations to start last year, continue this year, next year, and then finish in 2020.

The cost is estimated in a range between \$300,000 and \$400,000.

Obviously this is a long overdue project that owners will have to pay for. The repeated failures are not acceptable and leave our residents vulnerable if both elevators would stop working at the same time.

Because we can't put this off any longer, Roberta is going to ask other elevator companies to evaluate the system and present recommendations, plus cost estimate. This will give us a second opinion. Time is of the essence. So we want to have the report at the December Board meeting on the 19th.

Maintenance person

Roberta interviewed several applicants for the position. She selected two finalists. Two Board members interviewed them.

One of them, David Duran, is a licensed plumber so he can save our Association money by doing some of the work that we have been paying contractors to do.

He also may be able to save money by doing some of the daily pool maintenance during the pool season.

Hiring of David Duran approved unanimously.

7. New Business

A. Insurance Renewal

Our Association's insurance broker, Assured Partners of Colorado, obtained three sets of bids from several insurance companies. The Board unanimously approved the lowest bid, \$45,694.31. It is lower than the premiums last year: \$48,160.80.

B. 5280 Community Waste Solutions

This is the company that pushes PWT dumpsters up the ramp six days a week for trash to be removed by Republic Services. The fee is \$22 per day, a \$2.00 increase, effective with renewal of contract on Jan. 1, 2018

C. Pool Bathroom Remodel Bids

Ms. Selig presented two bids. The Board unanimously approved the lower bid: from Dovetail, LLC in the amount of \$5,518.50.

8. Building Manager's Report

Ms. Mitchell said the "dialer" on the box that connects our fire alarm system to the monitoring company has been malfunctioning and the problem is being dealt with.

9. Association Manager's Report

Ms. Selig stated she had received a bid of approximately \$9,000 to repair loose exterior panel on the north side of our building. The bid from AGS Construction was unanimously approved.

She said she is sending on Dec. 1, 2017 a notice of non-renewal to the CSC Company, which leases washers and dryers to our building. (Previous Minutes have stated the reasons for non-renewal.)

She said Ms. Mitchell obtained a bid/estimate of \$1,800 to install tile in the south hallway of the Ground Floor. Ms. Mitchell is going to seek a lower bid/estimate. No decision has been made on whether to replace the current carpet in that location with tile.

10. Homeowners Open Forum

Mr. Page asked if there is an update on further repair of the grate at the garage door. Ms. Selig said she would follow up.

David Auten resigned from the Board shortly after the October 24 meeting. He said he and his husband John are selling their unit.

Jared Miller says he is willing to fill the vacancy until the election at the Annual Meeting on the first Monday of February. Jared is an auditor in the office of Denver City Auditor. His training is in accounting. His skills and expertise will be a valuable addition to the Board.

By serving in December and January and getting experience on the Board, he will be even more qualified if he decides to seek election at the Annual Meeting. With all of the important issues pending for the Board to deal with, his service is needed now.

The Board unanimously appointed Jared Miller to fill the vacancy on the Board until the Annual Meeting. He said he would bring transparency and honesty to his duties.

Adjournment: 8:19 p.m.

Meeting Reconvened: 8:37 p.m.

The Board unanimously approved renewing management contract with Weststar Management Co. for one year, beginning Jan. 1, 2018.

Adjournment: 8:39 p.m.