

**Parkway Towers Board of Directors  
Meeting Minutes  
December 19, 2017**

Owners present: Lisa Sullivan, 605-07; Joanna Sullivan, 601; Paul Winner, 401; Clara Evans, 604; John Thomas, 1407; Homer Gallan, 1208; Jim McTiernan, 1101; Robert Simon, 504; Jared Miller; Sondra Tutela, 405; Ted and Susan Wingo, 1108; Susan Seiger, 1503.

1. **Call to Order** -- 6:30 p.m. by Jill Hrobsky, President. Branislav Strizak, Vice President. Robert Boczkiewicz, Secretary; Jeff Teter, Treasurer; Jared Miller, Director-at-large. Roberta Selig of Weststar Management Co., off-site manager assigned to PWT; Cathe Mitchell was absent.

Mr. Boczkiewicz stated that the Board, at its November 2017 meeting, appointed Jared Miller to fill the vacancy created when David Auten resigned from the Board, due to his intention to sell his unit. Jared is an auditor by profession and is trained in accounting.

2. **HVAC Project Update**

Later in the meeting, under "New Business," the Board unanimously adopted a Resolution stating the history of efforts made for possible additional renovation of the heating and cooling system, the outcome of those efforts, and possible future efforts. (Renovation completed in November 2015 was the replacement of the original boiler with three new boilers.) A copy of the Resolution will be mailed to each owner.

Ms. Evans gave an update about efforts being made by owners known as the HVAC Liaison Team to find possible alternative, less costly, options (instead of an option presented in October, 2017, by Hammersmith Construction Services company) for additional renovation. The Team has asked Board members to meet with contractor(s) the team has conferred with.

3. **Approval of Minutes of November 28, 2017 Board meeting.**

Approved unanimously.

4. **Review of Current Financials - Financials for the period ending November 30, 2017**

Treasurer Teter said the Operating Account balance was \$26,000 (rounded) and the Reserves balance was \$262,600. He said our Association's finances "relatively, overall are in good shape." Mr. Teter said he signed the recently completed audit so the auditor could release it. He said the Board is not going to notify Alpine Bank, which holds the loan for the boilers, about the audit.

5. **Unfinished Business**

- a. **Ratification of Vote for 2018 Weststar Management Contract**

Weststar is not raising its fee and the Board decided to renew the contract for next year.

- b. **Elevator Renovations**

Mr. Boczkiewicz urged everyone to read the Minutes of the November Board meeting regarding the condition of the elevators. As of yesterday, Ms. Selig obtained information from three elevator companies about renovating our elevators, to compare with information from KONE company last year. Further discussion is anticipated at the January, 2018 Board meeting. Jared Miller asked if there was anyone at Weststar that could offer an expert review of the bids. Ms. Selig stated she did not think there was. Board members discussed the possibility of hiring Hammersmith Construction Services to review/evaluate the

three proposals Ms. Selig obtained from elevator companies for possible renovation of PWT elevators.

**c. Comcast Proposed Contract**

Mr. Boczkiewicz said he asked at the November Board meeting a Comcast representative who attended if the company had made changes, recommended by our Association's attorney, to the proposed contract. The rep said, "Most of them." Mr. Boczkiewicz said the rep's comment was not true because our attorney sent to the Board a three-page list of changes that Comcast did not make. Subsequent to the November meeting, Ms. Selig sent the list back to Comcast and has received no response.

**d. Addl. Items from the Board**

Mr. Strizak asked Ms. Selig for an update on repairs to parking deck. She said the contractor previously approved by the Board for that purpose patched some holes.

**6. New Business**

**a. Ratification of Email Vote for Holiday Gifts for Mike and Cathe**

As in past years, the Board approved spending HOA funds to make cash gifts to our onsite manager and our maintenance person. Mr. Boczkiewicz said owners who want to know the amounts can ask any Board member.

**b. 2018 Across Cleaning Janitorial Services Contract**

This is the company that provides cleaning service three days per week to common areas. The fee is \$1,360.80 per month. Approved unanimously.

**7. Building Manager's Report**

No report due to absence of Ms. Mitchell

**8. Association Manager's Report**

Ms. Selig stated our new maintenance person is off to a good start. She stated notice of cancellation of lease has been sent to the company, CSC MacGray, that provides washers and dryers for PWT laundry rooms. She said repairs to loose panel of exterior on north side is to be done in early January.

In her written report, she wrote:

--Remodeling of pool bathrooms is planned to start this month.

--A third violation notice was sent to owner of #701 for dog barking and howling, and a \$200 fine was assessed. A first violation notice was sent to owner of #807 for a very loud party late at night.

**9. Homeowners Open Forum**

Mr. Simon asked about timetable to open pool next season. Ms. Selig said the goal is to complete repairs in March so it can open as usual on Memorial Day weekend.

**Adjournment:** 7:30 p.m.

**Executive Session**

To discuss legal action regarding delinquent accounts.