

Parkway Towers Board of Directors Meeting

Minutes

September 26, 2017

Owners present: Jim McTiernan, 1101; Homer Gallan Jr., 1208; Phil O'Brien, 202 and 1106; Lisa Sullivan, 605-07; Joanna Sullivan, 601; Jared Miller, 703; John Barefield, 801; Clara Evans, 604; Kathleen Benham, 1008; Joseph Page, 207; Dave Weiner 1104; Corey Gallegher, 507; JZ Davidson, 1103.

1. Call to Order -- 6:32 p.m. by Jill Hrobsky, President.

Robert Boczkiewicz, Secretary; David Auten, Director at large; Branislav Strizak, Vice President.

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

Absent: Jeff Teter, Treasurer.

2. Guest -- Peter Erickson - Clean Designs Laundry

He said his company has a proposal to lease all new washing machines and dryers to PWT for 10 years. He explained features and answered questions. The contract with the current company expires in April 2018. There was a consensus that the contract should not be renewed due to poor service and other negative factors. Ms. Selig said she is prepared to send a notice of non-renewal three months in advance of the expiration date. It was noted, that 10 years is too long **for a lease** and that 7 years is preferred.

3. HVAC Project Report

Ms. Hrobsky reported that the Board recently received bids from three contractors for possible additional renovation of the HVAC system. (The bids were based on design recently completed by EV Studios engineers. The bids were submitted to the Board by Hammersmith Construction Services Company, which the Board hired for coordination of the pre-construction phase.) The bids ranged between \$5.4 million and \$5.8 million. The bids are not final because the design plans have not yet been approved by the City, which may require changes. Ms. Hrobsky said three Board members talked with Alpine Bank about the possibility of a loan for financing. She said the bank stated that it would loan no more than one-half of the bid prices because of other potential big projects, such as elevator repairs or replacement which could be in the range of \$250,000, that our HOA might have to have done.

Mr. Strizak said he met with Hammersmith to discuss the bids and to learn more what that company has in mind regarding possibly moving forward with a project.

He said the Board will need to add a 10% contingency to ensure that enough funds are collected to pay for a project. A key point to determine is how much owner support there is for a project. Mr. Strizak said Hammersmith thinks a project could begin in January 2018. (Hammersmith wants to be the general contractor. Hammersmith's fee is included in the bids.) He said Hammersmith would not estimate how much savings might come to our HOA from a new project, unless the Board commits to Hammersmith. He said Hammersmith expects a commitment from the Board and funds in the bank before work begins.

Ms. Hrobsky said a new survey of owners is needed because the most recent survey was confusing to some owners.

Mr. Page asked what is Plan B. Ms. Hrobsky said she thinks there is no Plan B. Mr. Boczkiewicz said Choice Mechanical company, which has been maintaining our HVAC currently for more than nine years, is willing to look into the possibility of a temporary fix of some of the deteriorated risers that bring hot or cold water for the HVAC system. But Choice cautioned that a temporary fix may not be feasible.

Mr. Boczkiewicz said our HOA By-Laws require owner approval of contracts that exceed "then-current monthly assessments." That amount is \$ 41,533.

There was discussion about the possibility of other options besides the option presented by Hammersmith. Hammersmith's option includes new risers (the pipes that bring hot and cold water to the fan/coil units), 300 new fan/coil units (replacing all of the original units), new chiller and cooling tower for air conditioning, asbestos removal in garage and apartments, and installation of fire containment in the walls where the risers are.

Pros and cons of various financing options/models, as well as collection process if a special assessment is made, were discussed.

4. Approval of May Board Meeting Minutes.

Approved.

5. Review of Current Financials

a. Financials for the period ending July 31, 2017

No report given due to absence of Treasurer Teter.

6. Unfinished Business

a. Pool Repair - Update

Ms. Selig said she had received two new bids for re-sealing of the pool and installing new tile on the pool. One bid, from Complete Pools & Spa's Inc., was \$43,650. The other bid, from Pool Connection Inc. was \$26,700.

Mr. Boczkiewicz stated that there is only \$15,000 in the budget for everything involving the pool. A \$16,000 invoice due for repair of a beam under the pool is going to be a big hit to the balance in our HOA's Operating Account. Additional work in the range of \$27,000 for re-sealing and tile work will further wipe out the \$15,000 allotted in the budget. Expenditures above the \$15,000 may require that other projects for our building that we'd like to do may have to be cut back or eliminated in order to avoid a deficit in the Operating Account.

Ms. Hrobsky made a motion to approve the Pool Connection bid. All Board members present voted "aye."

b. Parking Deck Repair - Update

Ms. Selig said the start date for parking deck repair is anticipated on or around Oct. 16. Mr. Boczkiewicz said the contractor, Custom Restoration Inc., provided a two-year warranty, twice as long as the previous contractor, Brown Bros. company had provided for many years.

c. Policy for Accommodation of Comfort/Service Animals

Ms. Selig presented a proposed "Policy & Procedure for Reasonable Accommodation under the Fair Housing Act" for exceptions to PWT's Rules and Regulations about pets. Ms. Hrobsky made a motion to adopt that policy and procedure. All members present voted "aye."

Mr. Boczkiewicz said Ms. Selig had sent a violation notice to the owner of #701 regarding noise nuisance complaints about a dog in that unit.

d. Elevator Service Update

Ms. Selig said maintenance service logs by KONE Elevator Company show it has not been making monthly service calls as required by the contract. She said a notice has been sent to KONE giving the company 30 days to cure/correct the situation.

7. New Business

a. Clean Designs Laundry Machine Proposal

Ms. Selig said the lease of washer and dryers from PWT's current laundry room company expires in April 2018. Mr. Auten said our HOA typically receives approximately \$450 monthly income as its share of revenue from the machines.

b. Additional Items from the Board

Mr. Boczkiewicz said Ms. Mitchell recently reported #104, owned by our HOA, would become vacant at the end of this month and advertising will start to obtain a new tenant to provide rent income to our association.

8. Building Manager's Report

Ms. Mitchell said a proposed contract from Comcast Cable Company has been reviewed by our HOA's attorney and Cathe forwarded the attorney's proposed changes in the proposal back to Comcast. She said she is not sure what the contract specifically pertains to.

9. Association Manager's Report

Ms. Selig said our maintenance man anticipates that he will end his PWT employment at the end of this year. She said she has had a preliminary interview with a possible replacement.

10. Homeowners Open Forum

Mr. Gallan commented on the financial hardship he anticipates he would face for his share of the cost if the possible additional renovation of the HVAC system is approved. He asked who he should contact if he wants a list of prices of such a project. (Answer: Ms. Selig.) He asked other questions and Ms. Hrobsky responded. Mr. Page said he has heat in some of his fan/coil units and no heat in others of them.

Adjournment: 8:25 p.m.