

**Parkway Towers Condominium Association
Board of Directors Meeting of May 30, 2006
Regular Session
Secretary/Recorder: Brian Vick**

RECORD OF PROCEEDINGS

1.) CALL TO ORDER & ROLL CALL

- Called to order at 6:41pm on Tuesday, May 30, 2006 by Jamie Gordon, President.
- Directors Present: Jamie Gordon, President; Sue Dugan, Treasurer; Brian Vick, Secretary; Paul Giroux, Member-at-Large; (Pat Kulp, Member-at-Large not present).
- Board Quorum established.
- Also Present: Barry Mack, Property Manager, Weststar Management Co.; Jim Chernoff, Resident Manager, Todd Boyer, COO, Stewart Boyer Inc.

2.) HOMEOWNERS FORUM

Tim Campion, Unit #1503; Paul Ames, Unit #1201; Mel Norton, Unit #1408

3.) REVIEW OF PREVIOUS MEETING MINUTES

- Moved by: Sue Dugan and Seconded by: Paul Giroux to accept minutes of the March 22, 2006 meeting.

4.) REPORTS:

A. Property Manager's Report:

- Barry Mack reviewed his action item list with the Board.

B. Treasurer's Report / Financials (March & April 2006):

- The Board reviewed the March and April 2006 Financial Statements as presented. The Board then directed the Property Manager to file the Financial Statements for future audit or review and approval.
- The Association made a contribution to the Reserves Account in April and May.
- The Special Assessment balance stands at \$20,171.

5.) OLD BUSINESS

A. Parking garage structure - Engineer's report

- The engineer evaluated the work performed by JCS and determined that it was executed properly.
- Cracking and loose concrete that has developed over the last two years is most likely due to vibration.
- The engineer recommended budgeting for total resurfacing every 7-10 years. However, patch work and general maintenance should be ongoing until major work is done.
- The crack on the west side has not been sealed and this is resulting in leaks.

B. Bob Mason Contract

- Attorneys for both parties met and agreed that the Association can cancel Bob Mason's contract without legal or monetary recourse by Mason Engineering.
- The Board requested that Barry get something in writing stating Mr. Mason's acknowledgement of the contract's termination, and the date when he will remove his equipment.

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C. Retaining wall repair / South Waste Collections accident

- The Association received a check from the insurance company, and the vendor should be out in the next couple of weeks to complete the repairs.

6.) NEW BUSINESS

A. Landscaping bids

- Both landscapers who submitted bids suggested basically the same plan.
- Dirt will be added to build up the grade away from the building.
- Sprinkler heads can be moved as needed.
- Drop tolerant plants and draught tolerant grass will be planted.
- The Board voted unanimously to accept Grounds Service Company's bid of \$3,173.50 to landscape.

B. Control systems / utility savings bids

- Once Bob Mason has removed his equipment, Todd Boyer strongly recommended replacing the carbon monoxide sensors in the parking garage as soon as possible.
- A steady temperature in the chiller needs to be maintained, and to do so requires the operation of two pumps.
- Mason Engineering modified the domestic water system, however this system is not efficient in terms of controlling fluctuating water temperature. A problem currently exists with portable appliances interfering with the crossover, which in turn is creating temperature fluctuations.
- Efficient operation of the chiller and boiler hold the greatest potential for savings.
- Mr. Mason is supposed to remove his equipment after he returns from vacation. Todd will be there to oversee the equipment removal.
- To ensure a smooth transition Stewart Boyer Inc. will replace what Bob installed and improve control systems in the process.
- The Association lacks the budget to pay for the systems outright. Todd will get back to the Board with financial terms and warranties regarding a payment plan.

C. Lock re-keying bids

- It has been nearly four years since locks in the building were re-keyed. Security experts recommend this process be done every three years.
- The bids the Association has received are for upgrades to ASSA high-security cylinders.
- The Board would like to assess the value of security by polling homeowners to see whether they would be willing to cover a certain percentage of the cost to re-key with enhanced security cylinders and keys.
- A letter will be sent to homeowners explaining the situation and the intent to upgrade security. The Board will then act based on the response received. The letter will also contain security tips such as closing the garage door immediately upon entering instead of waiting for the door to automatically close.

D. Installation of outdoor camera

- Currently two cameras are out. One is outside and the other is in the parking garage.
- The new outside camera will have a higher resolution for improved visual clarity.
- The Board voted unanimously to accept Carter Electronics' bid of \$688.64 to replace the outside camera.

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E. Leak repair bids

- The Board voted by acclamation to accept all five bids submitted by Maximum Leak Repair to fix leaks in Unit #607 for \$195, Unit #1403 for \$460, Unit #1407 for \$440, Unit #1408 for \$440, and Unit #1504 for \$585.

F. Miscellaneous repairs – Jim Bowman bids

- Jim Bowman submitted four bids for various work around the building including:
 - Installation of pipe stanchions and cable to isolate the West parking lot from the lot directly south for \$875.
 - Rebind damaged areas of elevator carpets for \$148.
 - Scrape, patch and repaint balcony ceiling in Unit #1408 for \$238.
 - Scrape, patch and repaint balcony ceiling in Unit #1403 for \$268.
- The Board voted by acclamation to accept all four bids.

G. Architectural request – Unit #204

- The homeowner in Unit #204 has a city permit for construction and now needs Board approval to make the changes.
- The plans submitted by the homeowner are not clear so the Board voted unanimously to reject the request.
- Barry will arrange a meeting with the homeowner so the Board can have a better understanding of her intentions before a final decision is made.

H. Pool-area carpet

- The Board unanimously agreed that carpeting is not the best course of action to help keep the pool deck cool.
- The Board will continue look into other solutions. In the meantime, sandals and flip-flops are recommended.

I. Pool deck wall repairs

- Barry suggested not making contributions to the Reserve Account in June or July to pay for the pool deck wall repairs.
- The Board voted by acclamation to accept Jim Bowman's bid to repair and paint the pool deck walls for \$3,974.
- The Board also unanimously agreed that the bottom of the walls should be painted a light blue color and the trim around the windows a darker blue color.

J. St. Paul Travelers Insurance recommendations

- An agent from St. Paul Travelers visited Parkway Towers on February 22, 2006 and submitted a list of recommendations for corrective action.
- These recommendations were tabled until the next meeting.

7.) ANNOUNCEMENTS / NEXT MEETING

- An Executive Session is scheduled for June 13, 2006 at 6:30 pm.
- The next Regular Session is scheduled for July 18 or 25, 2006 depending on Barry's schedule

8.) ADJOURNMENT

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There being no other business to come before the Board, and: Motion moved by Brian Vick and Seconded by Sue Dugan the meeting of the Board of Directors was adjourned at 9:17 pm on Tuesday May 30, 2006 by Jamie Gordon, President.