

**Parkway Towers Condominium Association
Board of Directors Meeting of July 25, 2006
Regular Session
Secretary/Recorder: Brian Vick**

RECORD OF PROCEEDINGS

1.) CALL TO ORDER & ROLL CALL

- Called to order at 7:05 pm on Tuesday, July 25, 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; Paulette Short, Member-at-Large.
- Board Quorum established.
- Also Present: Barry Mack, Property Manager, Weststar Management Co.

2.) HOMEOWNERS FORUM

Arleta Benham, Unit #1008; Tim Campion, Unit #1503; Lin Tung, Unit #402; John Thomas, Unit #1407.

3.) REVIEW OF PREVIOUS MEETING MINUTES

- Moved by: Sue Dugan and Seconded by: Paul Giroux to accept minutes of the May 30, 2006 meeting.

4.) REPORTS:

A. Property Manager's Report:

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

B. Treasurer's Report / Financials (May & June 2006):

- The Board reviewed the May and June 2006 Financial Statements as presented. The Board then directed the Property Manager to file the Financial Statements for future audit or review and approval.
- Treasurer Sue Dugan reviewed the budget with the Board and concluded that the Association is and will be short of funds.

5.) OLD BUSINESS

A. Mason Engineering

- Bob Mason wants all of his exit signs back. Barry suggested offering to buy the lights from Bob for the price he originally paid when he installed them.
- Barry has received bids for new lights averaging \$3,500. Bob's asking price should be lower than this amount.
- Barry will approach Bob about the Association buying the lights outright if Bob's quote is lower than the bids for new lights. If a reasonable deal can be made with Bob, Barry will proceed with this course of action.
- If an agreement cannot be reached with Bob, a question of who will install new lights and the labor costs involved remains.
- Bob still has equipment in the basement.
- The Association still owes Bob \$11,726.

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B. St Paul Traveler's Insurance recommendations

- The wish list of recommendations will become a demand list in order to keep the Association's insurance.
- One key issue is that St. Paul Traveler's wants smoke detectors to be hardwired not battery operated. This will probably be a reality for next year.
- Barry will get some recommendations on the matter.
- The issue has been tabled until the next meeting.

C. Re-keying locks

- The idea of polling homeowners about the intent to upgrade security is legally viewed as not acting in their fiduciary interest.
- 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.
- Cylinders cost \$7.50 a piece (14 cylinders) and keys are \$1.25 a piece.
- Homeowners will get two keys. Subsequent keys will be given in a one-to-one exchange.
- Motion Moved by: Paul Giroux and Seconded by: Sue Dugan to re-key for approximately \$600.
- A notice about the re-keying will be issued to homeowners. This notice will also include a message that if homeowners are in need of the Declarations, Bylaws, Financials or Minutes they can be found on the Association's website or by contacting Barry.

6.) NEW BUSINESS

A. Stewart Boyer Update / payment program

- The chiller is functioning but not as efficiently since Bob Mason removed his equipment.
- Bob also removed the sensors on the carbon monoxide fan, and now the fan is running 24 hours a day. Having a new sensor installed is a top priority due to violation of fire codes.
- SBI came back with a payment plan consisting of six payments of \$6,663 invoiced on the first day of each month.

B. Special Assessment / control systems and energy savings

- Bob Mason has removed his control systems. The Association needs to put its own energy saving measures into place as soon as possible.
- The only feasible way the Association can afford to replace the equipment in through levying a Special Assessment.
- The last Special Assessment was levied in 2004 in the amount of \$150,000.
- The proposed amount for the current SA is between \$40,000 to \$50,000.
- Approximately \$40,000 will be used to pay SBI for the control systems. Under the payment program the Association would make the first couple of payments upfront with a balloon payment in October or November.
- Barry recommended that a portion of the SA go towards painting damaged hallways so homeowners can have a tangible sense of where their money is going.
- Barry will get 2-3 bids on repainting the damaged hallways. He will also get bids on repainting each floor separately.
- Once Barry has received the bids a phone vote will be conducted to determine the final amount of the SA and whether or not to include the painting.
- Motion Moved by: Paul Giroux and Seconded by: Brian Vick that the Board can vote electronically in accordance with SB100.

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- The Board discussed giving residents 3 months notice about the Special Assessment with a letter going out around August 1.
- Sue will draft a letter regarding the nature of the SA and email it to everyone. The letter will explain reasons for the SA including the fact that the contract with Bob Mason was illegal, and that in 20 years' time the Association will have paid for the equipment 100 times over.

C. Unit #1207

- Juan Gonzales has only paid for one month of dues.
- In the meantime, several renters with no leases have moved in and out. Homeowners must provide a lease for all renters in accordance with House rules.
- No one can find Juan making it difficult to serve a Summons and Complaint.
- The only way the Association can access the unit to determine occupancy is in the case of an emergency.
- It's possible that Juan or the unit's occupants will come forth during the re-keying process.

D. Miscellaneous

- The elevator code for access to the pool needs to be changed.
- The code to the realtors' lock box also needs to be changed.
- Paul suggested quality control regarding maintenance should have greater oversight.

7.) ANNOUNCEMENTS / NEXT MEETING

The next meeting will be a Regular Session to be held on Tuesday, September 26, 2006 at 6:30 pm in the Party Room.

8.) ADJOURNMENT

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 9:35 pm on Tuesday July 25, 2006 by Jamie Gordon, President.