

**Parkway Towers Condominium Association
Board of Directors Meeting of November 14, 2006
Regular Session
Secretary/Recorder: Brian Vick**

RECORD OF PROCEEDINGS

1.) CALL TO ORDER & ROLL CALL

- Called to order at 6:50 pm on Tuesday, November 14, 2006 by Jamie Gordon, President.
- Directors Present: Jamie Gordon, President; Brian Vick, Secretary; Pat Kulp, Member-at-Large; Paulette Short, Member-at-Large. Sue Dugan, Treasurer, was out of state and asked to be excused.
- Board Quorum established.
- Also Present: Barry Mack, Property Manager, Weststar Management Co.; Jim Chernoff, Resident Manager.

2.) HOMEOWNERS FORUM

Melvin Norton, Unit #1408; Frances Sullivan, Unit #502; Paul Giroux, Unit #1504; Mignon Harris, Unit #103.

3.) REVIEW OF PREVIOUS MEETING MINUTES

- Moved by: Paulette Short and Seconded by: Brian Vick to accept minutes of the September 28, 2006 meeting, and the motion passed.

4.) REPORTS:

A. Property Manager's Report:

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

B. Treasurer's Report / Financials (September & October 2006):

- The Board reviewed the September and October 2006 Financial Statements as presented. The Board then directed the Property Manager to file the Financial Statements for future audit or review and approval.

5.) OLD BUSINESS

A. Re-keying locks

- Actual re-keying will take place around Monday, December 11. Keys will be distributed the previous Friday (2-6 pm) and Saturday (8 am -12 pm).
- Notices about the re-keying process will go out to homeowners two weeks in advance.
- Letters going to out-of-state homeowners will seek authorization allowing tenants to pick up keys if they are unable. Tenants will get one key, and copies will be mailed to homeowners.
- If homeowners allow tenants to receive a key the tenant's name must be provided. The Association can then determine if updated leases are on file.

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6.) NEW BUSINESS

A. Ratification of 2007 Budget

- Budget has allowed for increases based on current and projected market prices.
- This budget is not carved in stone but is a realistic and educated guess.
- Based on this budget the Board should not have to raise dues.
- Jamie will draft a letter explaining the budget. This letter will be mailed to homeowners along with payment coupons and will be posted in the lobby as well.
- Moved by: Brian Vick and Seconded by: Paulette Short to ratify the 2007 Budget, and the motion passed.

B. Selection of Board members' terms

- Barry will research minute archives to determine the terms of past and current members.

C. Garage cleaning

- Moved by: Pat Kulp and Seconded by: Paulette Short to accept Extreme Powerwash's bid of \$1,100 to clean the garage, and the motion passed.

D. Mel Norton's offer to maintain Hale Parkway lawn

- The Board would first like to get bids on xeriscaping the Hale Parkway strip.
- Once a plan has been selected and completed Mel could be the point man for watering and simple upkeep.

E. Holiday Party

- The Holiday Party will be held on December 17 from 4-7 pm.
- Residents will be encouraged to participate and help with decorations and food items.

7.) ANNOUNCEMENTS / NEXT MEETING

The date of the next meeting was not discussed.

8.) ADJOURNMENT

There being no other business to come before the Board, and: Motion moved by Brian Vick and Seconded by Paulette Short, and the motion passed. The meeting of the Board of Directors was adjourned at 8:45 pm on Tuesday November 14, 2006 by Jamie Gordon, President.