

## **Parkway Towers Condominium Association**

Homeowners Meeting March 25, 2008

Secretary/Recorder: David Auten

### **Record of Proceedings**

#### **Call to Order & Roll Call**

- Called to order at 6:31 pm, March 2008, by Scott Dube, Vice President
- Directors Present: Scott Dube; President, Sue Dugan; Treasurer, David Auten; Secretary, Pat Kulp; Member at Large, Roger Lucas; Member at Large, Ruth Williams, Member at Large
- Scott Dube and David Auten being re-elected at the annual meeting

#### **Home Owner's Forum**

- Mel – Increase in Del's hours, looking into but not at this time
- Mel – No longer need to sign in for auto? Correct
- Francis – Concrete on ceiling of balcony coming down, wire hanging down on her balcony, Scott said that we will check into this, Sue mentioned having downspouts cleaned
- John – Pool opening? Weekend of Memorial Day through Labor Day
- Paul – Landscaping on North side? Waiting on new bid after submitting drawing of where new items will be put
- Paul – Garage leaking – Warranty for parking lot is being reviewed by Myra and we will have decision on what can be done soon

#### **Acceptance of Previous Meeting Minutes**

January Minutes accepted

Motion Made: Sue Dugan      Second: Ruth Williams      All present in favor

#### **Acceptance of Previous Financials**

Still need WestStar to move to cash basis from accrual, audit has yet to be started, Nickie will ask when we can expect, also ask if possible to go back and make rest of 2007 contributions to the reserve account

Financials accepted pending audit

Motion Made: Sue Dugan      Second: Pat Kulp      Object: Roger Lucas

All others present in favor

#### **Committees**

**Rules and Regulations** – Sue made some adjustments or suggestions; group will be meeting 04/15 in the party room at 7pm to further discuss

#### **Unfinished Business**

- Clean out sewer lines – still waiting on getting all 3 new bids in
- Action items/Managers Report –
  - Sewer clean out, will it be just drains or stacks as well?

- Beauty salon – contract updated with increase to \$880/mo.
- Choice – Will be fixing the boot on the pump
- Delinquent dues list – see if can separate HOAs from parking
- Items from the board
  - Alternative Dispute Resolution guidelines signed by Scott as president
  - Nickie – Roger asked that she provide the portion of the contract that states that WestStar does not have responsibilities to the renters
  - Pat – discussed the need for Del to post a sign regarding boxes in the locker areas

## **New Business**

- Glass Bid – 7 windows will need to be replaced, have several bids, Sue will be meeting with concrete company, checking into repairing the area below the windows that is deteriorating, after get a quote on this determine what we will go ahead with
- HVAC – we are waiting on a 3<sup>rd</sup> bid before going ahead with a contract
- Choice – approved replacing the boot
- Choice – pump and pad that needs to be done will be put off until other bids in
- W-9 – Scott signed for use of tax id for payments and audit/tax filing
- Qwest – changes have been made to the phone lines and contract reducing costs aprox \$90 a month
- Hire engineer – Sue would like one hired, putting off until hear back from Myra on our responsibilities on the garage, after that get one to review work to be done and plan
- Rooftop – Carpet is coming off the floor, will need to replace, ideas include stamped concrete, pebble rock
- Additional items from the board
  - Ruth now the conduit for Del, all communication should go through her
  - Del's office needs to be cleaned and reorganize
  - Get new dry erase board for him to use

## **Correspondence**

- Notices of violations - number of units were notified of violations
- Reuquest for hearing from unit owner of 603 – violation removed due to ambiguity in the rules and regs
- Suggested to revise the letters to address each situation – letters are form letters sent out by WestStar, info provided was from the attorney, they cannot change

## **Additional Board Discussion**

- Dues and how processed – Nickie was asked to get the timeline for our dues process, when turn over to debt collectors, when go to Myra, ask if she does collections and how much she charges, who she recommends,
- Board will need to build new/revised schedule for late dues process

## **Adjournment**

No other business came before the board. Motion to adjourn at 8:17 pm

Motion Made: Ruth Williams

Second: David Auten

All present in favor