

MINUTES
PARKWAY TOWERS HOME OWNERS ASSOCIATION

MEETING October 4, 2010
(for September monthly meeting)

Record of Proceedings

Call to Order & Roll Call

- Called to order at 6:31pm, October 4, 2010 by Henry Meadows; President
- Directors present: Henry Meadows; President, Robert Boczkiewicz; Vice President, David Auten; Treasurer, Kathy Benham; Secretary, Tim Campion, Member at Large.
- Weststar – Ricardo Lases
- Parkway Towers Manager: Cathe Mitchell
- Members present: John Thomas – 1407, Debra Hamon – 906, Pat Kulp – 1203, Roger Radke – 1501, Thomas Briggs – 306; Branislav Strizak – 1001.

Home Owner's Forum

- Thomas Briggs unit 306 – Need status when the repair work will start from unit 606 water damage (lobby ceil also). Weststar should have a schedule from Renewal Restoration by the end of the week. Mr. Briggs stated that it took Renewal Restoration over 8 days to dry his unit walls where the biggest cause was faulty equipment and they finally put a hole in the ceil to help dry the walls. Renewal Restoration proposal of damages to repair seemed to low. Weststar will send adjustor to his unit to review the damages again.
- David Auten – asked Weststar to send a copy of Renewal Restoration proposals for repair to each unit with water damages to be reviewed. Units included are 408, 308, 306, 206, and lobby.
- John Thomas unit 1407 – Has a pipe leak in his dinning room wall and will be repaired while on vacation. He has informed us that he has moved all furniture from the dining room wall but is still concerned the repair folks breaking something. To be on the safe side the Board asked John to take pictures before he leaves.
- Debra Hamon unit 906 – Asked when we power wash the parking lot around the building would she still need to move her car from the west parking area? Yes, she would need to move her car.
- Thomas Briggs unit 306 – Noted the pool area was clean and nice this summer.

Acceptance of Previous Meeting Minutes

- Motion made: Tim Campion; second: David Auten; all present in favor, making one correction of added Cathe Mitchell as attended.

Acceptance of Previous Financials

- Approved the Pending Audit. - Motion made: David Auten; second Tim Campion; all present in favor.
- Weststar to provide PWT operating expense of true HOA due amounts being corrected per month vs. actual.
- All SA accounts have been paid. Leaving ~ \$42,000 short of paying the loan off to Citywide Bank. The difference is unpaid SA dues from unpaid charges. PWT will continue to pay Citywide Bank ~ \$4,700 per month until balance is zero in July 2011.
- PWT is questioning why two line items are on the Balance Sheet twice; line item 1081 (Due from Operating to SA ~ \$12,000) and line item 1220 (AR-Special Assessments ~ \$12,000)? Weststar to get back with us on this question.
- The ~ cost of \$6,000 from the operating account to repair and update unit #105 for rental might be taken out of the reserves account later.

Unfinished Business

- Emergency Procedures Plan: Continue working on residents to help other residents in need book.
- Carbon Monoxide Detectors Information: In 2009, the State of Colorado and City and County of Denver passed ordinances requiring Carbon Monoxide (CO) detectors in residences. It's a homeowner responsibility not the HOA to insure that one is installed or maintained. All homeowner's rentals are required to have one in each unit. HOA will keep records on file regarding both smoke and (CO) detectors. HOA needs to install the (CO) detectors in the party room, library room, lobby, unit #104 Beauty Shop, and unit #105 Rentals. An annually form must be completed by a homeowner or tenant for maintenance. HOA will include the (CO) detector test once a year and will be included with the semi-annually smoke detector test along with the new annual air fillers replacement and tablets for the air/heating units for each unit.
- Current fall smoke alarm test per unit have been completed by 90%. Eight still are outstanding. Cathe, PWT manager and Ricardo, Weststar will work together for their late fees and test these smoke alarms.
- Need copy of invoice of repair from Choice that fixed 2 of the 4 cooler units. Weststar to look into. The Board did not approve any work for them but was asking why only 2 of 4 cooler units were working.
- Pre-meeting 9/22/10: Approval – Repairs to lobby ceiling, along with units #408, 306, 308, and 206 damages cause by unit #606 water overflow issues by Renewal Restoration at \$5,543.00. Once paid by the HOA unit #606 owner or insurance will repay the HOA back. Includes – see contract for each unit. Lobby includes a new drop down ceiling rather than restore the ceiling to its pre-loss condition. Remove the remainder of the plaster from the lobby ceiling, ensure the ceiling is level, install new 12' gauge hangers in the ceiling and secure the concrete or existing wood as needed to support the new ceiling. Install new 12' cross and outline braces, install new 2' and 4' cross T's on the ceiling, install all ceiling panels and light to allow for electrical to come down and materials, equipment,

setup and clean up. Motion made: Kathy Benham; second David Auten; all present in favor.

- Pre-meeting 9/22/10: Canceled contract with Pressure Washing Plus, LLC to repair and paint fitness room at \$395.00. We gave the project to Renewal Restoration which included more options on the scope of the project.
- Pre-meeting 9/24/10: Approval – Repairs to fitness room by Renewal Restoration at \$400.00. Includes scraping and repairing all damages from the ceiling and walls, seal the area between the walls and windows with a white sika flex. Texture, prime and paint walls and ceiling. Materials, equipment, setup and clean up. Motion made: Kathy Benham; second David Auten; all present in favor.
- Pre-meeting 9/22/10: Approval – Repairs to the pool walls by Renewal Restoration at \$1,921.08. Includes repairs from damages to the concrete walls, power wash all walls, hand scrape any remaining area that needs to be removed, apply a water based masonry waterproof primer to the concrete around the pool to ensure the best bondage possible for the paint, Paint all concrete with a paint and primer mixture around the pool, apply a second coat for best coverage and to help against water and sun damage. Paint and cut in all metal framing between the windows with the same paint. Materials, equipment, setup and clean up. Motion made: Kathy Benham; second David Auten; all present in favor.
- Snow Removal: From 2004 to 2009 the average expense for snow removal was from \$925 to \$3000 per year. PWT Board members feel the bids from JPL, Inc. of about \$2,100 per month (4 visits) or \$550 per visit nor SPCS Inc. bid of about \$1,500 per month (4 visits) is to high. Weststar to look in other bids that covers PWT needs. Cathe, PWT Manager, will look on Craig's list. Looking for vendor to only plow the parking lots when snow is 4" or higher and shovel sidewalks if snow is 2" or higher. Will have a pre-meeting to sign a reasonable contract before the snow falls.

New Business

- Table: Renewal Restoration bid for new energy saving wide ceiling lights in the lobby's new drop down ceiling. Will include this in next year budget.
- Table: Cleaning Service for PWT common areas. We asked Water Extraction Team, LLC (WET) and Carpet & Cleaning Services (Across) to construct bids based on what our current cleaning service, Sunshine is giving PWT today but they gave us there standard one and did not compare apples to apples. Asked Weststar for updated bids with current Sunshine prices then any other costs. FYI on cost:
 1. Sunshine charges are ~ \$900 per month
 2. WET charges were ~ \$1,333 per month
 3. Across charges were ~ \$1,240 per month
- Reviewed Solar Proposal from Denver Solar and Wind of ~ \$700,000 with rebate of ~ \$282,000 and tax credit of ~ \$125,000. Total cost to PWT would be ~ \$293,000. The average annual cost of electricity today is \$33,000. Over 8.8 years the solar panels would pay for themselves. At this time it's to cost prohibited. Should be reviewed at a later time.

PWT Action Item List

- Item (1a) Financials: CPA Audit: L.R. Compton II, LLC CPA's. Checked on status of 2009 audit with Dale Weidner and it should be completed by the end of October. The firm said after this one they will not be doing PWT future audits.
- Item (4a) Misc. Items: Cathe, PWT manager, needs to fax over the signed completion work from Choice by Denver Water regarding the backflow inspection to Weststar for our files.
- Item (4b) Misc. Items: Kathy Benham to verify PWT's owned parking spaces with fees and send to Weststar.
- Item (4c) Misc. Items: Tim Campion to give Weststar the name of a company for 3rd party to examine boiler/chemical feed system.
- Item (4d) Misc. Items: Leaks in the basement. Weststar to setup appointment with Henry, Kathy, and Cathe for a "walk through" to see water leaks in the basement.
- Item (5d) Outstanding Work Orders: As for who will be cleaning the dryer lint filters: Dave with McGray (owners of all washer and dryers) will clean the dryer lint filters but we will need to call them every time. Still waiting on Dave to call back with phone number and process to follow.

Adjournment

- No other business came before the board. Motion to adjourn at 9:18 pm. Motion made: Tim Campion; second Kathy Benham; all present in favor.

Respectfully submitted by
Kathleen Benham, Secretary