

MINUTES
PARKWAY TOWERS HOME OWNERS ASSOCIATION

MEETING October 25, 2010

Record of Proceedings

Call to Order & Roll Call

- Called to order at 6:33pm, October 25, 2010 by Henry Meadows; President
- Directors present: Henry Meadows; President, Robert Boczkiewicz; Vice President, Kathy Benham; Secretary, Tim Campion, Member at Large.
- Weststar – Ricardo Lases
- Parkway Towers Manager: Cathe Mitchell
- Members present: Debra Hamon – 906, Pat Kulp – 1203, Jerry Bowers - 404, Thomas Briggs – 306, Paul Giroux – 1504, Arleta Benham – 1008, Shirley Williams – 1202, Kathy & Gregg Cupp – 308.

Home Owner's Forum

- Thomas Briggs unit 306 –Renewal Restoration proposal of damages to repair seemed to low. Weststar to send adjustor to his unit to review the damages again. Renewal Restoration will complete work starting 10/26 without PWT or Thomas present.
- Paul Giroux unit 1505 – He has damages on his balcony ceiling and asking why Weststar is taking so long to repair it. He also has big concern about the elderly folks and not having any heat when turning the AC off and turning the heat on.

Acceptance of Previous Meeting Minutes

- Motion made: Kathy Benham; second: Robert Boczkiewicz; all present in favor, making one correction of changing unit 1001 owner last name from Bradshaw to Branislav.

Acceptance of Previous Financials

- Approved the Pending Audit. - Motion made: Tim Campion; second Kathy Benham; all present in favor.
- Weststar to provide PWT with why line item 6294 is so high.

Unfinished Business

- Robert Boczkiewicz – Reviewed Fire Department tour with Cathe Mitchell and Ricardo Lases. Report is very favorable for PWT. Need to double check the sprinkler system in the basement. We gave the Fire Department copies of PWT layout designs on paper and disk. Also gave them a list of residents with limited mobility, two more sets of keys for the Knox Box in the foyer, and set of checks to the two key lockers in the office. Full report is on file.

- Approved: Snow removal vendor, Lighting Mobile, Inc. for Oct 2010 to April 2011 @ 4,500 (seasonal price). Motion made: Kathy Benham; second Tim Campion; all present in favor.
- Approved: Frank J. Sassolino, CPA, P.C. (Certified Public Accountant) to perform an audit of the financial statements of PWT for the year ending December 21, 2010 and also prepare Federal and Colorado income tax returns for 2010 @ 2,500. Motion made: Tim Campion; second Robert Boczkiewicz; all present in favor.
- Thinking about hiring a person @ 12.00/hour to clean PWT and replace Sunshine Cleaning Services. Asked Weststar to arrange a meeting with Sunshine Cleaning Services and PWT so we can review the cleaning items we are not satisfied with.

New Business

- 2009 Audit completed by Weidner & Associates, P.C. (Certified Public Accountant) on October 19, 2010. Books and records were in excellent condition. Need David Auten, Treasurer, to review before PWT signs off on it. Full report is on file.
- Approved: Renewal Restoration emergency water cleanup for unit #606 damage on 7/28/10 @ 8,430.32. . Once paid by the HOA unit #606 owner or insurance will repay the HOA back. Motion made: Kathy Benham; second Robert Boczkiewicz; all present in favor.
- Approved: The repair cost of fixing stack 08/07 units will be paid from PWT Reserves account. Have not received the invoice from Choice yet. Motion made: Kathy Benham; second Robert Boczkiewicz; all present in favor.
- Reviewed Action Item List: Report is on file.

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

MINUTES
PARKWAY TOWERS HOME OWNERS ASSOCIATION

MEETING December 28, 2010

Record of Proceedings

Call to Order & Roll Call

- Called to order at 7:00pm, December 28, 2010 by Robert Boczkiewicz; Vice President
- Directors present: Robert Boczkiewicz; Vice President, Kathy Benham; Secretary, Tim Campion, Member at Large.
- Weststar – Ricardo Lases
- Parkway Towers Manager: Cathe Mitchell
- Members present: Debra Hamon – 906, Thomas Briggs – 306, Paul Giroux – 1504, Arleta Benham – 1008, Roger Radke – 1501, Cecil Kalthoff – 1106, Joseph Page - 207

Home Owner's Forum

- Joseph Page unit 207 – Has been having heating issues. Informed us that Choice discovered the issues was not his fan unit but there has not enough water pressure to clear out the pipes and a new part has ordered. Also the new building pump being installed January 2011 should also help his heat issues.
- Paul Giroux for Edith Sullivan unit 401 – Questioning why unit # 401 received an invoice from Weststar about Choice Mechanical services on November 3, 2010. The charge was for a repaired stuck temperature control inside her fan unit. She called because there was little to no heat in her unit.
- Thomas Briggs unit 306 – Asked when will the lobby ceiling will be repaired from the source leak of unit 808/06 from 11/19/2010? Repairs will be completed when the Board decides if the popcorn ceil should be replaced with another type of ceiling.
- Cecil Kalthoff unit 1106 – Gave the Board information sheet about other ways to Heat/AC our units by a company called Air & Water, Inc. The Board will review it in 2011. Product type and name: NewAir AC -1400H 14,000 R-410A Portable Air Conditioner with Heat Pump. Effectively cools and heats areas up to 450 square feet and uses Eco-Friendlier Refrigerant were each unit is about \$500.00.

Acceptance of Previous Meeting Minutes

- Motion made: Tim Campion; second: Robert Boczkiewicz; all present in favor with changes: John Schneider unit 306 to 1201; spelling titles to tiles; spelling Century to Sentry Security and adding "If a unit has a fire they must call 911, *than pull the fire alarm in the common hallway/area.*

Acceptance of Previous Financials

- Approved the Pending Audit. - Motion made: Robert Boczkiewicz; second Tim Campion; all present in favor. Also need David Auten to review.

Unfinished Business

- Emergency Preparedness Plan Report: Cathe Mitchell is still working on the write ups.
- Holiday Party is moved to the lobby.
- Approved – Choice bid of \$7,025.00 to remove inoperable building pump #1 (was broke) and replace with new one other then repairing it again for another \$2,568.00. This motion was approved on November 30, 2010 by email. Motion made: Kathy Benham; second Robert Boczkiewicz; all present in favor.

New Business

- Approved – 2011 Commercial Insurance Policy by broker Willis for annual premium of \$28,118.00 from 12/01/10 to 12/01/11. The Renewal Application form should also include one employee (Building Manager) and include all Common Areas. This motion was approved on December 1, 2010 by email. Motion made: Kathy Benham; second Tim Campion; all present in favor. Policy is on file.
- Hold on AC Compressor Inspection Proposal from Choice as we need more information about the bids for \$3,148.00 to only inspect it then another bid of \$15,180.00 to “replace two AC Compressors. Set-up meeting with Choice for January 2011.
- Hold on Water Treatment Proposals from:
 1. Rocky Mountain Aqua Tech @ \$135.00 per month - \$1,620.00 annually. We have used them for 4 years.
 2. All Phase Consulting, LLC @ 865.00 per month – \$10,380.00 annually. Tim Campion asked Weststar to get another bid. We would also like to review these vendors with Choice in our January meeting.
- Reviewed Action Item List: Report is on file.
- Cathe Mitchell, Building Manager – Due to many leaks in vacant units we ask Cathe to check all units for sale / for rent that are vacant / residents that are absent a lot for water leaks. Today there are over 25 units. Cathe to check about 5 units per day rotating until the 25 units are checked then start again. Cathe to start excel spreadsheet to track it and keep on file with dates that were checked. Asked Weststar to look into a moisture meter for Cathe to use.

Adjournment

- No other business came before the board. Motion to adjourn at 9:33 pm. Motion made: Kathy Benham; second Tim Campion; all present in favor.

Respectfully submitted by
Kathleen Benham, Secretary