

**MINUTES
PARKWAY TOWERS HOME OWNERS ASSOCIATION**

MEETING November 23, 2010

Record of Proceedings

Call to Order & Roll Call

- Called to order at 6:35pm, November 23, 2010 by Henry Meadows; President
- Directors present: Henry Meadows; President, Robert Boczkiewicz; Vice President, Kathy Benham; Secretary, David Auten; Treasurer; 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, Tara Hagaman – 806, Joe Jundt – 806, Cecil Kalthoff – 1106, John Thomas – 1407, John Schneider – 1201.

Home Owner's Forum

- Debbie Hamon unit 906 – suggested if we update the lobby to use tiles and not carpet.
- Joe Jundt unit 806/808 – Questioning if other building pipes might break. Yes, the building is over 50 years old (pipes are made of iron and copper) and repairs will be made as they break. The other option is to repair all pipes in the building with a cost about \$500,000. In the future all units that have bathroom or kitchen remodels will be approved by the HOA first.
- John Thomas unit 1407 – Two lights need to be replaced on the 14 floor.

Acceptance of Previous Meeting Minutes

- Motion made: Kathy Benham; second: Tim Campion; all present in favor.

Acceptance of Previous Financials

- Approved the Pending Audit. - Motion made: David Auten; second Robert Boczkiewicz; all present in favor.
- Weststar to get a second opinion on publishing delinquent dues.
- Missing the Reserve Income on the Balance Sheet, should be \$125,284.18.
- Some line items with negatives are from charge backs of damaged units.

Unfinished Business

- Emergency Preparedness Report: Cathe Mitchell is still working on the write ups. Robert had walk through with Sentry Security (alarm system vender) and need to update horns on all floors. If a unit has a fire they must call 911, than pull the firm alarm in the common hallway/area. If the common areas have a fire then the fire department is called automatically.

- Received proposal from Sunshine (building cleaning service) and HOA Board will approve after the following changes: **1.** Page 11: take out the section about cleaning out the dryer lint boxes and fill with water. These old dryers were replaced over two years ago. **2.** Page 14 of Agreement: change Weststar Management, AGENT to Parkway Towers. **3.** Page 17: change Weststar Management, 6795 East Tennessee Avenue, Suite 601, Denver Colorado 80224 to Parkway Towers, 1155 Ash Street, Denver Colorado 80220. Sunshine added common area Carpet cleaning once per year.
- 2009 audit of Weidner & Associates, P.C. completed and David Auten will review the details to obtain his sign-off before the PWT Board approves it. They also conducted a study to estimate the remaining useful lives and the repair and replacement costs of the components of the Association's common property which matched the Reserve Study that was completed summer of 2010. Report on file.
- Approved: Signed release form for Loriann and Thomas Thomason unit #606 for July 2010 water damages. Received check from their Insurance Company for \$13,973.22 where \$8,500 will be paid back to PWT insurance. Motion made: David Auten; second Robert Boczkiewicz; all present in favor.

New Business

- Approved 2011 Budget with an increase to dues of around 7.5%. . Motion made: Tim Campion; second David Auten; all present in favor. High lighted increases were Excel Energy up 5.6%, building insurance premium up by 25%, plumbing increase cost increased by \$5,000, high delinquent owners not paying dues or foreclosing on units, and to make the building FHA loan eligible we must put a minimum of 10% of our monthly dues collected towards our Reserve Account. David Auten to draft a letter for Weststar to mail to all owners with the details for the increase in 2011 dues. Letter on file.
- Put on hold Choice Mechanical Inc (CMI) proposal to replace the valve actuator chiller change over for \$1,050.00. Need meeting with Choice in January 2011 before moving on this.
- Approved Weststar Management Corp. renewal of Association Management Agreement between Parkway Towers and Weststar for 1,900 year with page 14, section 12.9 adding copy to Parkway Towers Manager 1155 Ash St – Denver Co 80220. Need meeting with Weststar Jan 25th 2011 to review Weststar duties. Motion made: Tim Campion; second Robert Boczkiewicz; all present in favor.
- Put on hold, CMI building pump proposal of \$7,025 and \$1,350. Need meeting with Choice.
- Asked Weststar to look for a landscaping vendor.
- Asked Weststar to update units repairs of water damages from 806/808 pipe break.
- Put on calendar every two years to wash windows on the north and south side of building. Weststar to get bids from vendors.
- Weststar needs meeting with chemical people.

- Tim will check into Direct TV/Comcast for the building.
- Reviewed Action Item List: Report is on file.

Adjournment

- No other business came before the board. Motion to adjourn at 9:54 pm. Motion made: Tim Campion; second Kathy Benham; all present in favor.

Respectfully submitted by
Kathleen Benham, Secretary