

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 firm 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 about 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