

MINUTES
PARKWAY TOWERS HOA BOARD MEETING
MARCH 22, 2011

Record of Proceedings

Call to Order

- Called to order at 7:00 pm by Robert Bozkiewicz, President
- Present Board: Robert Bozkiewicz, President; John Schneider, Treasurer; Tim Campion, Secretary; Brian Vick, Member-at-Large, Ricardo Lases, Weststar Management, Cathe Mitchell, on site manager
- This is the first meeting of the new Board. The Board members introduced themselves to the homeowners present at the meeting.
- Members present:
Paul Giroux - 1504 John Thomas – 1407 Wanda Surdi - 202
Joseph Floss – 202 Debra Hamon – 906 Shirley Williams – 1202
Roger Radke – 1501 Larry Bargas – 901 Cecil Kalthoff – 1106

Home Owners' Forum

- Joseph Floss complained about the condition his unit was left in after the restoration company finished their work – specifically, his rugs, rug pads, etc., and also the fact that one or more of his fan & coil units have not had heat all winter. The Board and Cathe, the manager, will check on these complaints. Choice Heating and Plumbing is presently working on the heat problem.
- John Thomas – asked about attachments for electric cars. There are no plans at this time to install such outlets.
- John Thomas – asked about the status of the gym equipment. Cathe will have the non-operating equipment removed. Paul Giroux mentioned that he had a piece of equipment that he could donate.

Acceptance of Previous Meeting Minutes

Motion made: John Schneider Second: Brian Vick All present in favor.

Acceptance of Previous Financials

- Reserves - \$114,000
- Operating balance is \$7,000. Again we were not informed when this balance went below \$25,000. Ricardo will check again with Teri.
- Observation – there were no maintenance payments made in February. Ricardo – payments had been made, but not recorded because they had not yet been approved by a member of the board. The payment will be reflected in the March statement.

- Robert commented on the tight financial situation we have. One of the reasons is the \$27,000 still owed on the parking lot repair loan was not included in the month's budget expense. This will be paid up in July 2011.

Unfinished Business

- Status of A/C compressors. We have received bids from Choice Heating and Plumbing and Slattery. Ricardo will set up a meeting with the Board and Choice to give us a better explanation of the compressor situation.
- Pneumatic Valve Actuator replacement – this will also be discussed with Choice at their meeting.
- Acceptance of Lightning Mobile, Inc. as our landscaping and snow removal company.
Motion made: John Schneider Second: Brian Vick All present in favor.
- Report on Lobby remodeling by John:
 - projected finish date is April 2, 2011
 - discussion on the cost of the project. Total cost will be about \$30,000. The main cost is the tile floor – materials and installation will run about \$16,000.
 - Is there any way we can reduce this cost? Discussion followed.
- Ratification of the decision to contract Carpet Exchange for the tile purchase and installation on Feb 28, 2011.
Motion made: John Schneider Second: Brian Vick All present in favor.
- Adopt a change to our Collection Policy Procedure
Motion made: John Schneider Second: Brian Vick All present in favor.
- The board decided to table the Sewer Prevention Maintenance Chart to April.
- Discussion on Kim's Matrix (Maintenance) Chart.
 - we must first have our amendment approved.
 - **Ricardo – please send a reminder letter to homeowners with a copy of the amendment.**
 - Board decided to hold moving ahead with the Matrix until the amendment is approved.
- Discussion on the heat problem with unit 207. Choice will use a chemical de-clogger in the other 2nd floor units. It appears it worked in 207.

At this point there was another long discussion with Mr. Floss, Unit 202, about his heating problem, i.e. being without heat in most of his unit most of the winter, and the seemingly endless parade of repair people in and out of his unit, and the job still isn't done. Where is the follow-up from management in cases like this?

New Business

- Robert B. proposed we sent a statement of appreciation to Henry Meadows, past president, and David Auten, past treasurer, for their service to the board and the Homeowner's Association.
Motion made: Brian Vick Second: Tim Campion All present in favor.
- The board decided to Table discussion on both the sewer line leak and the heat line leak in the basement garage until April, because neither leak was deemed urgent by

the plumbing company, neither is causing unpleasant problems, and we are low on repair funds at this time.

- Discussion on SB 100 which states that 1st violations should receive a written warning and then a fine. The board discussed that a 1st violation of studded tires should receive a fine since letters have been sent to all owners and there are two large signs in red letters posted at each entrance to the parking lot.

Ricardo will check with Kim Porter on any exceptions to SB 100.

Cathe should meet with all renters at move in and review all building rules, regulations and policies.

- Control of Screening Policy (new renters) – Kim Porter is developing this policy.
- Motion to renew our contract with Elite Pools as our pool maintenance company. Motion made: Tim Campion Second: John Schneider All present in favor.
- The board tabled until April the discussion on collection agency information.
- Manager's Report
 - the Choice Check List should be more specific, i.e. separate items checked by quarterly, monthly, weekly, daily, etc.
- The Action Item List is an ongoing work
- Cathe – please continue to work on the Storage and Parking Control Report.
 - Unit 105?
- **Ricardo will ask Elite Pools for an estimate to repair the pool's backwash and drain.**

CORRESPONDENCE

- Roybal, Unit 803 – **Ricardo will draft a response letter to owners and will copy Kim Porter.**
- Christine Duran, Unit 1204 – no relief of fine. **Ricardo will draft a letter to the owner advising her of this decision.**
- **Ricardo will also draft a letter to all homeowners/residents stating that if they are having any kind of maintenance problems, plumbing, electrical, etc. they are responsible to call the appropriate repair company. This is not the job of the building manager or the management company.**

Adjournment

No other business came before the board. Motion to adjourn at ?