

MINUTES
PARKWAY TOWERS HOA BOARD MEETING
APRIL 26, 2011

Record of Proceedings

Call to Order

- The meeting was 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
- Members present:
Paul Giroux - 1504 John Thomas – 1407 David Auten - 1201
Debra Hamon – 906 Shirley Williams – 1202
Roger Radke – 1501 Cecil Kalthoff – 1106

Robert Bozkiewicz asked Ricardo Lases to inform Cathe to post the meeting notes in sufficient time prior to each HOA meeting.

Home Owners' Forum

- Debbie Hamon mentioned that the asphalt on the east side of the west parking lot was working loose.
- David Auten questioned the delay in installing the carpet in the 1st floor hallway. This was due to the request for more bids. A short discussion on the bidding policy followed.

Acceptance of Previous Meeting Minutes

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

Report of Financial Statement by Treasurer John Schneider

- Reserves - \$89,196.47
- Operating balance is \$11,028.85.
- Observation – it was noted that the Reserve Account distribution was not included in the March statement. The balance should actually be \$92,479.14 as of April 4, 2011, minus \$2100 leaving a balance of \$90,379.14.
- Lobby Expenses:

Tile Floor -	\$16,357.22
<u>Furniture, art work, etc.</u>	<u>12,942.77</u> Matt's design
Total	\$29,299.99
- John explained that we are short of operating cash due to our capital expense improvements (lobby) and on going higher than normal operating expenses this month.
- Robert asked Ricardo to have the Weststar financial person, Teri, give us the up-to-date bank balance.

- David Auten asked what has happened to the \$57,000 due from unit owners in our Accounts Receivable.

Acceptance of Previous Financials

Motion made: Tim Campion

Second: Brian Vick All present in favor.

Unfinished Business

- Status of A/C compressors. The Board voted to accept the bid by Choice Mechanical as follows: Compressor - \$7650.00, freight - \$180.00.
Motion made: Tim Campion Second: Brian Vick All present in favor.
- Pneumatic Valve Actuator replacement. The Board voted to accept the bid by Choice Mechanical as follows: \$1050.00.
Motion made: John Schneider Second: Brian Vick All present in favor.
- Discussion followed on the proposal by Choice Mechanical to work on and repair all the plugged stacks in the building. Some stacks have isolation valves and some don't. Does the Choice bid include adding isolation valves, and does it include fixing the holes in the walls made to facilitate the repairs? It was decided that the above two items are included. The cost to repair each stack is \$16,966.00. John asked if we can do without the isolation valve installation. More discussion on this topic will continue when we have more information.
- David Auten requested that we ask Choice about the water filter system.
- Robert Bozkiewicz – Ricardo needs to send a letter to all owners outlining their responsibility pertaining to ?
- The Board voted to accept the sewer leak repair bid from Bobkat for \$1500.00
Motion made: Tim Campion Second: Brian Vick All present in favor.
- Discussion on repair of the heat line was tabled until August because the Board felt it is not an urgent repair and we are low on operating funds.
- The Sewer Preventative Maintenance System clean out was also tabled until August for the same reasons as above. This item will also be added to our yearly maintenance calendar.
- Discussion on the collection agency will be in the following Executive session.

New Business

- The Board voted to accept a bid from Dan Eikermann to repair the hole in the wall of Unit 207 in the amount of \$435.00
Motion made: Brian Vick Second: Robert Bozkiewicz All present in favor.
- The Board voted to accept a bid from Carpet Exchange in the amount of \$1078.24 to buy and install carpet in the 1st floor hallway.
Motion made: John Schneider Second: Brian Vick All present in favor.
- Discussion concerning balcony roof repairs to units 1504, 1402 and 1008.
The balconies of the mentioned units have leaks coming from the balconies of the units above them. Since we have a bid on the repair of unit 1504, the Board authorized Ricardo Lases to order the repair. He will have the leaks reported by units 1402 and 1008 investigated and bid on.
Motion made: Tim Campion Second: Robert Bozkiewicz All present in favor.

- The Board voted to accept the bid from Renewal Restoration in the amount of \$285.71 to repair the leak on the balcony of Unit 1504.
Motion made: John Schneider Second: Brian Vick All present in favor.
The Board mentioned that we will accept other bids from Renewal Restoration for the repair of balcony leaks in units 1402 and 1008 upon Ricardo's OK.
- Discussion on the Manager's Report.
 - a) Washing machine
 - b) The pool will open on May 27, 2001
 - c) Cathe will be advised that the heat will be turned off on May 16th, and the air-conditioning will be turned on in June when the Pneumatic Valve Actuator and the compressor motor are replaced.
 - d) With respect to the tablets to clean out the unit's fan and coil drain pans, Cathe will be in charge of giving these to the resident and instructing them on how to use them.
 - e) Cathe is in charge of complying with the smoke detector tests. To date we have had 75 responses. The 25 units that have not responded will be billed \$25.00 to have Cathe check them and they will be billed a fine of \$75.00.
- Cecil Kalthoff commented on the weeds in the parking lot.
- John Schneider commented that the outside soffit on the 17th floor is in poor condition. We will get bids from Renewal Restoration and others to repair this.
- David Auten asked for authorization to spend \$20.00 from Petty Cash to purchase mirrors for the 2nd floor hallway. Permission granted by the Board.

CORRESPONDENCE

- Mr. Joseph Floss – Unit 202 – letter of March 30, 2011. Requested a bid from Renewal Restoration to replace the carpet padding in his unit which had been removed. The Board decided that the HOA will pay for this replacement.
- Ms. Christine Duran – Unit 1204 – letter of March 11, 2011 concerning a fine for moving furniture out of her unit on a Sunday. The Board decided not to waive the fine since it was a direct violation of the Rules and Regulations.

Executive Session

- The "Aging Report", i.e. accounts receivable was discussed.
- The Board also discussed a collection agency named the Continental Collection Agency.

Adjournment

No other business came before the board. Motion to adjourn at 9:10 pm.

Tim Campion
Secretary