

MINUTES
PARKWAY TOWERS HOA BOARD MEETING
MAY 24, 2011

Record of Proceedings

Call to Order

- The meeting was called to order at 7:00 pm by Robert Boczkiewicz, President
- Present Board: Robert Boczkiewicz, President; Tim Campion, Secretary; Brian Vick, Member-at-Large; Ricardo Lases, Weststar Management
- Excused absence: John Schneider, Treasurer
- Members present:

Debra Hamon – 906	Pat Kulp – 1203
Jian Jing – 502	Ken Miller – 303
Lisa Sullivan – 605/607	Jon Keiler – 606
Jerry Bowers – 404 renter	
- Invited Guest – Jason from Renewal Restoration

Home Owners' Forum

- Jian Jing – 502. He will speak with the Board after the meeting.
- Lisa Sullivan – 605/607. Lisa's unit is made up of two combined units. She received a smoke detector fine for each unit instead of one fine. The board authorized the cancellation of one of the fines.
- Pat Kulp – 1203. Pat asked if the building had a severe storm (tornado) alarm. Parkway Tower only has an in house fire alarm. The city does have an emergency alarm. Debbie Harmon commented that there is a reverse 911 system to notify residents of pending emergency, and also television announcements. If a tornado is eminent you should secure yourself in an interior hallway or bathroom.
- Ken Miller – 303. Asked if there was a check-list about the building, rules and regs, etc. for new owners. He was informed that all the regulations are contained in the Declarations, By-Laws, and Rules and Regulations. Ken said he had received these when he purchased his unit.
- Jon Keiler – 606. Mentioned that he did not have a smoke alarm in his unit. He also mentioned that working in the real estate business he was sure that units needed a carbon dioxide alarm also installed in their units. The board does not agree with this citing the notice from the City and County regulating carbon dioxide alarms.

Acceptance of Previous Meeting Minutes (April 26, 2011)

Robert Boczkiewicz made a correction with respect to the financial statement wording.

Motion made: Brian Vick Second: Robert Boczkiewicz All present in favor.

Report of Financial Statement by Robert Boczkiewicz.

- Reserves - \$92,399.73
- Operating cash balance is \$17,831.06

Acceptance of April 2011 Financials

Motion made: Tim Campion

Second: Brian Vick All present in favor.

Comments by Jason from Renewal Restoration:

- The pool wall paint is bubbling. They used an epoxy based paint when they painted last year.
- To repair this Jason suggested they use a method called **parging** which is a concrete mix and sand, or a concrete & masonry bonding primer. Jason said he had never used the **parging** method before.
- Jason suggests testing different products and see how they wear. Each test area would cost \$300-\$400.
- He also suggested using Elastamerica caulking on the pool windows.
- Tim suggested that we get Carlos from Maximum Leak to also bid.

Unfinished Business

- Comment – there was no hot water three times in six days – according to Choice all for different reasons.
- Reviewed a bid from Choice Mechanical, Inc for the ‘replacement of the Mechanical Alternator Float Switch that controls the two condensate return pumps for the steam boiler’. Bid amount \$1163.00.

Motion made to accept bid: Tim Campion Second: Brian Vick All present in favor

- Discussion held on the Choice Mechanical bid to repair the hot/chilled water lines on the second floor affecting the heat and A/C in several units. The following units are affected: 201, 202, 203, 204, 205, 206, 207, and 208. The bid total is \$16,966.00. The installation of isolation valves is included in the amount of the bid. Jason from Choice Mechanical has offered two payment plans:

- a) \$2800 a month for 6 months, and
- b) \$2100 a month for 8 months

Motion made to accept the 6 month plan: Brian Vick

Second: Robert Boczkiewicz

All present in favor

NOTE: Dry wall repair needed in each unit after the pipe repair will be approximately \$400 per unit.

- The installation of a Security System was tabled until next month, June.
- By email the Board decided to accept Continental Collection Agency to be our collection agency for past due assessments.

Motion made to ratify this decision: All present in favor.

- The status of adopting “Kim’s Matrix” was discussed. This will be a document to aid homeowners in determining exactly what are their areas of responsibility in any and all repairs with their units and to aid them in determining what kind of and how much insurance they should have. This requires a change in the Declarations. Ricardo has sent out a letter to all homeowners explaining this and asking for their approval, but to date has only received **five** responses.

- Membership in the Community Association Institute (an association of HOAs) was discussed. Tim Campion will be the member representing the HOA.

Motion made to accept: Brian Vick Second: Robert Boczkiewicz All present in favor

- Discussion was held concerning the irrigation system prompted by Cathe’s email including a lengthy discussion on having Cathe hand water the landscaping. The following was decided:

- a) do not use the automatic irrigation system
- b) Ricardo will speak with the landscape people to investigate the situation.

New Business

- Lease for Unit 105. It was decided to use the existing lease format, but add a fine of 50% of one months rent for early termination. To date there have been four showings of the unit.
- There is a Board Member vacancy:
 - a) The Board can appoint a person until the next Annual Meeting to be voted upon by the homeowners.
 - b) It was decided that Ricardo will send a notice to all homeowners by email, postal mail, and will post in-house notices asking for board member volunteers.
- In the event that the manager is not in-house and a notice needs to be posted to inform residents of a development about which they may need to be informed, the president or another Board member) will try to post a notice.
- Manager's Report – **Action Item List:**
 - a) Parking lot/garage leaks – much discussion. Ricardo has received the following email from Brown Brothers Asphalt, Concrete and Weatherproofing Co.
“After reviewing the **photographs** that Micah Saltzman took while on site with you, it is in my opinion that the leakage is occurring to the lower level of the parking garage due to excessive structural movement and from snow removal damage at the expansion joint. The waterproofing coating and expansion joint system installed cannot compete with these issues and are not covered under our or the manufacturer's warranties. I would suggest that you call Bornengineering for further assistance.” **Ricardo will contact Borne Engineering.**
- Carpets – to be cleaned the second week of June. Ricardo action.
- Balcony repairs to Units 1008, 1402, and 1504. Have the repairs been completed? Check with Carlos Vences – Maximum Leak. We are also waiting for an estimate from Renewal Restoration.
- The Board doesn't understand the swimming pool problems, and needs to have a meeting with the pool company – Elite Pools.
- Chem-Aqua Co. We need to repair the hot water leak that we had tabled last month because that leak has caused the loss of corrosion preventing chemicals in our water system. It will cost \$600 to replace the chemicals. The cost of the leak repair will be \$1292.00.
Motion made to approve the repair: Brian Vick Second: Tim Campion All present in favor.

CORRESPONDENCE

- Unit 502 – Jian Jing. Owner will have to move his portable washing machine to his balcony and he will auto pay the fine beginning in 3 months.
- Unit 1502 –Collette Reynders. A letter was received from Collette requesting that the Board waives the \$25 fee and \$75 fine for management having to check her units smoke detector. The Board decided that since her tenant, Anne Restivo, advised the building manager, Cathe, that she would pay the fee and fine, the fine would not be waived. Ricardo will send a letter to Collette advising her of this and asking her to collect the money from Anne.
- Unit 903 – Richard Kadinger. Requested the Board waive the \$25 fee and \$75 fine for testing the smoke detector. The Board denied the request.
- Unit 708 – Margarita & Igor Tsalyuk and present resident. Were advised by letter 5/20/2011 that it had been noted that a cat was present in their unit. They were advised that the cat must be removed immediately from the building in order to comply with the governing documents or else a fine will be imposed. To date no response has been received by the Board.

- Unit 102- Todd & Cody Kennedy. The owners were sent a letter 5/20/2011 advising them of a future fine if their tenants do not stop 'stacking up cigarette butts on the wall grid in the south entrance/exit. No response has been received as of this date.

EXECUTIVE SESSION

- The "Aging Report", i.e. accounts receivable was discussed.
- There was a motion made to have the building manager attend the monthly Board Meetings.
Motion made: Brian Vick Second: Robert Boczkiewicz All present in favor.

Adjournment

No other business came before the board. Motion to adjourn at 10:40 pm.

Motion made: Tim Campion Second: Robert Boczkiewicz All present in favor.

Tim Campion
Secretary