

MINUTES
PARKWAY TOWERS HOA BOARD MEETING
JUNE 28, 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; John Schneider, Treasurer; Tim Campion, Secretary; Brian Vick, Member-at-Large; Ricardo Lases, Weststar Management; Cathe Mitchell, Manager
- Excused absence: John Schneider, Treasurer
- Members present:

Sue Dugan – 1005	John Thomas – 1407
Roger Radke – 1501	David Auten – 1201
Paulette Short – 507	Shirley Williams - 1202

Home Owners' Forum

- Sue Dugan – strongly suggested that we should change our insurance broker. She felt that at a recent meeting when our representative made a presentation that he was not very effective. Sue recommended a Mike Spanbaugh (speak to Nikke at Penn Square).
Sue also recommended as a collection agency one named Wakefield. Ricardo will check with Wakefield to see if we have any clients with them. At the present time the collection agency we are using is named Continental.
- David Auten – clarified that if we changed insurance reps we would not be changing insurance companies or policies. A possible new rep could be Vanguilder.
 - thanks for the panel repair on the building south side.
 - Ricardo please check with the landscape company to define their weeding policy and tree pruning policy. The large purple tree on the north side of the garden needs pruning.

Acceptance of Previous Meeting Minutes (May 24, 2011)

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

Report of Financial Statement by John Schneider

- Reserves - \$83,862.83 as of June 28, 2011
- Operating cash balance is \$28,592.45

General comments on the financial statement:

- We are shy about \$4000.00 in May HOA dues
- In the aging report, approximately 26 owners owe a total of \$55,000.00
- There is one foreclosure in process
- The south side building panel repair cost \$4500.00
- Pending 2nd floor flooding repairs – Mr. Rooter - \$1,100.00; Renewal Restoration - \$2,800.00

- Our loan for the special assessment parking lot/garage repair has been paid off. For 2 years we have paid \$4,700.00 monthly. This money is now available to help pay for operating expenses.

Acceptance of May 2011 Financials

Motion made: John Schneider

Second: Brian Vick

All present in favor.

Unfinished Business

- Ricardo – recommended we employ Mr. Rooter to clean the drain lines. We will need an estimate.
- Sue Dugan recommended that we also check the A/C drain line for possible needed cleaning. This line is separate from the main drain lines.
- Ricardo – Maximum Leak Repair Company
 - reviewed bids to repair damaged to walls (17th floor)
 - Ricardo spoke with Kevin at Weststar and he suggested that we have an engineer provide specifications for the repair so that it is done correctly.
 - Sue Dugan commented that about 6 years ago Western Waterproofing checked this area on the 17th floor and said that the weight of the large windows around the pool was causing some of the damage problems.

John Schneider suggested that we wait to receive more estimates from Maximum Leak Repair, and then check with Carlos Vences (MLR owner) to see if he would affect the repairs and then charge us on a monthly basis. We should also secure a guarantee of work quality.

Ricardo – Heat Line repair status – Choice Mechanical just hasn't gotten around to it due to the A/C problem and the boiler problems.

Robert Boczkiewicz asked about the Borne Engineering report on the parking/garage work. Ricardo will contact Kathy from Borne and set up an appointment.

Security System – Of the three estimates received the Board decided to proceed to investigate two companies, Protection 1, and Carter. Ricardo will check with both for the specifications of their DVR loops, and how the systems will interact with the in-house manager's computer. John Schneider recommends we use Carter. They installed the entrance system.

New Business

- Ricardo commented on response to request for a new Board member.
 - Mike McCasland – offsite owner expressed interest
 - Two on-site owners expressed interest
 - There was a question if David Auten as co-owner of a unit with a present board member can also serve on the board.
 - Would changing the meeting night make meetings more accessible to more owners?
- Comcast Agreement- Ricardo has spoken with the Comcast representative Jerrod Smith. Tim Champion gave a report of what he knew of the history of Comcast in the building. The board decided to table this issue until Comcast has completed some needed maintenance of the cables on the outside of the building.
- Boiler report – Cathe and Ricardo. Ricardo will obtain two more bids for the boiler repair and request a State boiler inspection. The boiler drain is to be included in the scheduled overall drain cleaning.

- **Manager's Report – Action Item List:**

- Pool status –
- Chem Agua report –
 - a) Boiler is in excellent condition – all chemical levels in range
 - b) Condensate – pH is below recommended control range, this can allow corrosion to occur in the condensate system. This may be due to possible leaks still within the system that still haven't been fixed. Actions – Retest next month and contact the mechanical contractors on status of leaks.
 - c) Closed Loop Water – Conductivity and Nitrate levels below recommended levels due to leaks within the building. Actions - the replacement corrosion inhibitor recently purchased has been delivered and is ready to be added to the closed loop system once all the leaks have been repaired.

CORRESPONDENCE

- Limited Amendment – The Board will review the letter and report any suggested changes to Ricardo.
- The letter sent to owners of 2nd floor units with leaks and water damage was reviewed, and an update of the repair progress was given by Ricardo.

Note: Ricardo – the Water Extraction Team (WET) will give a bid on the 2nd floor hallway. *-finish concrete*
Ricardo will also get a bid on refinishing the 2nd hall concrete floor.

- Roger Lucas – John Schneider announced the upcoming mediation date of June 30th, and upcoming court dates of July 25, 26, and 27th.
- John also stated that the cost of repairs to the A/C compressor will be charged to our Operating Account and not the Reserve Account.

EXECUTIVE SESSION (Exit Cathe and Ricardo)

- The “Aging Report”, i.e. accounts receivable was discussed.
- It was decided among the Board who would attend the Lucas mediation.
- Joseph Page was selected to fill in the vacant board member position.

Adjournment

No other business came before the board. Motion to adjourn at 9:38 pm.

Motion made: Tim Campion

Second: Robert Boczkiewicz

All present in favor.

Tim Campion
Secretary