

MINUTES
PARKWAY TOWERS HOA BOARD MEETING
JULY 26, 2011

Record of Proceedings

Call to Order

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

Debra Hamon – 906	John Thomas – 1407
Roger Radke - 1501	Paul Giroux – 1504
David Auten – 1201	Deore Bullert – 804
Jack Bowers – 404	Janet West – 202
Wanda Surdi 202	Joseph Floss – 202
David Weiner – 1104	Michael Bruen - 902
Stephen Hooper – 1401	

Home Owners' Forum

- Paul Giroux-stated that the repair work done on his balcony by Renewal Restoration was not acceptable. He also asked if anything had been done about the leak in the lobby.
- John Thomas asked about the status of the exercise equipment.
- David Weiner also mentioned that the multi-use equipment had a crack in one of the metal bars, and asked if it could be repaired. He subsequently submitted the information about this to the Board.
- Paul Giroux commented that Sunday (July 24) someone had a party in the pool area with beer, glass bottles and glasses. We need to post more visible No Smoking signs.
- Mr. Kloss, owner of Unit 202, and his renter, Janet West, presented their case to allow an exception to the association rule of no animals allowed in the building. Ms. West has a cat. Mr. Kloss presented a note from Ms. West's doctor stating that Ms. West 'would greatly benefit by being reunited with her companion animal'. Deore Bullert asked if the cat was a service animal. It is not. Discussion followed. Ms. Bullert and David Auten presented arguments against allowing animals in the building.
- David Auten said two members of the board devoted a lot of hours to the rogr Lucas litigation and deserve everyone's thanks. Robert Boczkiewicz stated that the two board members were John Schneider and Tim Campion.
- Deore Bullert asked if the Board was considering a full time manager for the building.

Acceptance of Previous Meeting Minutes (June 28, 2011)

Motion made: John Schneider

Second: Joseph Page

All present in favor.

Report of Financial Statement by John Schneider

- Reserves - \$92,041.50 as of July 22, 2011. Note: the final special assessment loan payment was made from Reserves. It will be reimbursed from the Operating account when there are sufficient funds.
- Operating cash balance is \$43,875.78 as of July 22, 2011

General comments on the financial statement:

- Deore Bullert asked how many owners are delinquent on their HOA dues; does the HOA have payments plans set up? – Yes; are the bank foreclosures paying? – Yes.
- In the aging report, approximately 26 owners owe a total of \$55,000.00
- Janet West, Unit 202, asked about the holes in her wall from plumbing repairs. Ricardo will send her hard copies of emails to keep her informed of the work in that area.

Acceptance of June 2011 Financials

Motion made: John Schneider

Second: Tim Campion

All present in favor.

Unfinished Business

- A) Vote to ratify Mr. Rooter to clean the drain lines. Cost \$3810.

Motion made: Joe Page

Second: John Schneider

All present in favor.

- B) Security camera system – the board is studying two proposals

1. Protection 1 – has an option to lease.

2. Carter Electronics – did not present an option to lease. Ricardo will ask them to furnish a lease option, especially since this company has worked with Parkway Towers in the past.

3. David Auten asked if the existing building wiring can be used for the security system.

- C) Maximum Leak Repair – Ricardo said that the company is willing to space the considerable amount of work over several months. Ricardo will also propose a priority list. David Auten mentioned the swimming pool bathroom floor leak. John Schneider will present a plan on how much we can spend monthly for the Board's decision.

Cathe mentioned that the leak in the ceiling of the exercise room is possibly from the swimming pool coping. Ricardo will check.

Mr. Kloss, Unit 202, mentioned that Renewal Restoration needs to finish repairing his carpet. Ricardo will send a letter to Renewal.

Paul Giroux said that the Association should sign off on work done in the building. Our lawyer Kim Porter said no to that since that would make the Association libel for the work.

- D) The Board appointed Joseph Page to fill the vacancy on the Board left by Kathy Benham.

- E) Parking Deck report – Ricardo

- Kathy Parker of Borne Engineering is on vacation for two weeks. She is due to return on July 27th. Brown & Co. told Ricardo that all communication must go through Kathy.

- F) 2nd Floor HVAC problems – Ricardo

- Choice will be working on the units next week.

- the holes in the wall caused by the repair work will be repaired will be fixed after Choice finishes.

G) 2nd Floor hallway finish (concrete or carpet) – still pending.

General Comments

John Schneider – the lobby tile has already saved us money due to the recent leak. No carpet to dry out and clean.

Robert Boczkiewicz – thanked the approximately dozen volunteers who helped when water entered the lobby from under an outside door during a recent heavy rain storm. He pointed out that board members devote countless hours dealing with emergencies such as that episode and with ongoing situations, such as having to drain the boiler for three weeks on nights and weekends to keep the domestic hot water supply operating until a new piece of equipment was installed.

David Auten – the shop vacuum is in the Maintenance Room (basement).

- we need to address the lack of door seals on bottom of the lobby doors.

New Business

A) Boiler Side Arm – Cathe Mitchell explained how it works. Joseph Page asked for a copy of the warranty. Motion made to ratify the Side Arm work and pay for it.

Motion made: Joseph Page

Second: John Schneider

All present in favor

The question of installing special heaters to handle just the hot water in the building and not use the large boiler all summer was discussed. The following companies were approached for potential bids:

Choice Mechanical

Aspen

AMS

Slattery

Paul Giroux's brother

B) Motion made to ratify the replacement of the water seal kit for the cooling tower pump.

Motion made: Joseph Page

Second: John Schneider

All present in favor

C) Discussion on the repair of the hole in Unit 1401 made by the repair of the outside porcelain-enameled sheet metal curtain wall building panel. The hole is on the south side of the unit balcony. The unit owners want the hole to remain because they have framed it and view it as a work of art. Payment of the bill was put on hold until a decision is made on whether or not the repair will be made.

D) Broken storm drain – we have an estimate to repair same in the amount of \$2,795 from Mr. Rooter. This broken drain was discovered when we recently had all the building drains jet cleaned.

- John Schneider requested at least one other bid

- Paul Giroux mentioned that there is a large amount of dirt in the garage

- Robert Boczkiewicz suggested that the garage be cleaned at least once a year

- It needs to be cleaned NOW! At the minimum it should be swept.

E) 2010 Financial Audit was briefly reviewed.

- John Schneider commented that the HOA budget replacement fund should be \$44,000 instead of the Audit stated \$30,000.

- Ricardo explained to all the purpose of an audit.

- David Auten stated that we need to clarify exactly what are 'operating expenses' vs 'reserve expenses'.
- John Schneider will post the final version of the audit on line.

F) Cathe Mitchell explained that there will be a government mandated change of florescent light bulbs by January 1, 2012. We will need to change the lights we are presently using, T12, to T8. The actual lights are the same size, but the ballast is a different size. The 8 foot fixtures will need to be changed. **In order to avoid a 25% increase in price by August 1st, we need to order before that date.**

Discussion:

- John Thomas, Unit 1407 – does this change affect individual units? Only if you have florescent lights.
- Mr. Floss, Unit 202 – are the new bulbs interchangeable with the old ones? No.
- Joseph Page, Unit 207 – Will we receive a rebate from Xcel? If yes, how does it work? One estimate of the rebate (FacilitySolutionsgroup) is \$2,273.00
- David Auten, Unit 1201 – can we use LED bulbs? Cathe – they are very expensive.
- is the ballast compatible with LED and florescent bulbs?

Motion made to accept the change over and purchase of the new bulbs.

Motion made: Tim Campion

Second: John Schneider

All present in favor.

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

- 4a) Storage units – unit 'squatter' is now locked out. Kay Wilkerson, Unit 1101, needs to document the situation
- 4c) Pending – garage leak (See Borne Engineering)
- 4d) Carpet cleaning – almost finished
- 4e) Patch, repair and paint the terrace walls on 16th and 17th floors. In process – Carlos Vences – Maximum Leak Repair – he needs to repair interior walls before repairing exterior walls.
- 6b) Pool liner – leak in pool liner? Frank Magaraci from Keystone Diving & Leak Detection, Inc. will be returning to check it out.

Chem-Agua – nitrate levels were below recommended limits because of the closed loop leaks in the system. These leaks have now been repaired by Choice Mechanical, so the next chemical tests should be within limits.

Robert Boczkiewicz asked about the lobby ceiling repair and the salon carpet.

At this time there was much discussion on the quality of the work done by Renewal Restoration;

- quality of overall work on the 2nd floor.
- Paul Giroux's balcony work
- Swimming pool walls deterioration

The Board asked Ricardo to find another company to replace Renewal Restoration. Definitely get someone else to repair the lobby ceiling.

Robert Boczkiewicz asked if the leak from units 204/206 to the lobby was HOA or homeowner responsibility.

Joseph Page strongly recommended that Ricardo should have all bids, contracts, warranties, etc. on electronic file and Cathe should have a hard copy in the office files.

CORRESPONDENCE

- Steve Hooper, Unit 1401, is willing to post a repair amount or sign a contract to have the hole in his wall repaired at a time convenient to them. The hole is on the south side of the unit balcony. The Board decided to leave the hole as is according to the wishes of the owners. The Board also decided that the Hoopers (owners), not the HOA, will be responsible for any expenses due to leaving the hole unrepaired. The Board will have Ricardo handle the details.
- Limited Amendment letters – on hold. Joseph Page will revise them.
- Paul Giroux inquired if we have any new plans for the beauty shop.

EXECUTIVE SESSION (Exit Cathe and Ricardo and homeowners)

- The issue of a cat in unit 202 was discussed. It was decided by the Board not to allow the animal to be in the unit since the owner of the unit was cognizant of the association ruling at the time he rented the unit. It was felt that if we make one exception to the rule, we will have to make more. During the homeowners' forum the majority of those expressing opinion was against animals in the building.
- Tim Campion will call Dan Eikermann (handyman) and ask him his version of what happened between him and Ricardo.

Adjournment

No other business came before the board. Motion to adjourn at 9:44 pm.

Motion made: Tim Campion

Second: Robert Boczkiewicz

All present in favor.

The next meeting will be held on August 23, 2011 at 7:00pm.

Tim Campion
Secretary