

MINUTES
PARKWAY TOWERS HOA BOARD MEETING
AUGUST 23, 2011

Record of Proceedings

Call to Order

- The meeting was called to order at 7:05 pm by Robert Boczkiewicz, President
- Present Board Members: Robert Boczkiewicz, President; John Schneider, Treasurer; Tim Campion, Secretary; Brian Vick, Member-at-Large; Ricardo Lases, Weststar Management; Cathe Mitchell, Manager
- Absent: Joseph Page, 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
Rossana Hiniker - 1404	Michael Bruen - 902
Wanda Surdi 202	Joseph Floss – 202

Home Owners' Forum

- Joseph Floss stated that his fan & coil units are inoperable, and have been for several months. John Schneider told Ricardo to be sure to get Choice Mechanical to “get on it” ASAP. David Auten also commented on this situation.
- Rossana Hiniker discussed a letter she received from the association representative (Weststar) concerning complaints about noise coming from her unit which she is renting from the unit’s owner. She does not open the owner’s mail and therefore did not receive the first letter advising of the fine if the complaint was not acted upon. Rossana insists that the noise is not coming from her unit. She does not move furniture around and does not have any parties. There is also no proof that the noise is coming from her unit. The Board decided that the fine will be cancelled.
- Debbie Hamon complained about the smell of marijuana in her unit and hallway.
- Deore Bullert asked if we had a list of association approved plumbers. We do not have a list because there have been problems in the past of the association recommending a company and for whatever reason the owners are not happy, they then blame the association. Paul Giroux suggested that we use the bulletin board in the garage elevator lobby and if other owners wanted to recommend a specific company they could post the recommendation there. Cathe Mitchell mentioned that there is a binder in the office with many business cards of maintenance companies however no one company is recommended over another.

Acceptance of Previous Meeting Minutes (July 26, 2011)

Under ‘New Business (E)’ 2010 Financial Audit change John Schneider to Ricardo Lases.

Motion made: Brian Vick

Second: Robert Boczkiewicz

All present in favor.

Report of Financial Statement by John Schneider

- Reserves - \$99,414.55 as of August 23, 2011.
- Operating cash balance is \$39,355.60 as of August 23, 2011

General comments on the financial statement:

- John Schneider questioned the amounts Choice Mechanical is charging for the work they are doing. Discussion followed. It was decided that David Auten will meet with Choice and review all our issues with the company, i.e. the amount of work and the charges. It was also decided that if a Choice estimate is \$3000 or greater Ricardo will obtain another estimate. Ricardo will also obtain for us maintenance information on other Weststar buildings so we can compare similar work and costs.
- Cathe Mitchell presented another company named Complete Plumbing. They could possibly act as consultant for us since it appears they have had a lot of past experience with the building.
- John Schneider moved that we table this discussion until the next meeting.
Motion made: John Schneider Second: Robert Boczkiewicz All present in favor.
- John Schneider moved that we write off the amount of \$10,916.52 in Special Assessment Aged Receivables.
Motion made: John Schneider Second: Brian Vick All present in favor.

Acceptance of July 2011 Financials

Motion made: John Schneider Second: Tim Champion All present in favor.

Unfinished Business

- A) John Schneider reported on the proposed security systems:
- Carter does not have a lease option, only purchase.
 - That leaves Protection 1 which has a lease option. Cost is \$1849 plus \$49 a month
This price includes a 22" monitor.
- Motion made to accept the Protection 1 proposal: Brian Vick Second: Robert Boczkiewicz
- All present in favor.
- B) Drain repair
- Cathe related the explanation from Complete Plumbing that the plugged garage (north end) drain connects to the drain from the equipment room and then runs to the sump pit in the north east corner of the garage.
- Ricardo will obtain a proposal to clean the sump pit. He will also check to see if Complete has a warranty for their work. Once the information is obtained the Board will have an email vote.
- C) Ratification of Maximum Leak Repair work proposal:
- Motion made to pay \$2,500.00 monthly: Tim Champion Second: Brian Vick
- All present in favor.
- Ricardo will also check with Carlos Vences (MLR) on the inclusion of the pool windows in his work estimates.
- D) Ricardo commented that the irrigation system should be maintained and repaired by Lightning Mobil, Inc which has the contract for landscaping.

E) Financial Audit – comments (page numbers refer to pages in the board ‘packet’)

Page 56 #15. Second sentence should be, “The goal of Board of Directors is to adequately provide for future repair and expenses.

Page 56 #17. What is Form 1120-H?

Page 55 #12B What about litigation re: Roger Lucas?

Page 64 Under “Other repairs and maintenance” – what is \$90,718 for?

Page 65 What is the “operating fund debit” of \$72,996?

Page 69 The ‘first payment’ is not 2010 but 2009. Note: Ricardo – please check the correct date.

Are we depreciating assets?

Comcast:

Page 73 #4 if Comcast contract is signed, is Direct TV able to also provide service?

Discussion followed with respect to the Comcast contract. It was decided by the Board to not sign the contract.

F) Exercise room – replacement piece for multi-exercise equipment.

Motion to accept replacement: John Schneider Second: Robert Boczkiewicz

All present in favor.

New Business

a) Parking Garage Sweeping/Power Washing Proposal

Motion to accept the Lightning Mobile, Inc. proposal for \$1,100. This proposal includes striping the parking areas. This work is not to be done until the garage is cleaned.

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

b) Proposal to paint the hallway on the second floor.

David Auten offered to paint the floor – primer first and then gunmetal gray Friday Aug. 26th. The Board agreed to accept David’s proposal.

c) Asphalt Repair Proposal

This proposal refers to what appears to be water leaking from the guest parking lot into the northeast corner of the parking garage, bringing a lot of dirt with it. The Board needs to inspect this area.

There were too many questions about this estimate for the board to act upon it.

The Board asked Ricardo to obtain another bid for this work.

d) Tread Tape at Entry Steps Proposal/Parking Garage Yellow Stripes Removal Proposal

John Schneider and David Auten will replace the entry steps tread tape and garage yellow stripes.

Motion made to accept offer: John Schneider Second: Brian Vick

All present in favor.

e) Manager’s Report –Action Items/Report

4a) Cathe – Storage report update. Cathe said that she will have to do it over.

4b) Kathy Parker – Bornengineering. Ricardo will have them check out the leaks from the west wall of the parking lot.

5a) Maximum Leak Repair update. Work is in process.

6b) The leaks in the pool liner have been repaired.

Ricardo said Weststar staff, when it receives a call from a Parkway resident reporting a perceived or actual problem, is instructed not to incur overtime charges for the HOA by dispatching a contractor on nights or weekends without approval of a board member. An exception would be for serious emergencies when a board member can't be contacted.

CORRESPONDENCE

- A) Limited Amendment to Amend the Declarations of Parkway Towers.
-this is still a work in progress.

General Comments:

Debbie Hamon – we need to protect the elevator entrances. (Shopping carts, etc. damaging them)
John Thomas – do we have a bad debt update?

EXECUTIVE SESSION (Exit homeowners)

Beauty Salon Contract – Scott Dube needs a commercial permit to do any work in the unit. At the present time he does not qualify to receive such a permit.
Joseph Page and Scott will discuss what needs to be done to make it habitable, i.e. refrigerator, etc.

Mr. Rooter has a six month warranty on the drain cleaning.

The Board decided to raise the fee for a replacement (main entrance) key to \$100.00. This is to be posted on the bulletin board and sent in a letter to all owners. Action – Ricardo.

Adjournment

No other business came before the board. Motion to adjourn at 9:49 pm.

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

The next meeting will be held on September 20, 2011 at 7:00pm.

Tim Campion
Secretary