

MINUTES
PARKWAY TOWERS HOA BOARD MEETING
SEPTEMBER 20, 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
- Unit owners/renters present:

Debra Hamon – 906	John Thomas – 1407
Roger Radke - 1501	Paul Giroux – 1504
Michael Bruen - 902	Reid Phillips – 103
Nat Sekhar – 1102	Emily Takacs – 1102
Ramona Oates – 201	Shirley Williams - 1202

Home Owners' Forum

- Ramona Oates – unit 201. Ramona received a letter from the association with respect to removing the cat in her unit since no animals are allowed in the building. She stated that her doctor said she needed the cat to help with her depression. Ricardo Lases told Ramona that she needs to take this issue to the owner or rental agent, and that if her doctor wishes to pursue the matter the procedure is long and tedious.
- Emily Takacs – unit 1102. Complained about the way board member Tim Campion treated her and her friend when they were found swimming in the pool when it was closed for repairs. She claims that they entered the pool from the stairwell where there was no sign, and that the sign on the other doors into the pool stated it was closed on July 27th. The day they were swimming was the 29th. She petitioned that the letter be removed from her files so that there is no “first” notice in her file.
- Reid Phillips – unit 103. Informed the Board that he is going to be remodeling his unit and that he will be obtaining work permits from the city.
- Paul Giroux - questioned when does management have the right to enter an owner’s unit without the owner’s permission. The building management may only enter an owner’s unit without permission in an emergency. A sign should then be left on the door of the unit stating that management has entered and the reason why.
- Roger Radke – asked if the work on the drain in the south end of the parking garage has been finished. The drain work was completed, but Weststar was not satisfied with the quality of the cement work that was done so it is being redone.

Acceptance of Previous Meeting Minutes (August 23, 2011)

Motion made: Joseph Page

Second: John Schneider

All in favor.

Report of Financial Statement by John Schneider

As of August 31, 2011

- Operating Cash Balance - \$10,406.84
- Reserves - \$99,450.90

As of September 20, 2011

- Operating Cash Balance - \$36,234.58
- Reserve Balance - \$103,117.90

Acceptance of August 2011 Financials

Motion made: Joseph Page

Second: Tim Champion

All present in favor.

Unfinished Business

There was no unfinished business to be discussed at this time. Some questions on the Financial Audit are to be discussed in the Executive Session.

New Business

- a) The deadline for anyone who would like to be a contender for the Board of Directors is Wednesday, Sept 21, 2011.
- b) Status of the parking deck leaks. Tim Champion related his and Ricardo Lases' meeting with Borne Engineering, Brown Bros, the BASF product representative, and an engineer. Water tests were conducted to locate the leaks into the parking garage, and the parking surface was thoroughly inspected. The conclusion of the (engineering, installation, product) team is that the leaking is caused by normal wear and building movement and can be taken care of with normal maintenance. Therefore this repair is NOT covered by any warranty.
 - Joseph Page stated that he thought we should definitely make a claim for the repair.
 - John Schneider said that our legal expenses have been high this year and before we make a claim he would like Ricardo to contact another company that handles the BASF Products and have them check the parking deck situation and condition.
 - Michael Bruen commented that we could always make a claim in Small Claims Court up to \$5000.00.
 - Paul Giroux commented that both times the parking deck has been repaired, we have had leaks immediately after the repair was completed.
 - Nat Shekar stated that he is an engineer and that all contracts should have a warranty included.
 - Robert Boczkiewicz stated that we will wait to have Brown Bros. work on the repair until Ricardo obtains another company to check on the damage.
 - Cathe Mitchell asked if the deck maintenance was explained when it was installed. Robert Boczkiewicz read from Technical Bulletin No.21 of BASF, the company that manufactured the coating system: "The plows should also be provided with 'runners or shoes' to carry the weight of the plow. As a standard routine maintenance cleaning recommendation, we suggest cleaning any remaining de-icing salts after the winter season."
- c) Main water line repair. This small leak was pointed out by Choice Mechanical on a walk through. Choice believed it should be the responsibility of the City of Denver to repair it. When the City Water staff came to check it they said that is was our responsibility and we had 10 days to complete the repair. We have received three (3) bids for the repair:

Choice Mechanical - \$2100.00
Five Star Plumbing - \$2750.00
Mr. Rooter - \$3300.00

Motion made to accept the Choice bid: John Schneider Second: Robert Boczkiewicz All in favor.

Robert Boczkiewicz commented that Choice Mechanical has agreed to the following wording change in their contracts, from, "Repairs that will exceed the original estimate by more than **ten (10%)** require prior approval by the customer prior to completion."

d) 5" Butterfly Valve replacement proposal was discussed. This valve is the cause of the increased heat in the garage elevator lobby from a leaky steam line. The Board decided that this is not a priority item at this time and we will table it for the time being.

Paul Giroux commented that he believes that the mail boxes are blocking two vents in the mail room/elevator lobby. Robert said that the next time the Fire Department comes to inspect we will bring this subject up with them.

e) The Board voted to accept the proposal from Choice Mechanical for the replacement of the defective sump pump located in the garage. Cost is \$624.00.

Motion made: John Schneider Second: Robert Boczkiewicz All present in favor.

f) Replacement of Ballast and Lamps Proposal

- John suggested that we consider replacing the lamps as they burn out instead of doing them all at once.
- Cathe mentioned that by doing it all at once we are eligible for an Xcel rebate.
- there are installation bids from CEI Electric and Lightning Mobil (1 year warranty). The Facility Solutions Group (FSG) only supplied the bulbs.
- Nat Sekhar offered to do an analysis of the estimates coupled with the rebates offered so we can make a more informed decision.

g) Manager's Report

-Seminole Gas – the purchase price today is 4.75 for the natural gas contract which supplies us November through April. Last year we paid 5.60. John will study the charts and let us know.

Garage Power Washing

Robert Boczkiewicz read a letter with respect to the garage sweeping and power washing. The following items were noted and will be acted upon:

- 1) We need to lock the trash chutes since the garbage area will also be power washed at this time.
- 2) We will have one of the dumpsters left outside in the guest parking area for use by the residents while the trash chutes are locked.
- 3) Michael Bruen suggested that residents either empty or waterproof their lockers so as to not damage anything inside them. Notices will be posted advising residents that they will not be able to access the garage nor their lockers while the garage is being cleaned.
- 4) All automobiles need to be removed to outside parking during the washing.

MLR (Maximum Leak Repair) has completed work on Unit 104. They are scheduled to be working here at Parkway Towers this week.

h) Additional Items from the Board

- Motion was made by the Board that any estimates received by Parkway Towers of \$3000.00 or greater will automatically require two (2) more bids for a total of three (3) bids.

Motion made: John Schneider

Second: Joseph Page

All present in favor.

Air Conditioning – will be turned off in a week or two, and the heat will be turned on sometime in October.

Joseph Page expressed thanks to David Auten and John Schneider for painting the second floor hallway. It looks 100% better. David and John subsequently received many offers to paint other hallways.

John Schneider announced that the association has bought at a discount an elliptical machine for the exercise room to be delivered by the end of the month.

CORRESPONDENCE

A) Limited Amendment to Amend the Declarations of Parkway Towers.

The Board decided not to discuss this issue at this time. Joseph Page will review the original document and work with Ricardo to re-present the amendment.

EXECUTIVE SESSION (Exit homeowners and Cathe Mitchell)

Nat Sekhar was presented as a Board member candidate.

Ricardo Lases was requested to have letters reviewed by a board member before being sent out.

We have not had a response from the residents/owners of Units 201 and 708 to letters advising them that keeping cats in the building is not permissible. Joseph Page has seen cats in both units 201 and 202. Ricardo will follow up with these. The resident of Unit 201 needs to deal directly with her landlady/leasing agent. Ricardo has spoken with the landlady and she is not cognizant of the cat in her unit.

Mr. Floss' and his lawyer's letters - our lawyer, Kim Porter, has answered the lawyer's letter but to date we have had no response from them.

Charges from our aging report that are uncollectible will be removed from the financials next month – action Ricardo.

Ricardo will produce a new form for building key replacement.

Tim commented on Direct TV. We need to find an interior flu/duct to run cables if we wish to have it.

John Schneider asked Ricardo to obtain quotes to paint the hallways, and also for new snow removal quotes that include rubber blades with blade shoes and runners.

John asked about the status of the main lobby doors threshold flashing.

John asked for handyman recommendations.

With respect to the complaint from the resident of Unit 1102, Emily Takacs, the Board decided to keep her letter in the file with a note that this is not to be counted as a first offense.

Adjournment

No other business came before the board. Motion to adjourn at 9:15 pm.

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

The next meeting will be held on October 25, 2011 at 7:00pm.

Tim Campion
Secretary