

MINUTES
PARKWAY TOWERS HOA BOARD MEETING
OCTOBER 25, 2011

Record of Proceedings

Call to Order

- The meeting was called to order at 7:04 pm by Robert Boczkiewicz, President
- Present Board Members: Robert Boczkiewicz, President; John Schneider, Treasurer; Tim Campion, Secretary; Ricardo Lases, Weststar Management; Cathe Mitchell, Manager
- Joseph Page, Member-at-Large – present by conference call; Nat Sekhar – excused absence.
- Unit owners/renters present:

Debra Hamon – 906	John Thomas – 1407
Roger Radke - 1501	David Weiner - 1104
Deore Bullert - 804	Shirley Williams - 1202

Home Owners' Forum

- David Weiner – asked about the status of the exercise room replacement equipment. Ricardo explained that he is handling the payment logistics. The total is \$285.00 plus \$100.00 shipping. David said he would install it once the piece has arrived.

Acceptance of Previous Meeting Minutes (September 20, 2011)

Motion made: John Schneider

Second: Robert Boczkiewicz

All in favor.

Report of Financial Statement by John Schneider

As of September 30, 2011

- Operating Cash Balance - \$8,594.19
- Reserves - \$93,209.99

As of October 25, 2011

- Operating Cash Balance - \$33,131.20
- Reserve Balance - \$93,209.99

Discussion followed (1) touching on the rebates for the installation of new lights – it has not yet been applied for since the installation has not been finished, and (2) the overall condition of the HVAC system and Choice Mechanical. Since January we have paid Choice a total of \$27,400 out of reserves (capital expenditures).

John Schneider questioned the Xcel bill calculation.

Deore Bullert questioned if we should be looking for another mechanical (HVAC) company instead of Choice. John and Robert informed the meeting of the Board's meeting with Choice last month and how we expressed our concern of the amount spent with them during the year.

Acceptance of September 2011 Financials

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

Unfinished Business

- Robert B. requested ratification to the vote taken by email of Nat Sekhar's analysis of the projected results of changing the lights in the building and accept the changeover.
Motion made: John Schneider Second: Robert Boczkiewicz All present in favor.
- Irrigation System Winterization– Ricardo Lases and Cathe Mitchell called the landscape company last week, but it has not yet been done.
- Leaking gas line in the boiler room – repair staff was on-site today. It will be repaired Friday at 10 a.m. Choice will be shutting off the heat.

New Business

- a) Snow removal contract by Lightning Mobile:
- the snow plow must be rubber bladed with shoes/runners.
 - we have two proposals, one price for a seasonal contract and the other a 'per visit' charge contract. Following discussion the Board decided to go with the 'per visit' contract.
- Motion made: John Schneider Second: Robert Boczkiewicz All present in favor.
- b) Cathe Mitchell explained the new building master key exchange policy. This master key is the key to open the front door, south door entrance, exercise room, and 17th floor doors.
- Cathe mentioned that the locksmith recommended that we use all new keys instead of the older keys we now have.
 - The key policy is as follows: **"Keys are to be given to unit owners. If a tenant is requesting a key, they must contact the unit owner. Unit owner must send a written request (email/mail/fax) authorizing management to provide a key to their tenant. This written request will remain in the unit files."**
- A motion was made for the following:
- To replace a key (old key turned in) the charge is \$5.00.
 - To purchase a lost or missing key, or to buy an additional key, the charge is \$100.00.
- Motion made: John Schneider Second: Robert Boczkiewicz All present in favor.

Discussion was held on letting in residents/ tenants into their units who do not have a key: the following policy was formulated: for a resident who seeks entrance into their unit without a key when the building manager is on duty

- 1st time – no charge
- 2nd time - \$10
- 3rd time - \$25
- \$25 each additional time after that
- If a resident needs entrance to their unit when the building manager is off duty, they will have to call a locksmith.

Motion made to accept this policy: John Schneider
Second: Tim Champion All present in favor.

Discussion was held concerning having the Exercise room locked. Historically in the past it has been kept locked, but recently because of a broken lock it has been unlocked. Joe Page asked Ricardo Lases to check on what the policy is with regard to child security and the locked room. Meanwhile we will continue to keep it locked.

c) John Schneider explained the draft of the 2012 Budget.

- there are two templates; Template 1 represents one employee (manager), Template 2 represents an additional employee being a part-time handyman (a total of two employees).
- the handyman is budgeted at \$15 per hour for 20-25 hours a week
- the budget is taking into consideration the following increases
- inflation 3.9%
- water 13%
- electricity 3-8%
- sewerage 45%
- Ricardo explained how he arrived at the expense reductions

d) Water seepage from the Cadillac Condominium – not discussed at this time.

e) Manager's report – Ricardo Lases

- As a cost saving measure the repair schedule for Maximum Leak Protection, Carlos Vences, is postponed for a month. October is cancelled and the work will resume in November.
- The August financials have not yet been posted on the internet.

f) Additional items from the Board:

- Studded snow tire/chain policy.

The manager, Cathe Mitchell, will post the policy in the building.

Ricardo Lases and Cathe will disseminate this info to all owners and renters.

Ricardo Lases will make this policy and the key policy an addendum to the Rules and Regulations.

g) Additional items from the Board:

- Audit questions – John Schneider asked Ricardo Lases to review the insurance statements
- Outside parking space #105 –oil leak- resident must move the car until it is fixed.
- Unit 103 wants the water shut off on Friday, please wait until Tuesday when we have the scheduled building shut off – Ricardo and Cathe to notify resident.
- the heat in the building will be fixed on Friday. Replacing an E switch on the boiler.
- Ricardo – please check with Kim on exactly what we can do an assessment for.
- Ricardo and Cathe please notify all owners that for the next meeting we will have the hallway carpet replacement and painting on the agenda, and a preliminary discussion on a special assessment for this issue. There will be NO decision made until the February Annual Meeting.

CORRESPONDENCE

A) Reports of a dog in unit 1404. Cathe will spot check unit.

B) Ricardo – please send a letter to Christine Duran, unit 1204, refuting her statement that the Board has done nothing about loud and disruptive noise from unit 1404. The Board is doing our best to control this situation and will enforce all building rules fairly.

EXECUTIVE SESSION (Exit homeowners and Cathe Mitchell)

A discussion was held concerning public minutes and private minutes. Ricardo Lases will check with Kim Porter on this question.

Parking Deck:

We discussed the letter Kim Porter wrote to Brown Brothers with respect to the parking deck. We requested a change of the wording, “problem with the coating” to “normal maintenance”. Please add to the letter that we would like a 21 day response.

Ricardo will also file a warranty claim with BASF.

Insurance:

Have Kim Porter review our insurance coverage. We have been advised that our insurance company, Philadelphia, is not renewing our policy. Ricardo is working on finding a replacement company.

Adjournment

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

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

The next meeting will be held on November 29, 2011 at 7:00pm.

Tim Campion
Secretary