

MINUTES
PARKWAY TOWERS HOA BOARD MEETING
NOVEMBER 29, 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; Nat Sekhar, Member-at-Large; Ricardo Lases, Weststar Management; Cathe Mitchell, Manager
- Joseph Page, Member-at-Large – present by conference call.
- Unit owners/renters present:

Debra Hamon – 906	John Thomas – 1407
Roger Radke - 1501	David Auten - 1201
Arleta Benham – 1008	Kathleen Benham – 1008
Pat Kulp – 1203	Michael Bruen - 902

Home Owners' Forum

- Kathy Benham – inquired about the status of the removal of the mold in her unit. Dan from Choice had removed the cabinet in her bathroom in mid-November and nothing has been done to date. Ricardo Lases will give Kathy a time line for the mold removal and repair.
- Michael Bruen – asked what the status of the internet in the building. Presently we have Wi-Fi only in the lobby. For all the residents there is the availability of Comcast and CenturyLink. These last two must be contracted by the individual.

Acceptance of Previous Meeting Minutes (October 25, 2011)

Motion made: Joseph Page

Second: Tim Campion

All in favor.

Report of Financial Statement by John Schneider

As of October 31, 2011

- Operating Cash Balance - \$7,389.15
- Reserves - \$93,239.25

As of November 29, 2011

- Operating Cash Balance - \$30,429.19
- Reserve Balance - \$90,547.27

Since June we have spent more each month than we have received.

Kathy Benham offered to purchase the HOA garage parking space for \$5,000.00.

Acceptance of October 2011 Financials

Motion made: John Schneider

Second: Tim Campion

All present in favor.

Unfinished Business

- 2012 Budget
 1. Discussion on proposal to replace carpet and paint all the hallways. This will be a topic for discussion and voting at the Annual Meeting in February.
 2. Comments by Robert on the trash removal and HVAC contracts. He announced the Board and Ricardo negotiated a decrease in these recurring charges, which is especially positive considering that the cost of many services are increasing.
 3. John Schneider explained the reasoning behind and the cost of adding an additional employee (maintenance person) in the 2012 budget. This is just one of the budget item increases responsible for the 6% increase in our monthly assessment.
- David Auten briefly explained that the Energy Savings plan he is investigating is based on the same principles as the Denver Tabor Plan.
- Robert Boczkiewicz mentioned that Nat Sekhar, a professional engineer, recommended that the 2012 budget include, if possible, about \$3,500 to hire an engineering firm to investigate solutions it would recommend to stop leaks into the parking garage on the west and north walls.
- John Schneider discussed several different ideas to increase revenue.

New Business

A) A discussion was held on the different insurance companies that have presented estimates to the association. The final decision will be held tomorrow. The Anderson-Ban Insurance, Inc. is in the forefront.

At this point John Schneider made a motion to increase the monthly dues (assessments) by 6%.

Motion made: John Schneider

Second: Robert Boczkiewicz

All in favor.

B) Weststar Management Contract – discussion was postponed until next month.

C) Choice Mechanical Contract – it was suggested that we change the monthly Preventative Maintenance check (\$370) to a quarterly Maintenance check (\$800). Choice is in the building so frequently that we feel a monthly check is not necessary. This would be a savings of \$1240 a year. A provision to the contract is also to be added that the inspection is to be made during normal business hours so as to not incur overtime charges.

Motion made: John Schneider

Second: Robert Boczkiewicz

All in favor.

D) Interior repair work to units 105, 906, 1006, 1008, 1106, and 1108. Ricardo to insure that all the repair work includes mold treatment. Ricardo will also get more mold bids.

Ratify the Pressure Washing Plus proposal for this repair in the amount of \$1705 total.

Motion made: John Schneider

Second: Robert Boczkiewicz

All in favor.

E) Ratification of Proposal to repair the water leak in the Mechanical Room by Choice Mechanical in the amount of 1216.00.

Motion made: John Schneider

Second: Joseph Page

All in favor.

F) Ratification of leak repairs to the parking deck from Brown Brothers. \$1233.00 to repair present leaks, and \$3510.00 to rout and seal newly formed cracks that are visually evident but not yet leaking.
Motion made: John Schneider Second: Robert Boczkiewicz All in favor.

G) Manager's Report: 2a – Kathy Benham meeting minutes for January 2011 and the February Annual meeting in process
 4b garage leaks – west wall – on hold
 4c leaks on parking deck – in process

CORRESPONDENCE

Laura Mace – Unit 204. Leak in fan & coil unit. The HOA is responsible because there is no negligence on the part of the homeowner.

Additional comments: Kathy Benham suggested that we increase the monthly dues 2% and then have a special assessment.

EXECUTIVE SESSION (Exit homeowners and Cathe Mitchell)

It was voted on to turn over the collection of a delinquent owner from the law firm to a reputable collection agency.

Motion made: Robert Boczkiewicz Second: Joseph Page All in favor.

Ricardo Lases reported that in order to do a revision of the square footage of all the units would require a change to the Declarations, an appraisal of the units, and then a vote of all the homeowners. Our law firm would charge \$5400 for this service. The reason for this revision would be to capture additional income from homeowners who have enclosed their balconies and increased the square footage of their units, therefore increasing their monthly assessment fee.

The next meeting will be held on December 27, 2011 at 7:00pm.

The meeting adjourned at 8:55 pm.

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

Tim Campion
Secretary

Revised: 1720 hrs. 12/27/2011