

MINUTES
PARKWAY TOWERS HOA BOARD MEETING
DECEMBER 27, 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; Joseph Page, Member-at-Large; Ricardo Lases, Weststar Management; Cathe Mitchell, Manager
- Excused absence: Nat Sekhar, Member-at-Large
- Unit owners/renters present:
Debra Hamon – 906 Paul Giroux - 1504
Roger Radke - 1501 David Auten - 1201

Home Owners' Forum

- Paul Giroux – move in/out damage deposit. There rarely is a check after the move to see if there is any damage, because many moves are in the afternoon and weekends when no manager is present. If we hire a handyman he can check the PM moves.
- Roger Radke – complimented the holiday party organizers and also David Auten and John Schneider for the decorating.
- Robert Boczkiewicz - thanked those who put up holiday lights and for the party suppliers.
- Joseph Page – reported that he has spoken with Brown Bros and BASF and the ice melt we are using on the parking deck is safe and recommended to use.
- Debbie Hamon – reported that the back (west) parking lot has been plowed.

Acceptance of Previous Meeting Minutes (November 29, 2011)

Motion made: Joseph Page

Second: Robert Boczkiewicz

All in favor.

Report of Financial Statement by John Schneider

As of November 30, 2011

- Operating Cash Balance - \$6,793.25
- Reserves - \$90,577.30

As of December 27, 2011

- Operating Cash Balance - \$25,217.40
- Reserve Balance - \$77,925.30

The main reason for the large decrease in the Reserve Balance was that we had to send a check to the new insurance company in the amount of \$12,652.00. We did not have that much in the operating account so it had to come out of reserves for the time being. Reserves will be replenished when we have the money in the operating account.

A discussion followed on moving money around in our accounts.

Acceptance of October 2011 Financials

Motion made: John Schneider Second: Joseph Page All present in favor.

Unfinished Business

- a) Ratification of the acceptance of the new insurance policy.
Motion made: Tim Campion Second: John Schneider All present in favor.
- b) Ratification of the Weststar Management Contract
Motion made: Joseph Page Second: John Schneider All present in favor.
- c) Ratification of the repair to units interior damage by All Set.
Motion made: Tim Campion Second: John Schneider All present in favor.
All repairs in this area have been completed.
- d) Ricardo Lases – please obtain a written report that the mold has been removed.
Cathe Mitchell - commented that the owners of the repaired units are happy with the quality of the work.
The board had a short discussion on taking care of the homeowners.
Joseph Page – suggested we have this discussion at a later date.

New Business

- A) Sewer Line Repairs behind the boiler. Ricardo asked for more days to secure a fourth bid. We presently have bids from 5 Star Plumbing, Complete Plumbing, and Mr. Rooter.
- B) Mr. Rooter's bid to repair the utility sink on the 1st floor includes new hot and cold water supply lines. Since the repair needed is to the drain, we don't understand why the water supply lines have to be repaired. Ricardo will check with Mr. Rooter.
- C) Handyman – could help remodel the beauty salon once he is working.
Robert Bozckiewicz commented that we have to be sure that we have the funds to pay him before he is hired.
John Schneider said that his plan was to have someone hired no later than March. John presented a written job description for the handyman.
Discussion followed on the handyman's hours and duties.
David Auten stated that the handyman should have flexible hours because of the nature of his work.
The Board is to make suggestions to the handyman job description.
- D) Ideas to Raise Revenue and Reduce Expenses
John Schneider suggested we continue to investigate the Eaton Energy Solution Program and also check into an Excel Energy Audit.
 - 1. The move in/out fee will rise to \$250.00 and \$100.00 will be retained as a charge. Therefore two checks will need to be given to the building manager, one for \$250.00 and another for \$100.00.
Motion made: Joseph Page Second: Tim Campion All present in favor.
- for furniture deliveries only a deposit of \$250.00 will be required.

New Business cont.

- we need an amendment to the Rules and Regulations pg. 4, 1b. stating to the effect that “a deposit of \$250.00 plus a non-refundable fee of \$100.00 will be collected from the unit owner at the time a move is scheduled with the Manager.” The effective date for this amendment is February 1, 2012.

2. Motion that for the use of the Party Room on the 16th floor, a deposit of \$175 and a non-refundable fee of \$75.00 will be collected from the reserving party before the event.

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

- as in #1 above we need to amend the Rules and Regulations, pg. 13 number 24 to reflect the motion. The effective date for this amendment is February 1, 2012. Ricardo Lases will make the changes and mail them to all owners.

E) A special assessment to repaint and re-carpet the hallways was discussed. Ricardo will check with our lawyer, Kim Porter, to clarify the financial regulations of the assessment, and the vote needed to approve it. He will also ask Kim to explain in full the meaning of the word “association” in our legal documents.

F) The Association parking space – the board decided to rent it and not sell it. Ricardo will verify that we can rent it.

G) Manager’s Report

1. Parking deck – Brown Bros. needs three days of 40+ degrees to work on deck.

2. Kim Porter will send a letter to Kathy Benham with respect to the minutes of the Board meeting from last January and the minutes from the Annual Meeting in February.

3. Chem-Aqua leaks – Ricardo will be checking on the status of the leaks.

There was no Correspondence

Executive Session.

Mary Roybal – the Board decided to accept the superlein amount (equal to six months of dues).

Motion made: Joseph Page Second: John Schneider All present in favor.

The next meeting will be held on January 24, 2012 at 7:00pm.

The meeting adjourned at 8:45 pm.

Motion made: Tim Campion

Second: Robert Boczkiewicz

All in favor.

Tim Campion
Secretary

Revised: Jan 11, 2012