

MINUTES
PARKWAY TOWERS HOA BOARD MEETING
JANUARY 24, 2012

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; Ricardo Lases, Weststar Management; Cathe Mitchell, Manager
- Absent: Nat Sekhar, Member-at-Large; Joseph Page, Member-at-Large;
- Unit owners/renters present:
 - Paul Giroux – 1504 Kathleen Benham - 1008
 - Roger Radke - 1501 Sue Dugan – 1005
 - Wayne Bard – 602 John Thomas – 1407
 - Richard Steffes – 1107

President Robert Boczkiewicz expressed thanks to Pat Culp and Deore Bullert for their cash contributions to help make the Holiday Party such a success. He also thanked Michael Glasgow and Holly Britton for helping clean (swab) the lobby on the cleaner's day off, and thanks also to Paulette Short for feeding the lobby goldfish.

Home Owners' Forum

- John Thomas – expressed thanks for the new elliptical machine in the workout room, and asked if the association is going to buy a treadmill. We will not be buying a new treadmill at this time due to lack of funds.
- Paul Giroux asked if we will be discussing new hallway carpets at this meeting. Not at this time.
- Wayne Bard asked where he could obtain the financial statements. They are located in the manager's office and on the Parkway Towers website through Weststar. Wayne also commented that there is a hammering noise in the building many times in the evenings and weekends when that type of work should not be going on. He has walked the building, as have John Schneider and David Auten trying to locate the source of the noise without success.
- Sue Dugan commented that we could have more specific information on the electric rates.
- Kathy Benham commented that someone is smoking pot and the smell is overpowering in her unit. Is it possible to post a notice to limit the smoking, or outside on the terraces only, or to cover your vents in the bathrooms so the smell does not migrate to other units? Robert Boczkiewicz asked Ricardo Lases to send a notice to all residents with respect to this problem.

Acceptance of Previous Meeting Minutes (December 27, 2011)

Motion made: John Schneider

Second: Robert Boczkiewicz

All in favor.

Report of Financial Statement by John Schneider

As of December 31, 2011

- Operating Cash Balance - \$221.06
- Reserves - \$81,619.11

As of January 23, 2012

- Operating Cash Balance - \$28,150.13
- Reserve Balance - \$81,619.11

A contribution of \$3,667 was finally made to the Reserve Account in the month of December, 2011, but a contribution of a minimum of \$3,667 needs to be paid to this account for the month of January 2012 to reimburse 2011 HVAC expenses and insurance expenses from this account.

In the month of December 2011 we spent \$16,272.25 more than we brought in from HOA and additional income.

For the entire year 2011 we are short \$11,463.22.

- This is in part due to the residual balance we paid off last year from the parking lot.
- Substantial over budget HVAC expenses.
- A budget shortfall of \$35,122.76 in HOA income.

Comments:

- Sue Dugan – we should not be contributing to the Reserve Account from the Operating Account
- Kathy Benham – asked about the HOA garage parking space she would like to purchase. The Board consulted with its attorney and a real estate agent who is a Parkway Tower unit owner, Sue Dugan. Based on their advice, the Board decided not to sell the HOA's parking space.
- Wayne Bard – asked how many bank owned units were in the building. We have four units, 203, 205, 608 and 803. The banks are paying the monthly HOA dues.

Acceptance of December 2011 Financials

Motion made: John Schneider

Second: Robert Bozckiewicz

All present in favor.

Unfinished Business

- a) Sewer Line Repairs Proposal – located in the boiler room. The board favored the estimate from Quality First Plumbing in the amount of \$1,396.00.
Motion made: Tim Campion Second: John Schneider All present in favor.
- b) Proposal to repair the utility room sink drain
 - Ricardo will ask Quality First Plumbing for an estimate
 - Ricardo will ask Mr. Rooter to remove the building water shut off charge from their estimate.
 - the proposal was tabled to the next meeting.
- c) Handyman – Part Time job description/Hiring Plan – tabled at this time. The board will suggest recommended changes to the job description via e-mail.
- d) Discussion of possible Special Assessment – moved to New Business
- e) Ideas to Increase Revenue and Reduce Expense –
 - 1.) A discussion was held with respect to the meeting held earlier this evening with Eaton Energy, a company that analyzes all energy consuming components in the building and offers recommendations on reducing costs. Sue Dugan related an experience several years ago with a similar proposal. Unfortunately it ended up costing the HOA a considerable amount of money.
 - 2.) Suggestion to change the Beauty Salon to a livable space. At the present time we have one bid to do this. Further discussion was tabled to the next meeting.
 - 3.) Suggestion to increase the laundry fee. The laundry company, Mac-Gray, Services, is planning on increasing fees, but we do not know how much at this time. Ricardo will check with Mac-Gray on the amount of their increase and report back to the Board.Kathy Benham asked if it should consider buying our own machines (washers & dryers). Before we contracted the present laundry company, the HOA did own the machines. They were old and beginning to require a lot of expensive maintenance. The Board at that time did a study and

realized it was more cost effective to contract a company to supply and maintain the machines and the HOA would participate in the revenue.

4.) Reduce the number of lights in the hallways. The Board OK'd this suggestion. Each wall sconce has two lights, we will remove one.

5.) Install motion sensors for lights in the laundry rooms, and possible emergency stairwells. Ricardo will check on the cost of doing this.

Ricardo announced that Xcel energy will conduct an energy audit starting tomorrow. The cost for this is from \$200-\$300.00.

f) Additional Items:

-John Thomas asked about the status of applying for Colorado Landmark Status for this building. At the present time no action is being taken.

New Business

a) Tree Program – the city is offering free trees to whoever wants them. Tim suggested that we obtain some to plant in the green area bordering Hale Parkway between the sidewalk and the parkway. Discussion followed. Motion was made to accept the offer.

Motion made: Tim Campion

Second: John Schneider

All present in favor.

Ricardo will obtain all the necessary information and apply for the trees.

Note: Sue Dugan voiced her opinion that we should not get the trees.

b) Revision of Rules and Regulations/Additional Changes

1) Ricardo will send out **changes only** – not the entire packet. He will also aid Cathe in assembling the Policy Packet in the office.

2) Sue Dugan commented that the policy on use of studded snow tires should be in the Rules & Regulations, not only in the Policy Packet.

At this point we needed a motion to approve the addition of the studded snow tire regulation.

Motion made: John Schneider

Second: Tim Campion

All present in favor.

c) Discussion on which on two options presented by Ricardo to announce the Annual/Special Meeting. Option 1 was selected. Changes to be made are:

- The Heading will state "Special Meeting", not 'Special Assessment.

- correct spelling of 'herby' to hereby.

- insert, "contact Ricardo by Feb 8 for interested Board candidates.

- insert \$60,000.00 amount for special assessment.

- remove, 'and a proxy for the 2012 Special Assessment if you are unable to attend the annual meeting.'

One proxy will cover the Annual Meeting and the Special Assessment vote.

Paul Giroux asked how often the hallway carpets are vacuumed each week. Ricardo will check and report to the Board.

Kathy Benham asked if re-carpeting the elevators was to be included in the Special Assessment. The present plan to re-carpet the hallways does not include the elevators in calculating the Special Assessment. We presently have two sets of carpet 'tiles' for the elevators which when soiled are taken out and washed. It is time to change them now.

John Thomas asked if the residents of each floor can choose the carpet colors. John Schneider explained that with each additional color the estimate of re-carpeting the hallways increases, so there will be a minimum of different color schemes. Samples of the carpets and wall colors will be available in the

lobby office, and estimated individual unit assessment amounts will be sent to each owner with the Annual Meeting notice.

John Thomas asked when the smoke alarm batteries will be checked. The check is usually done when we change time twice a year from daylight savings to standard and back again.

Robert Boczkiewicz – recommended the following changes to the actual proxy statement: insert ‘Special’ before ‘Meeting’ in the title, and also in the last sentence after ‘Meeting’.

d) Manager’s Report – Ricardo reported that Brown Bros. repair to the parking deck has not taken place due to the cold weather. However as soon as they have a forecast of several warmer days they will do the repair.

Correspondence

On page 49 of the packet, in the revised changes to the Rules and Regulations, Page 4, Section 1.b, the word ‘schedule’ should be changed to ‘scheduled’.

Discussion took place on the neighborhood meeting with respect to the proposed Sunflower Market on Colfax, and also the Sembler Co. proposed redevelopment plan for the University of Colorado Hospital site between 11th and 8th Avenues.

Sue Dugan highly recommended Paul Giroux’s brother Rick, for HVAC work stating that he has been doing work for another building she has interest in and he does an excellent job at fair prices.

Executive Session.

Discussion took place on the status of Mary Roybal’s unit.

Tim Champion suggested that we ask our lawyer, Kim Porter, to initiate the FHA application.

The Annual Meeting of Parkway Towers will be held on Monday, February 13, 2012 at 7:00 pm.

The next scheduled Board Meeting will be held on Tuesday, February 28, 2012 at 7:00 pm.

The meeting adjourned at 9:03 pm.

Motion made: John Schneider

Second: Robert Boczkiewicz

All in favor.

Tim Champion
Secretary

Revised : February 12, 2012