

MINUTES

PARKWAY TOWERS HOA BOARD MEETING

FEBRUARY 2.28.2012

Record of Proceedings

1. Call to Order

- The meeting was called to order at 7:00 pm by Robert Boczkiewicz, President
- Present Board Members: Robert Boczkiewicz, President, Tim Campion, Vice President, Justin Chris-Tensen, Secretary, Joseph Page, Member at Large, Cathe Mitchell, Manager.
- Absent: John Schneider, Treasurer
- Unit Owners / renters present: Colette Reynders, 1502, John Thomas, 1407, Roger Radke, 1501, Debbie Hamon, 906.

2. Home Owners' Forum

- a) Collette #1502: Heating unit was dislodged after her renter moved out. The only thought was the perhaps choice had gone into the unit to work on the stacks. Action: Cathe will check her notes and investigate if Choice had been in the apartment at that time.
- b) Joseph Page: Sometimes the doors do not fully close as well as instances when laundry room lights are not turned off after use. He requested reminder notes be placed. Robert verified with Cathe that she will post reminders.

3. Acceptance of Previous Meeting Minutes (January 24th, 2012)

- a) Corrections:
 - Robert asked that the Feb. 28 Minutes reflect that the January Minutes misidentified Holly Britton as being thanked for making a cash donation to the Holiday Party fund. Instead, Holly was thanked by the president for helping mop the lobby, as was Michael Glasgow.
- b) Motion made to accept the January minutes with the above correction noted: by Joseph Page
- c) Second: Justin Chris-Tensen
- d) All in favor

4. Report of Financial Statement by: Joseph Page (for John Schneider)

- a) Today: \$35,264.21 Operating Funds
- b) Today: \$85,313.62 Cash Reserves.

5. Acceptance of February 2012 Financials:

- a) Motion to accept: Tim Campion

b) Second: Joseph Page

c) All in favor

6. Unfinished Business

a) Handyman:

- Robert Boczkiewicz: Ricardo has updated the job description
- Tim Campion: asked for clarification of who the Handyman will report to. Robert (President) pointed out that per the management contract, that all employees must report to the management company (WestStar).
- Joseph: Requested that the paragraph under “qualifications” be reworded as follows:
 - Employee must understand that during his/hers hours of work, he/she only works for the association. No repairs requested by unit owners or tenants may be performed while working for Parkway Towers.
 - Tim Campion Moved
 - Joseph Page Second
 - All in favor – Approved.

e) Ideas to Increase Revenue and Reduce Expense:

- Robert Boczkiewicz: Discussion on salvaging all of the fixtures in the old salon through posting advertisements at wholesale supply houses and/or to post on Craig’s List. The discussion further detailed that a handyman would have to remove the sinks from the plumbing and that any purchaser would have to purchase in a “Cash and Carry” manner. We will not deliver. Cathe also commented that we should also place the lawn mower on Craig’s List as well.
 - Cathe will work with Larry Barges, a unit owner and a former operator of the salon, to inventory the fixtures. She will submit to the Board a draft of a sales notice to be posted on Craigslist and for Larry to post in locations where he has salon industry contacts.
- Robert Boczkiewicz: Let’s consider reducing the lighting in the parking lot. Cathe / Ricardo will investigate where the power supply that controls the light comes from. Joesph Page will also review from a safety perspective.
- Joseph Page: Shared his view regarding the party room: Renting the party room to outside parties would pose too much liability to the HOA. Therefore, the party room will only be rented to home owners / tenants.

- The consensus of the board has indicated that the party room will only be rented to home owners / tenants.
- Also a discussion was held about the fee's for renting the party room. Joseph feels that we should keep the fee's where they are, and Tim agreed. The board's consensus is that the fee's will remain the same.
 - Refundable Deposit is \$250.00
 - Non-refundable usage fee of \$75.00
- Move In / Move out fee's were discussed as well: Consensus is that the fees will remain the same.
 - Refundable Deposit is: \$250.00
 - Non refundable fee is: \$100.00
- Remodel unit 104 for use as a rental unit. The board believes that Ricardo has received four bids, but that has not been confirmed.
- Laundry Room Fees: The board consensus is that laundry room fees will not be raised by the board – in anticipation of the Laundry Company raising the rates in the near future.
- Proposal made to address the 11th floor carpet as you step out of the elevator. It needs to be repaired again. This issue will be communicated to Ricardo.
- WestStar has offered to revise their contract to the extent:
 - A 3rd hour of meeting time to be added to the contract at no charge (for Ricardo to attend)
 - A \$25.00 deduction of the monthly building management charge.
 - The board consensus is that we accept both offers as long as it is offered in a legally binding contract addendum fully explaining the cost avoidance. Consensus was that we would also ask for the "extra hour" be able to be split into 30 minute increments.

7. New Business:

a) Choice Mechanical Inc. Proposal:

- Letter dated February 10th, 2012 regarding the replacement of leaking mechanical seal and 4" expansion boot for building pump #2. The total estimated materials, taxes & labor amount to \$1585.00.

- Tim Campion moves to accept, Joseph Page Seconds – all in favor - with the stipulation that the estimate be revised to include the wording that “If the final price varies more than 10%, that approval must be obtained in advance of repairs” – per previous agreement from Choice that this would be changed in all future bids.
- Clarification was requested on the advice of Choice to “blow down the boiler” for 5-10 minutes once a week to lower conductivity.

b) FHA Proposal:

- Robert asked WestStar to provide an estimate on making the application on behalf of the HOA. WestStar responded that this request was outside of their scope.
- Kim, the attorney will charge \$2250.
- Tim Campion will take the action to follow up with 2 real estate agents to gain further insight on the task (cost benefit analysis).

c) Smoke Detector Notices:

- Test buttons on alarms only test the battery
- Spray smoke tests the functionality of the smoke detector (detection of smoke).
- Board consensus was to approve a letter to be sent out of all residents regarding the annual requirement for testing – with stipulated changes to highlight owner responsibility as well as penalty for non-compliance.
 - Joseph moves to accept.
 - Tim Seconds.
 - All in favor.

d) Managers Report:

- Page 31 / 5a: Investigating balcony leaks & water intrusion.
 - Tim Campion will follow up with Ricardo.

e) Additional Items:

- There have been new leaks reported in some Kitchen Stacks – which the HOA will be responsible for: Leaks were found between Units: 1001 and 1002, as well as 1101 and 1102.
- The extractor fan has been fan – connected to the bathroom vents. It was only a fuse that was blown, and it started up after 6 years of non operation.

f) Cathe's items:

- Discussed placing sensor lighting in the laundry rooms as well as the public bathrooms. However, it would be necessary to purchase a much more expensive sensor switch in order for it to work with florescent bulbs.
 - Ricardo will be requesting a bid.
- Additional discussion ensued that we should wait to review the findings of the energy audit.
 - There is also a bid pending for replacement of "emergency lighting" on 4 different floors. This is a priority – and needs to be addressed within 10 days.
 - Cat issue: Tennant claims that cat provides medical therapy. Tennant must complete all necessary paperwork, gain the certification or the cat must leave the building.
 - Coordination of the landscaping proposal with the hiring of a handyman.

g) March Meeting Agenda Items

- Salon renovation
- Landscaping Bid
- Proposal for the Annual Maintenance of the Pool
- CPA – for the annual audit
- Updated rules "review" (Cathe, Joseph, Tim, and Debbie Harmond will work on proposed revisions).

Adjournment: 8:39 PM

EXECUTIVE SESSION:

- Review of delinquent account
- Review of pending checks

Adjournment: 9:00 PM

End//jc-t

Recorded by Justin Chris-Tensen, Secretary