

MINUTES

PARKWAY TOWERS HOA BOARD MEETING

March 27, 2012

Record of Proceedings

1. Call to Order

- The meeting was called to order at 7:09 pm by Robert Boczkiewicz, President
- Present Board Members: Robert Boczkiewicz, President, Tim Campion, Vice President, John Schneider, Treasurer, Justin Chris-Tensen, Secretary, Joseph Page, Member at Large, Ricardo Lases, WestStar Management, Cathe Mitchell, Manager
- Unit Owners / renters present: Paul Giroux, 1504 – Roger Radke, 1501 – Gail Nawl, 1108 – John Thomas, 1407 – Jerry Bowers, 404 – Shirley Williams, 1202 – Larry Bargas, 901 – Michael Bruen, 902 - Debra Hamon, 906 & Fred Gnadinger, 404.

2. Home Owners' Forum

- Books were moved in the library.
- Weight machine broken in the weight room (pull down bar). Action: Cathe

3. Acceptance of Previous Meeting Minutes (February 28, 2012)

- a) Corrections: None
- b) Motion: Joseph
- c) Second: Justin
- d) Abstain: John
- e) All in favor: the remaining

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

- a) a/o 02/29
 - Operating - \$12,508
 - Reserve - \$89,005
- a/o COB 03/27
 - Operating - \$39,705
 - Reserve - \$92,672

- Operating Balance Low for Month - \$34,824 on 03/02
- Low for Year - \$10,522 on 02/01
- Starting Balance for 2012 - \$24,082

- a/o 02/29
- HOA Income is positive ~\$3,600
- HVAC Repairs are under budget ~ \$4,700
- Plumbing is over ~ \$600
- On-call maintenance and repairs is under \$2500 (nothing used so far)
- Snow Removal is over budget ~ \$3,000
- Legal Expenses are over budget ~\$500
- Reserve Contribution is on target for the year
- 8 units behind \$1000+

b) Motion to accept: John

a) Second: Joseph

b) All in favor: All in favor

5. Unfinished Business

a) FHA Approval Proposal:

- Tim (had an action to investigate): Feels that seeking FHA certification was not necessary, 1). That it might attract less financially stable buyers and 2) that the fee to apply was not in the budget. Realtor recommends that we delay any action for at least 1 year.
- Tim and Robert said "there has been no indication from owners or perspective purchasers that FHA approval is needed in order to obtain financing. Several units have been financed during the period after May 31, 2011, when FHA approval for financing expired. Other purchases are reported to be near closing without any indication that FHA-approved financing was needed."

- Ricardo added we had 32 units either empty and/or rentals – 70 are owner occupied.
- Consensus is that we leave it open to next year and include it in the budget.

b) Handyman:

- Discussion: Ricardo received roughly 80 applicants and interview approximately 7.
- Ricardo: Once he completes 3 more interviews, he will make a recommendation to the board. Action: Ricardo will complete his interviews and ask some of the board members to interview next week. Action: Bob and Tim to interview. Date to be determined.
- Gail Nawls, 1108 asked about the details of the handyman job duties and responsibilities. Ricardo walked through the job description (previously circulated).

c) Additional Items from the Board:

6. New Business:

a) Proposal to Repair Leak Between Units 1107 and 1205

- a. Action – Ricardo to obtain two more bids.

b) Proposal for 2012 Pool / Pool Maintenance:

- a. Opening and Closing dates are Memorial Day and Labor Day respectively.
- b. Bob covered 2 options for maintenance.
 - i. 3 days a week: \$150. Per week
 - ii. 2 days a week: \$110. Per week
 - iii. Ricardo offered that we could go with option 2 and the handyman could pick up the 3rd day.
 - iv. Historically, we have had the pool serviced 3 days a week.
 - v. The budget supports \$7000.00 per year (including repairs).
 - vi. \$525.00 for opening and again for closing the pool was not covered in the proposal.
 - vii. Per Ricardo, the pool company knows that the reason for both options was that the handyman will supplement. Action: Ricardo to assess the current bid to ensure that we are protected against finger pointing.

- viii. John requested that the contract state that Monday's and Friday's are days that they attend to the pool – to ensure that it is clean before and after weekends.
Action: Ricardo.
- ix. Action: Ricardo will follow up to check on the 2 existing drains – and why they may or may not work.
- x. Question was asked about opening date for the pool. Board consensus is that we will stick to the existing dates as it will impact the operating budget.
- xi. Question was asked about getting the steam room system operational would be above \$3000 – but it is not in the current budget – as well as it may require additional insurance coverage. Action: John and Ricardo will plan for this in next year's budget.
- xii. Comment from the floor was to track use of the pool. The intention was to have a camera for the pool for surveillance. Action: To place "adding" a camera to the pool on the April agenda.
- xiii. Joseph moved for pool company for 2 days a week, Bob second. All in favor

c) Proposals to Renovate Unit 104

- a. Discussion held regarding renovation of the unit for rental.
 - i. Action: Ricardo got bids
 - ii. No money in the budget for renovation
 - iii. 3 bids have been received: \$11k to \$23,300.
 - iv. The expected income would be \$900 to \$1200 (per month). And after renovation – there would be little benefit for 2012. Contracts did not identify crisp deadlines.
 - v. Board Consensus is that (with the guidance from John) that we do not have the financial comfort to move forward with this project.
 - vi. Larry Bargas & Bob showed the existing salon fixtures to a potential buyer (cash and carry). Larry reports that the potential buyer was offering \$175.00 for all the furniture, sinks, and sundries. Larry feels that \$500.00 would be fair market value. Actions: Larry to negotiate further. Also, for Cathe to get the assets on Craigs List.
 - vii. Discussion was to "finance" the remodel. Per John, treasurer – we are not in the best financial shape and the process to get an approval would be long and arduous. John is adding to the 2013 budget discussion.

d) 2012 Landscaping Bids

- a. Discussion held: If we get the Handyman hired by April 15th, we may not need to hire a landscaper. Ricardo would like to see if we can avoid getting a Landscaping bid. Cathe commented – that we should get the irrigation up and running. Ricardo has indicated that regardless, we can hire them on time and material (which is detailed in the contract). Action: Ricardo and Cathe to move forward with activating the irrigation and repair (if necessary).

e) Parking Deck Power Washing / Restriping West Parking Lot Proposal

- a. Ricardo led a discussion to clean the decking as well as re-paint parking space numbers. Action: Ricardo to verify that any actions in the contract will or will not impact the warranty. There is also one concrete parking slab be replaced. Question was asked if numbers will be painted on the slab as well as the concrete slab. Action: Ricardo will ensure that numbers will be painted in both places – even if costs are a few dollar more.
- b. Motion made to approve Sweeping, pressure washing and option for outside, striping and parking blocks
 - i. Tim motioned
 - ii. Robert Second
 - iii. All in favor
 - iv. Caveat is that the chemicals will not cause damage to the parking membrane.

f) Remodeling of Hallways

- a. Justin led discussion around another way to approach remodeling.
- b. Joseph – was concerned that as long as it was consistent.
- c. Ricardo – pointed out that we “may” need to collect as assessment for all – or for none. Ricardo to check with the attorney.
- d. John loves the idea as long as there is a consistent pallet and we should pursue the discussion.

g) Excel Energy Audit

- a. John provided an overview: We asked Excel to come in and conduct an energy efficiency study. The report (in short) indicates the items that need to be replaced (not within our reach) but they did suggest a handful of items that we can take action on.
 - i. Lighting controls

- ii. Installing insulation around piping.
- iii. Action: John to review, prioritize, and we will place this on next month's agenda.
- iv. Ricardo on the 2 pumps that have been replaced – are they energy efficient (Premium efficiency motors).
- v. There are some rebates that could be harvested.
- vi. There was some discussion about audits for all units whereby if measures are implemented – then there could possibly be a onetime reduction in monthly dues.
- vii. Cathe also indicated that the same has been offered from the water department. Action: Cathe to email the board once she has all of the information.

h) Meeting with Choice Mechanical

- a. Background: At the February Board meeting, Choice had submitted an invoice for a few thousand dollars for recent heating/cooling work on a couple of Second Floor units -- after we paid \$17k late last year for that type of work that was done on all units on the second floor.
- b. Action: Ricardo is prepared to set up a meeting between the board and Choice. Ricardo will attempt to set up a meeting 30 minutes prior to the next board meeting.

i) Annual Shredder Proposal:

- a. Tim led discussion on having a Shred company in one time per year for a shredding.
- b. There are two options: Shred on site or the Shred it at a later time.
- c. Action: Tim to investigate further.
- d. Action: This will be on the agenda next month for discussion.
- e. Cathe also raised the opportunity to have the same thing done for removal of toxic chemicals (Action: Cathe).

j) Manager's report – Action Items / Reports

- a. Reference: Page 78 – proposal for adding pieces of equipment to our boilers (see detail).
- b. Action: Ricardo will follow up with Choice and Chem-Aqua to discuss discrepancies – and will notify the board of the dates.

k) Additional items from the Board:

- a. John: The board put \$20k in capital improvements. John's ask was to confirm that the board still would like for that to be implemented? 5k was set aside for pool updating / furniture. Joseph requested that the old furniture be removed, not kept on site and repurposed. Joseph moves that we replace some furniture, as well as repaint (renovate) including the wall repair. Action: Ricardo to get another bid before we move forward and it will be managed outside the board meeting on email. Board reached consensus.
- b. Rug repair. \$400.00 for all. Action: Ricardo will follow up with the company.
- c. Bob: Led discussion on rule enforcement. Enforcement is occurring -- but each instance has not always been publicized. Example -- an owner was fined last week \$100 for a second violation of having a pet."
- d. Janet West informed the board that she was going to file a civil law suit so that she can have her cat (health companion). The board informed her that the action was hers to take -- more specifically, the board has "not" denied her having a cat, but simply that we have not received an application for relief due to her being in need of a "companion" animal. No further board action is recommended at this time.

l) Robert: moved to close at 8:33 pm.

EXECUTIVE SESSION:

- Executive session began at: 8:37.
 - Question was asked: Do renters have standing at a board meeting. Ricardo suggested that Bob kick off each meeting with comment they can attend, but cannot speak. Action: Joseph to investigate that a governing document does indeed contain such a provision."
 - 1404 received a letter and a fine of \$100.00 for having a dog -- she will be moving out in May. Renter claimed that Ricardo rescinded the fine -- which is not true per the board. The fine will stand. Robert asks that the language be changed when the receiver is a renter.
 - Justin led a discussion about leading on informing all owners how to protest their tax bill due to the decline in real estate value. Action: Joseph to discuss with Cathe the best way to inform. Action: Justin to send Joseph the web address.

Adjournment: 9:05 PM

End//jc-t

Recorded by Justin Chris-Tensen, Secretary