

MINUTES

PARKWAY TOWERS HOA BOARD MEETING

May 22, 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, John Schneider, Treasurer, Justin Chris-Tensen, Secretary, Joseph Page (by phone), Member at Large, as well as Ricardo Lases, Weststar Management and Cathe Mitchell, Manager, and newly hired Handy Man – Sean Burks.
 - Discussion: Bob provided an overview of Sean's background which consists of years of experience with a family business consisting of single family, condo's, and commercial facilities.
- Unit Owners / renters present:
 - Jeff & Molly Teter, 205 and David Auten, 1201, John Thomas, 1407, and Paul Girox 1504

2. Home Owners' Forum

- a) Issue: Front Landscaping
 - Discussion: What more will be done for the front yard and 17th Floor.
 - Action: Cathe is waiting for the budget to be decided. Next steps: Ricardo and Cathe to make a proposal to John.
- b) Treadmill:
 - Thank you for the new treadmill.
- c) Board Appreciation: Jeff Teter.
 - Thank you for your openness and transparency – as it gave us the confidence to make a purchase.

3. Acceptance of Previous Meeting Minutes (March & April, 2012)

- a) Corrections:
 - Cathe did not attend the April meeting.
 - John makes a correction that the 2012 online budget was "not" correct at the time of the April meeting. It is correct online at this time.
- b) Motion: Tim
- c) Second: John

- d) Abstain: Justin
- e) All in favor: All

4. Report of Financial Statement by: John Schneider

a) Accounts

- Operating Acct a/o 4/30 - \$20,765
- Reserve Acct a/o 4/30 - \$96,392
- Operating Acct a/o COB 5/22 - \$41,195
- Low Operating for the month of May is \$30,139 on 5/2
- Residual Balance after outstanding checks are signed -\$23,059
- Reserve Acct a/o COB 5/22 - \$104,516
- Second time above \$100,000 since the "new era"
- -\$23,010 in March 2007; \$31,266

b) Budget

- HOA income is positive \$3,168
- Miscellaneous income is up \$264
- Capital improvements - \$3,192
- Electric is down \$4,502
- Gas is down \$1,972
- Plumbing is over (>\$1,127 last month) \$2,919
- On-Call maintenance and repairs is under \$5,000
- Legal expenses still over 1,090
- Reserve contribution on target
- 7 units are behind \$1,000+ (down one from last month!), the 2 members in the building are on a payment plan and the other 5 are no longer living here
- Total unpaid charges \$61,732

c) Actions:

- a. Ricardo to get Seminole gas estimate
- b. Action: Get all capital improvements to be scheduled for tax purposes.
 - i. John motions to accept the financials pending audit.
 - ii. Tim Seconds
 - iii. All in favor: All

5. Unfinished Business

- a) Handyman: Sean Burks was interviewed and hired before this board meeting.
- b) Rooftop Walls / Window Repairs Proposal
 - o Discussion: There has been notice of deterioration of the rooftop walls, deck, pool deck, and Ricardo was requested to get repair estimates. The last evaluation of the roof top was conducted in 2008 by Borne Engineering – who recommended numerous repairs at that time. Some were completed; some were not – due to lack of financial ability. Current bids were discussed and reviewed:
 - RE (Reconstruction Experts)
 - Genesis Exteriors of Denver – this bid lacked details.
 - Maximum Leak
 - o John discussed a dual track of moving forward with options given by RE as well as Maximum Leak to achieve short term safety issues while more fully understanding the long term impacts.
 - o Ricardo has worked with Maximum Leak (even at Parkway Towers) and we have not had any complaints with their repairs. He is also working with them on another siding project and there are doing a good job – however town homes and high rise are different. RE has also worked at PWT – with no issues.
 - o John's Proposal: Proceed with Maximum Leak for \$16,842. And Option 1 with RE (not to exceed \$2500). Our Capital improvements line item will support the proposal.
 - Justin Seconds
 - All in favor: unanimous.

- Actions:
 - Ricardo to engage contractors for start dates and assess the impact to the scheduled pool opening.
 - Cathe will ensure that a “Notice of Closure” is posted if/when the pool is closed.
- c) Installation of Security Camera System – Pool Area
 - Discussion: We have an existing proposal to install one or two additional camera’s in the pool area for enhanced security.
 - John proposes that we move forward (while raising awareness that we need to control the number of cameras as the current system can only handle 16). Tim seconds. All agree in favor
 - Action: Bob signed the contract at the board meeting.
- d) Installation of Equipment in Boiler
 - Discussion: Addition of equipment (an automatic blow down which helps control chemicals and controls temperatures) to the boiler in order to elongate the boiler life span. We are still awaiting Choice and Chem Aqua to come to agreement on where the equipment to be installed. Ricardo suggests the approval of the equipment costs (\$1386.00) – and coming back to approve installation once all parties / contractors come to agreement on installation. Board agrees that we will wait for the placement and costs of installation.
 - Action: Ricardo to urge Choice to come to some conclusions.

6. New Business:

- a) Pool Heating System
 - a. Discussion: Regarded why the pool heater disconnected – as it seems to be a “green” way to heat the pool – adding zero costs to PWK Towers.
 - b. Action: Ricardo asked Choice to provide a proposal to test the system – before hooking it back up. A letter from Choice was circulated to all board members – estimated costs for materials, taxes & labor: \$2,289.00
 - i. Tim moves that we accept
 - ii. Bob seconds
 - iii. All board members voted in favor.

- c. Discussion: Tim discussed the cost and change out of the backwash filters and feels that a “sand” filter would be better (higher quality) as well as cheaper. Existing costs are \$1100. Per year for the existing filters. \$750.00 for reconnecting the drain and \$2000 for the sand filter – resulting in a cleaner pool.
 - d. Tim moves to install a new sand filter and reconnect the drain.
 - e. Justin Seconds
 - f. All in favor: unanimous.
 - i. Action: Ricardo to formalize bid.
- b) Analysis of Reserve Study
- a. Discussion: Bob introduced the topic and turn it over to Justin for a more full description of the current work being accomplished.
 - b. Justin described the current process plan as follows:
 - i. Update the 2010 reserve study by showing what has been accomplished or what has been identified as needing done since the study took place. (this has been done).
 - ii. Prioritize the top 5 issues within the 3 categories: Immediate, Need to do, cosmetic.
 - iii. Justin / John / Joseph present to the board the findings as well as a plan to communicate to all owners as well as an action plan.
- c) Manager’s Report – Action Items / Reports
- a. Discussion (led by Ricardo): No updates – with the exception of the Sand Filter (discussed above).
 - b. March minutes and financials – as well as 2 months from 2011 minutes are missing from the website. Action: Ricardo will address.
 - c. Tim: Expect estimates for repairs of the garage door (natural deterioration).
 - i. Action: Ricardo will include the estimates in next month’s packet.
 - d. Tim: Raised an issue about two sump pumps in the garage.
 - i. Action: Ricardo will have 5 Star check placement and status of the pumps.
- d) Adjourned at 8:25 PM

EXECUTIVE SESSION:

- Executive session began at: 8:25 PM.
 - Discussion: 803 was sold on 5.2.2012 and a lien is being sought for the previous owner.
 - Action: Ricardo will let Kim know that we do not need assistance with communicating with B of A to pay (post may 3rd) for on-going collection.
 - Discussion: Collections efforts. Should we keep them on the books or write them off? Consensus is to keep them on – as we just started with a collection agency 6 months ago.
 - Discussion: Cat issue – we have received a total of 3 cats request (companion pets) in the building. These are approved (by law) when all paperwork is proper.
 - Discussion regarding enforcing the board's ability to review and approve all leases of condo's in the building.
 - Discussion: A/C – we will move forward the current schedule to turn on the A/C.
 - Unit 105 Flood: Justin recommends providing 50% of one month's rent rebated to the renter. All agree.
 - Overtime seems to be excessive.
 - Discussion: Reasons have included landscaping and computer down time and sourcing.
 - Action: Ricardo to review – as he shows a current balance of 11 days and scrutinize the need for additional hours worked.
- Adjourned: 8:48 PM.

End//jc-t

Recorded by Justin Chris-Tensen, Secretary