

MINUTES

PARKWAY TOWERS HOA BOARD MEETING

June 26, 2012

Record of Proceedings

1. Call to Order

- The meeting was called to order at 7:06 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 (attended by phone) as well as Ricardo Lases, Weststar Management and Cathe Mitchell, Manager in person.
- Unit Owners / renters present: Roger Radke, 1501, Collette. Reynders, 1502, Shirly Williams, 1202, Greg Cupp, 308, Paul Giroux, 1504, and Debra Hamon, 906.

2. Home Owners' Forum

- a) Issue: Bob explained the process and players involved in the overall management of the building – including Ricardo / Cathe – who are the primary points of contacts relative to the management of the building.
 - a. Cathe also mentioned that “maintenance forms” are underneath the front desk and we welcome any/all owners and residents to complete them as a method to notify building management.
- b) Issue: Greg, 308
 - Discussion: Complimented the board members on their hard work relative to working on the building (the pool specifically) on our own time. Greg also offered a foosball table for use in the library.
 - Action: All approved the foosball table being moved into the library (on loan – until further notice).
- b) Issue: Use of the pool
 - Discussion: Too many non residents are using our pool. There is consensus that this is a problem. Discussion also included adding additional rules.
 - Action: Board approved “all guests must be accompanied by a unit owner / resident”. This rule will be posted at the pool (action – Cathe to review current rules and incorporate). All board members were in favor.

a. NOTE: All rules will be reviewed for other possible improvements.

3. Acceptance of Previous Meeting Minutes (May 2012)

- a) Motion: John
- b) Second: Joseph
- c) Abstain: n/a
- d) All in favor: all in favor

4. Report of Financial Statement by: John Schneider

- Operating Acct Balance a/o 05/31 = \$30,616
- Reserve Acct Balance a/o 05/31 = \$104,550
- Operating Acct Balance COB 06/26 = \$50,331
- Operating Acct Balance low for June = \$30,076 on 06/01
- Low for the last thirty days was \$29,108 on 05/30
- Low for 2012, so far, was \$10,522 on 02/01
- 2012 Starting balance was \$28,191
- Residual Balance after pending checks are sent = \$38,932
- Reserve Acct Balance COB 06/26 = \$111,417
- As of May 31st
- HOA Income is positive \$6,221
- HVAC - Contract expense is under budget by \$165
- HVAC - Repairs expense is under budget by \$9,253
- Plumbing is over budget by \$2,148
- Pool & Sauna is under budget by \$2,000
- On-Call Maintenance is under budget by \$5,913
- Reserve contributions for the year are on target at \$18,335
- 8 units are behind 1,000+, total negative balance of \$62,337
- Locked in natural gas for November - April at \$4.01/cubic feet, compared to \$4.71 last year

5. Motion to accept the budget: John – Second by Tim – All were in favor.

6. Unfinished Business

a) Installation of the Blow-Out Equipment for Boiler

- i. Discussion led by Ricardo: A meeting was held with Choice & Chem. Aqua regarding a controller to be installed to control the chemicals within the Boiler. All involved agreed that a 3rd party should be brought in. To that end, All Phase Consulting was brought in to weigh in on the topic. They too recommended that a controller be installed (supporting the Chem Aqua proposal). The impact to budget is as follows: Equipment costs are: \$2028 and installation is: \$1985.
- ii. Action: Board members to review all of the provided information in detail and come to consensus before the next board meeting.

b) Rooftop Walls / Windows Repairs

- i. Discussion led by Ricardo: Repairs have been completed by “Maximum Leak Repair” around windows / 18th floor (above the elevators), as well as the roof above the bathrooms. Reconstruction experts have also been on site – pending a final report which will forecast future work that may need to be performed. They have indicated that a consulting engineer is not necessary. This report will be on next month’s agenda.
- ii. Ricardo also asked Maximum Leak Repair for a proposal to repair the bathrooms. The results will be added to the next agenda.

c) Pool Heating System Update

- i. Ricardo led the discussion: The sidearm was installed but we are awaiting a proposal for a leak detection controller. The sidearm is working!

d) Pool Sand Filter Update

- i. Ricardo led the discussion: The work has been completed and it has been working. However, the water has dropped 2 to 3 feet the last couple of days. The problem was due to an error by Elite pool – described as a valve not being in the locked position – which allowed the pool to begin emptying itself. For that reason, there was no charge for the site visit by Elite Pool.

e) Additional items from the Board

7. New Business:

a) Handyman Work Update

- a. Bob led the discussion. Sean has been applying fresh paint throughout the property, fixed the fence on the west side of the building, as well as fixed the fan coil in the library on the 17th floor. We are all very pleased with Sean's performance.
 - b. Bob provided clarification that all direction to Sean comes from Ricardo. This aids in record keeping and prioritization.
- b) Wi-Fi Installation Roof Top
 - a. John led discussion: The idea was to provide wifi access on the roof top so that more people would be able to use the area for relaxation.
 - b. Action: Bob makes a motion to further explore the wifi solution pending further understanding the requirements of the cameras bandwidth requirements and vendor pricing. This will also support the previously approved cameras for the roof top. All agree. Ricardo is to investigate Wifi.
- c) Historic Designation for Parkway Towers
 - a. This item will be pushed to the next meeting.
- d) Summer Event for Owners / Residents
 - a. The board has consensus that an event should be planned – details pending investigation on liability. Cathe will organize and we will target July 21st.
 - b. Action: Ricardo to call the insurance carrier regarding serving alcohol at the party.
- e) Manager's report – Action Items / Reports
 - a. Item 4a on page 29. Discussion clarified the action item. This item speaks to the need of inventorying parking spaces.
 - b. Page 30: Borne went out of business -- last sentence on page 30 will be removed.
 - c. Page 31: Item 4C. The note for this line item didn't make sense to Bob. Action: Ricardo will reformat the spreadsheet so that this displays more clearly.
 - d. Page 32: 6a will be removed – as it has been completed.
- f) Additional items from the board
 - a. Tim reported on the neighborhood / redevelopment report. Tim covered the general feeling of the meeting. For example, most of the people were not in favor of Wal-Mart moving into the neighborhood. Redevelopment was supposed to begin this summer, but Wal-Mart. All of this must be approved by the city council.

8. EXECUTIVE SESSION:

- a. Ricardo: provided an overview of a legal issue regarding possession of a storage unit. The issue has never been resolved as the complainant has never responded to the offer of resolution.
- b. Bob raised a billing concern around “starting up the chiller” at the cost of approximately \$3900.00. Tim elaborated on the task of starting up the chiller – and indicated to the board that he is comfortable – and explained what the task entailed.
- c. Bob asked about another charge by choice regarding preventive maintenance. The only way we will better understand this – is if we obtain competitive bids. All agree. Action for Ricardo to be mindful of seeking bids from competitors rather than accepting the bids provided by historical providers.
- d. Bob raised the issue regarding the last charge of \$1120.00 having to do with a leak that taken place in 808. This seems like re-work. Ricardo was able to get some of these reduced. But, this calls into question Choices billing practices.
- e. \$442.00 Cleanup work regarding sewage backup in unit 207 was charged. Per unit and board member Joseph – no work was completed other than a fan was turned on and sanitizer was sprayed. Then there was also a charge of \$1,000.00 for the cleanup of unit 105. Action: Ricardo will ask for itemization.
- f. Bob raised the issue regarding an “ask for a bid” for plumbing for the drain issue with unit #105. Five Star rolls under choice for insurance reasons.
- g. Service Air of Denver: We are charging more for the trip and service charge than we are for the filters. Is this something Sean can do? Discussion ended in consensus that the board would monitor future charges.

9. ADJOURNMENT

Meeting adjourned at 9:00 p.m.

Minutes recorded by Justin Chris-Tensen, Board Secretary.