

MINUTES

PARKWAY TOWERS HOA BOARD MEETING

7.24.2012

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, John Schneider, Treasurer, Joseph Page, Member at Large, Justin Chris-Tensen, Secretary, as well as Ricardo Lases, Weststar Management and Cathe Mitchell, Building Manager.
- Excused Absence: Tim Campion, Vice President
- Unit Owners / renters present: David Autin, 1201, Roger Radke, 1501, Collette Reynders, 1502, Shirley Williams, 1202, Greg Cupp, 308, Paul Giroux, 1504, Jeff Tetter, 205, John Thomas, 1407, and Thomas B 306.

2. Home Owners' Forum: Joseph: Thank you to John and David for all of their volunteer work on the pool / roof top area!

- a) Thomas expressed concern regarding not getting cool air in his unit. He had Choice come out and they indicated that there were no problems with his unit. Thomas has indicated that neighbors have also complained.
- b) Justin concurred – specifically regarding his second bedroom.
- c) Ricardo indicated that the question has been asked to the contractor – with feedback that there are no “system” issues – that these are home owner issues.
- d) Action: Ricardo will investigate this with Choice regarding the conflicting information.

3. Approval of Previous Meeting Minutes (June 2012)

- a) Motion: Robert
- b) Second: Joseph
- c) Abstain:
- d) All in favor: All

4. Report of Current Financials: John Schneider

- Operating Acct Balance a/o 06/30 = \$1,334
- Reserve Acct Balance a/o 06/30 = \$111,458
- Operating Acct Balance COB 07/24 = \$20,744
- Operating Acct Balance low for July = \$7,411 on 07/03:
Choice = \$11,938, Maximum Leak = \$18,342, Elite = \$4,363, All Set Restoration = \$2,656

- Operating Acct Balance low for June was \$30,076 on 06/01
- High for the last thirty days was \$51,620 on 06/28
- Low for the last thirty days was \$7,411 on 07/03
- Low for 2012, so far, was \$7,411 on 07/03
- 2012 Starting balance was \$28,191

Reserve Acct Balance COB 07/24 = \$118,177 - final payment of insurance loan of \$3,052 made on July 16 (total \$12,652), now start make up contributions from November and December 2011. As of June 30th

- HOA Income is positive \$2,873, but lowest month for the year by \$1,526
- Super Lien of \$1665,55 in May, credited back in June
- HVAC - Contract expense is over budget by \$368 (first time all year)
- HVAC - Repairs expense is under budget by \$3,775
- Plumbing is over budget by \$1,020
- On-Call Maintenance is under budget by \$5,277
- Reserve contributions for the year is on target
- Under plan by \$15,240
- 7 units are behind 1,000+, total negative balance of \$62,084
- March, April and May 2012 Financials aren't posted online
- January 2011 and May 2012 Minutes aren't posted online
- Motion to accept the proposed budget: – Second by Tim – All were in favor. Discussion ensued regarding delinquent dues. Action: Ricardo will explore the ability to shut off utilities with Kim.
- Motion to accept the financials pending audit: John, Robert: Seconds, All in favor: All

5. Unfinished Business

a) Installation of the Blow-Out Equipment for Boiler - Report

- i. Discussion led by Ricardo: The equipment has arrived on site. However in order to install, Choice needs to coordinate installation for the next water shut off.
- ii. Action: Ricardo to keep the board up to date via email.

b) Wi-Fi Installation Roof Top.

- i. Discussion led by Ricardo: Ricardo researched all available providers to include wireless and the video system (Integra and Century Link). During his effort, Ricardo discovered a feature that is not necessary and not used. As a result, a \$449.25 Credit will be due the association from Century Link due to Ricardo's persistence in gaining agreement for 15 months of credit.
- ii. The result of Ricardo's investigation led him to recommend Integra – which would save the HOA (approximately \$50.00 to \$70.00 per month). However, Ricardo also recommends that we stay with Century Link until the credit posts.

1. Motion to change to Integra: Justin

2. Second: Robert

3. All in favor: All (with the understanding that we will wait for the credit to be realized).

c) Rooftop Walls / Windows Repairs – Report from RE (Reconstruction Experts)

- i. Discussion led by Robert: RE has provided a current bid for Rooftop walls and windows. The bid is a result of an invasive study conducted by RE to determine the state of the concrete, windows, and walls on the roof top. This study is in alignment with Maximum Lead's advice (which is reassuring).

1. Consensus by the board is to table this maintenance (noting that we will budget for this in the future). The maintenance required is much less than anticipated and is in line with normal wear and tear.

d) Additional items from the Board:

- i. There continue to be missing minutes and financials from the WestStar Website.

1. Action: Ricardo to investigate and address.

6. New Business:

a) Proposal to Repair Rooftop Bathroom wall:

- i. Discussion: Regarded a stop-gap fix to the roof top bathrooms & storage room vs. a total remodel. The estimate for a stop-gap fix is \$2250.00.
- ii. Board consensus is to push off any work on the bathroom and utility room due to their only being a month (+/-) for pool use left. We should also look at automatic door closers to stop the damage once a remodel takes place. The cause of the deterioration has been stopped and remodel will be forecasted.
- iii. Action: Ricardo to investigate the cost of automatic door closers being installed and John (treasurer) will forecast a remodel in the budget for fall 2012 or spring 2013.

b) Garage Door Repairs / Replacement Proposal:

- i. Ricardo led the discussion regarding the 4 bids we have received on the garage door. An initial bid came in at \$1879 for the top section and \$3267 for the entire door. This includes replacement of rails, track, and hardware (everything except the electrical unit).
- ii. There were wide and varying opinions from vendors regarding the need to repair vs. replace. (PLEASE REFER TO THE BOARD PACKAGE FOR EXACT Pricing) However and by way of example Colorado Garage proposed \$929.00 for repair of the garage door. This group did not recommend replacement, but repairs and stabilization of the rails to reduce stress on the door. If they did replace, their costs \$2435.00. Another bid

was received from American Garage Door: \$734.56 for repair and \$2125.56 for replacement. DH Pace (Another vendor) would only bid to replace at the cost of \$2388.00.

- iii. Ricardo's recommendation was for AM Garage door OR Colorado Garage Door – to provide more information on full replacement. Parkway Towers has spent over \$1800.00 on maintenance this year on repair – and a new door would come with one year warranty. With this view, we would have almost paid for a new door.
- iv. Action: Ricardo to ask for best and final pricing as well as ask more questions on the noise factor, warranty, and service call details (including General Exclusions) from AM Garage Door and CO Garage Door.

c) Installation of a cooling system in the Elevator Equipment Room (AC Unit): Over \$3,000.00

- i. Ricardo led the discussion: The elevator company has not fully responded with a report to address the rationale and reasons for their proposal for the cooling system.
- ii. Robert also added his personal dissatisfaction with our Vendor – and wanted to make note that we seek bids from other vendors once their contract ends. Advanced Elevator is the service provider.
- iii. Action: Ricardo to follow up with Advanced Elevator regarding the outstanding report owed to Parkway Towers.

d) 2011 Draft of Audit:

- i. Correction was requested for the 2nd year in a row regarding item number 14 whereby we requested that the last sentence specified that “goal” to provide for future repairs.
- ii. Motions: John
- iii. Second: Robert
- iv. All in favor: All, Justin abstains

e) Managers Report – Action Items / Reports

- i. Ricardo Led:
 - a. 4c / page 63 of the board packet (also 5A): Ricardo has received 5 reports from home owners that concrete falling off the overhang on the balconies. Ricardo recommends inspecting “every” unit for current assessment – prioritizing damage. Homeowner discussion continued the outside structure from the penthouses columns.

- b. Action: Ricardo will work the home owners, renters, board members, and management regarding inspection of all units (communications).

f) Additional items from the Board

- i. none

7. CORRESPONDENCE:

- a) Robert asked if Ricardo had received any feedback regarding reductions in bills. Ricardo will follow up.

8. EXECUTIVE SESSION:

- a) Kim (Attorney) requests feedback on whether or not to proceed with foreclosure. Right now we collect \$300.00 per month.
 - i. Justin recommends that we conduct more data gathering from a real estate professional and then consider all of the financial obligations that foreclosure carries as well as the opportunity to recoup monies owed to Parkway Towers (in the form of HOA dues).
 - ii. Action: Ricardo to investigate with an outside / 3rd party real estate agent.
 - iii. Action: Ricardo will also investigate impact of selling the salon.
- b) Kim (Attorney) would like to turn over a collection effort to a “collections agency”. Board approves.
- c) Discussion took place regarding Sean (Handyman) work and how he spends his time. We continue to support him – and thoroughly appreciate him working with us.

9. ADJOURNMENT

Meeting adjourned at 9:00 p.m.

Minutes recorded by Justin Chris-Tensen, Board Secretary.