

MINUTES
PARKWAY TOWERS HOA BOARD MEETING
AUGUST 28, 2012

Record of Proceedings

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; Tim Campion, Vice-President; Joseph Page, Member-at-Large (on cell phone); Ricardo Lases, Weststar Management; Cathe Mitchell, Manager
- Excused Absence: Justin Chris-Tenson, Secretary;
- Unit owners/renters present:

Roger Radke – 1501	Debra Hamon – 906
Shirley Williams – 1202	Paul Giroux - 1504
John Thomas – 1407	David Auten – 1201
Mel Norton – 1408	Jeff Teter – 205 & 803

President Robert Boczkiewicz announced that owners Nat Sekhar and Jeff Teter have volunteered to help out with projects at Parkway Tower.

Home Owners' Forum

- Joseph Page inquired into the status of the trash problem we had last week and if it had been resolved. The trash collection took place on the morning of Friday, Aug 24. Ricardo reported that he had spoken today with Manny Costin, owner of Southwest Trash Co. and requested new dumpsters because the present ones are so dirty. It will take a few weeks to manufacture them, but Manny will supply and pay for them.

Acceptance of Previous Meeting Minutes (July 24, 2012)

Motion to accept the July minutes was made by John Schneider and seconded by Robert Boczkiewicz with the provision that the following statement be clarified:

Under the Report of Current Financials, page 5, the second to last bullet states, "Motion to accept the proposed budget". It is not understood what "budget" is referenced.

Report of July Financial Statement by John Schneider

Operating Acct Balance a/o 07/31 = \$9,919
Reserve Acct Balance a/o 07/31 = \$118,219

Operating Acct Balance COB 08/28 was \$25,171
Operating Account Balance after all pending checks = \$5,630
Operating Acct Balance low for July = \$7,411 on 07/03/12
Operating Acct Balance low for August = \$13,482 on 08/01/12
High for the last thirty days was \$34,369 on 08/20/12
Low for the last thirty days was \$12,651 on 07/31/12
Low for 2012 = \$7,411 on 07/03

2012 Starting balance was \$28,191

Reserve Acct Balance COB 07/24 = \$ 125,553 w/ one make up contribution for December 2011 left
On target have about \$144,000 by the end of 2012

As of July 31st

HOA Income is positive \$9,139

HVAC - Contract expense is over budget by \$368 (first time all year)

Capital Improvements over by 11,163

Elevator Maintenance and Repairs is under budget by \$920

Garbage Chute Expenses untouched w/ \$600 budgeted

HVAC - Repairs expense is under budget by \$6,260

Painting over budget by \$2,056

Plumbing is over budget by \$35, down from \$1,020

Pool over budget \$3,811

On-Call Maintenance is under budget by \$5,450

Reserve contributions for the year are on target

In an open question Robert asked if the Xcel rebate had been received yet. Cathe answered that she had not yet submitted the application. Robert asked when is the deadline for it to be submitted. Cathe answered that it is the end of the calendar year. She said she needs a block of uninterrupted time to prepare the application. **Action: Cathe is to prepare and submit the application.**

Acceptance of July 2012 Financials

Motion made: John Schneider

Second: Tim Campion

All present in favor.

Unfinished Business

- a) Garage Door Repairs/Replacement Proposal – discussion on the four estimates received. The estimate from Colorado Garage Door Service was favored however that estimate mentions that the Torsion springs will be manufactured to achieve 25,000 cycles minimum operations while the American Garage Door estimate specifies 100,000 cycle springs.
Action: Ricardo will check with the Colorado Garage Door Service on the number of cycles, report to the Board and then the Board will vote by E-mail.

- b) Installation of Elevator Equipment Room A/C Unit/Elevator Maintenance Proposals – lengthy discussion followed on this subject which included a report on the meeting with Advanced Elevator Corporation immediately prior to the HOA Board meeting (attended by Advanced Elevator Frank McTarnsey, Ricardo Lases, John Schneider, Cathe Mitchell, and Tim Campion).

David Auten suggested that we investigate the possibility of installing an ‘attic fan’ type of extractor in the elevator instead of an expensive air conditioner. **Ricardo to check with Choice.**

- c) Historic Site Designation – activity in slow motion.
- should we get professional help? Cost?
 - the application alone is \$250.00
 - suggestion by David Auten that we check out what other residential buildings have the designation.
 - Joseph Page and owner Jeff Teter will pursue designation benefits with David Auten.

New Business

- a) Repairs to unit balconies – detailed report presented by Ricardo. The Maximum Leak Repair estimate was presented broken down by unit. The total cost is \$39,953.00.
Maximum Leak Repair and Ricardo are to prioritize the repairs in terms of greatest need (such as safety and structural integrity) and report back for use in preparing the 2013 budget.
 - discussion was held on whose responsibility it was to repaint balconies – the homeowner or the association. **Ricardo to check with Kim.**
 - the decks and railings will be repaired by the handyman, Sean.
- b) Pool Closing date – Tim motioned to close the pool on Sept 17th, seconded by Bob, all in favor.
- c) Discussion on hallway painting – should we or shouldn't we? Is the handyman capable of doing it?
No resolution.
- d) Manager's Report – items 4B, patch, repair and paint walls on 16th and 17th floor, and 5A, investigate balcony leaks and water intrusion – drain pipe and come up with repair/proposal to eliminate problem before proceeding with repair of various units.
- e) Chem-Aqua report – the closed loop leak has been repaired.

General Comment – should we jet out the condensation lines now (that are presently draining), or should we wait until Spring? **Ricardo to check with Choice.**

- f) There were no additional items from the Board.

Correspondence

- a) Review the oil stain status of outside parking space #86N. **Cathe to follow-up.**
- b) Joseph Page asked if there was any news on the leak in his unit. The plumbers are still checking on the leak in the 07 stack.
- c) John Schneider proposed ashtrays be placed on the rooftop as a means to deal with a continuing problem of smokers improperly disposing of cigarettes there, despite a posted notice that prohibits smoking there. Schneider's proposal received support from some Board members and other members did not express an opinion. The Board did not vote on the proposal and there was no dissent to it.

General Meeting Adjourned at 8:30 p.m.

Executive Session.

General Discussion

- the Board decided not to proceed with foreclosing on a unit as proposed by our lawyer, Kim, in July.
- The handyman's hours were discussed; also his 90 day review.

The next scheduled Board Meeting will be held on Tuesday, September 25, 2012 at 7:00 pm.

The meeting adjourned at 9:05 pm.

Motion made: Tim Campion

Second: Robert Boczkiewicz

All in favor.

Tim Campion acting for Justin Chris-Tensen
Secretary