

MINUTES
PARKWAY TOWERS HOA BOARD MEETING
SEPTEMBER 25, 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; Justin Chris-Tensen, Secretary; Joseph Page, Member-at-Large (on cell phone); Ricardo Lases, Weststar Management; Cathe Mitchell, Manager
- Unit owners/renters present:

Roger Radke – 1501	Debra Hamon – 906
John Thomas – 1407	David Auten – 1201
Jeff Teter – 205 & 803	Dave Weiner - 1104
Kay Wilderson – 1101	Greg & Kay Cupp – 308
Jane Ward – 307	Thomas Briggs – 306
J. Floss – 202	Janet West – 202

Home Owners' Forum

- Nothing.

Acceptance of Previous Meeting Minutes (August 28, 2012)

Motion Made: Tim Campion

Second: Bob

All present in favor.

Report of August Financial Statement by John Schneider

- Operating Acct Balance a/o 08/31 = \$659
- Reserve Acct Balance a/o 08/31 = \$125,603
- Operating Acct Balance COB 09/25 was \$21,991
- Operating Account Balance after all pending checks = \$7,436
- Operating Acct Balance low for August = \$13,482 on 08/01/12
- Operating Acct Balance low for September = \$11,736 on 09/04/12
- High for the last thirty days was \$31,387 on 09/04/12
- Low for the last thirty days was \$11,736 on 09/04/12
- Low for 2012 = \$7,411 on 07/03
- 2012 Starting balance was \$28,191
- Reserve Acct Balance COB 09/25 = \$132,933 w/ all 2011 make up contributions and repayments for insurance down payment complete
- On target have about \$144,000 by the end of 2012

As of August 31st

- HOA Income is positive \$1,896

- HVAC - Contract expense is over budget by \$166
- HVAC - Repairs expense is under budget by \$8,374
- Plumbing is over budget by \$35, down from \$1,131
- On-Call Maintenance is under budget by \$6,298
- Snow removal is over budget by \$2,901, budgeted \$2,100, actual to date is \$5,001
- Reserve contributions for the year is on target for a contribution of \$44,000 for the year
- Under budget by \$10,860 (may consider for down payment for 2013 insurance contract)

July 2012 financials not posted online

July 2012 meeting minutes not posted online

Acceptance of August 2012 Financials

Motion made: John

Second: Tim

All present in favor.

Unfinished Business

a) Garage Door Repairs/Replacement Proposal:

- Ricardo provided an overview that the 4 original proposals have been taken down to 2 – leaving American Garage Door & Colorado Garage Service as the final vendors. The proposals are similar (apples to apples). Ricardo also offers a high recommendation from a colleague regarding Colorado Garage Service.
- Tim moves that we accept Colorado Garage Service Bid, Bob seconds, all are in favor!

b) Ratification & Update - Install of Elevator Equipment Room A/C Unit

- Ricardo has indicated that as of yesterday (9.24) the installation has been completed at the cost of \$3490.00.
- Motion to ratify the vote: Justin, Second: Tim, All were in favor.

New Business

a) Snow Removal Proposals

- The level of satisfaction with last year's snow removal provider (lightning mobile) was so/so – as they were a few occasions where they did not plow the entire lot. They were however the most reasonable relative to cost.
- Also discussed were the repairs that have yet to be compared regarding the shavings that John & David found (damage to the decking by the garage door). Ricardo will follow up to ensure repair before it begins to snow.
- Motion to accept Lightning Mobile: Tim

Second: John

All are in favor.

b) Proposal to jet condensate lines

- CMI (Choice Mechanical Inc) has provided a bid to jet out the condensation lines for a total of \$975.00. The question at hand regards “should we do it at this time, or wait until the next A/C season”?
- Ricardo met with the contractor and thought – and found that there are pro's and con's to doing it now vs. later. Board consensus is that we have the funds and acting now.
- Motion to accept: John

Second: Justin

All are in favor.

c) Plan for Switching From AC to Heat

- Bob explained that this is not an automatic switch over on a single day. Because of how the system works, there needs to be “down time” of at least 3 days – however John recommends 2 weeks in order to “save” budget.
- Cathe offers that “shut down” could be done during the next water shut off (10.2.12) - and the goal will be that we will wait 2 weeks before the heat will be turned on (Target date of 10.16.12). Additionally, the board discussed the need and the merits of keeping an eye on the forecast.
- This has been approved and adopted by the board: Off/10.2.12 – target on date will be 10.16.12.

d) Proposal for 2012 Audit & Tax Preparation

- Motion to accept the proposal from our current CPA at \$2500: John, Second: Tim, All are in favor.

e) Ashtrays on Roof Top

- Bob provided a historical overview of the rules, the problem of smokers damaging the renovation work recently accomplished, and ashtrays being placed top side – in order to minimize damage.
- Bob went on to read the official rules and regulations that prohibit smoking top side / pool side.
- Bob finalized the overview by letting the room know that there has been no discussion by the board to rescind the smoking policy. Tim & John provided some background and context about how the ashtrays came to be put in place.
- Open discussion: Joseph offered the possibility to install a second camera to increase the ability to enforce (with volunteers to review the tape and/or having one with a motion detector).
- Homeowner Comments ranged from volunteers reviewing video (Joseph – board member). Several members offered that there is “not” a sign that indicates the roof top as a “no smoking area”. Another suggestion offered was to create fliers or a News Letter to highlight the issue might assist. Thomas (resident) also offered a need to instill a culture of being assertive regarding these rules – this is our home. Thomas went on to say the placing the ashtrays simply created a “mixed message”. Deb offered support around obtaining a second camera. Ricardo captured notes (off topic) about other fire hazards. David suggested that we all consider the costs (7k to 12k per year) and simply take the action of confronting the person / persons of their violation of the rules. The board encouraged any/all members to report any infractions to Ricardo.
- It was the consensus of the board to further advertise “NO SMOKING” combined with sending out flyers about our “Culture” before undertaking the costs of additional cameras – as well as to support reporting of any infringements.

f) Manager’s report – Action Items / Reports

- Status Report for Upcoming Renewal Insurance Policy
- Bob provided an overview that last year the board was provided little to no notice of a non-renewal which left the board in the lurch. This resulted in an increased premium being paid. For that reason, the board asked Ricardo to begin his research into insurance for Parkway Towers early this year.
- Ricardo provided an overview regarding his goal to have insurance bids for our October meetings.

Correspondence

- a) Review Response letter to unit 1108: Ricardo asked for board feedback “before” he sends a letter back to the insurance company.
- Page 46 of the board package was discussed regarding the drafted letter and regarded a leak that resulted from letting the shower run for 12 hours.

- Action: Ricardo to review the letter “telling the story” to the insurance company. Once revised, Ricardo will send around again for the board to review.

Executive Session:

1) Vacation:

- Motion was made by Justin to offer one week “paid” vacation for Parkway Tower “tenured” employees (tenure being 3 years or more of continued part-time or full-time employment).
- Seconded by Tim
- All in favor (with the following conditions applied).
 - o Vacation will be effective immediately for all tenured employees.
 - Cathe was identified as the only employee that this would benefit immediately.
 - o As a rule, vacation will not carry over from one calendar year to the next.
 - Exception: Since this was granted at the September 2012 board meeting – as well as consideration of Cathe’s dedication to Parkway Towers, a onetime exception has been granted. If Cathe does not have ample time to schedule a vacation between now and years end, she may carry over her one week vacation balance to calendar year 2013 – thereby providing 2 weeks during 2013. Conversely, any days that Cathe takes off between now and the end of the year, will count toward her 1 week allotment for 2012.
 - o Vacation may be taken a day at a time, consecutive days at a time, or all at one time – with a minimum of 2 weeks’ notice to the building manager & the HOA board.
 - o Note: Since the salaries of Parkway Tower employees are budgeted for the entire year, it should be noted that this will not be an “extra” expense to residence – but simply the right thing to do for dedicated employees. It should also be noted that while “part time” employees are not usually entitled to vacation – it is not in the budget to hire full time employees.

2) Carlos from Maximum Leak:

- This discussion regarded a conflict between the brothers that use to work together, but now are in conflict. The boards official position is that this is a family issue and not for the board.

3) Budget for 2013: John wanted to notice everyone that he will not have the bandwidth to work on the budget.

4) Justin raised the issue that in order to move the reserve study forward, I do need additional feedback. Action: Justin to re-forward my initial email asking for assistance.

5) John raised the issue that there may be a misunderstanding about the Parkway Pet Policy. Action: Ricardo will research the rules, regulations, and bylaws.

Adjournment: at 8:57 p.m. / Minutes recorded by Justin Chris-Tensen, Secretary.