

**PARKWAY TOWERS CONDOMINIUM ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING, DECEMBER 18, 2012 – 7:00 P.M.
PARKWAY TOWERS LIBRARY ROOM**

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by board president Robert Boczkiewicz

- Present Board Members: Robert Boczkiewicz, President; Tim Campion, Vice-President, Justin Chris-Tensen, Secretary; Joseph Page, Member-at-Large (on cell phone); Ricardo Lases, Weststar Management; Cathe Mitchell, Manager
- Excused Absence: John Schneider, Treasurer
- Unit Owners Present:
 - Jill Hrobsky, 1207
 - Roger Radke, 1501
 - Jeff Teter, 205
 - Molly Teter, 803
 - Debra Hamon, 906

2. HOMEOWNERS OPEN FORUM

- Front Door: Joseph Page mentioned that there may be a problem with the lock on the front door. Cathe is aware that there has been a problem and will check and take the appropriate actions (with the basement door lock as well). Ricardo will take an action to investigate a fob access management system.

3. APPROVAL OF PREVIOUS MINUTES

- Integra Telecom: President Robert asked for a clarification from last month's minutes relative to a 3rd party installation to support moving forward with Integra as a service provider. Ricardo will move forward with bids, but anticipates that this will negate the savings over CenturyLink (but will provide additional functionality). Ricardo will provide updates to the board by email (most likely the second week of January).
- Motion: Justin Second: Bob All in favor

4. REVIEW OF CURRENT FINANCIALS

- Financials for the period ending November 30, 2012
 - Operating Acct Balance a/o 11/30 = \$14,920
 - 30 Day Low = \$19,877
 - 30 Day High = \$43,237
 - Reserve Acct Balance a/o 11/30 = \$140,410
 - Operating Acct Balance a/o COB 12/17 = \$32,921
 - Reserve Acct Balance a/o COB 12/17 = \$144,073
 - Tim: Felt that check #12156, \$3,495.00 should be redefined as an operating expense. Ricardo will take the action to ask for our CPA's advice.
 - Motion: Justin Second: Bob All in favor

5. UNFINISHED BUSINESS

- Ratification of Parking Deck Maintenance/Repairs Proposal: This addresses repairs immediately.
 - Motion to accept: Justin Second: Bob All in favor
- New Operator Replacement for Garage Door: This would replace the door opener – but the consensus is that the motion sensor has cared for this.
 - Motion to reject: Justin Second: Bob All in favor
- Bicycle Rack Installation: Cathe and Ricardo will lead the recommendation for which rack to purchase as well as where to have it installed. Ricardo to present at the next board meeting.
- Additional items from the Board

6. NEW BUSINESS

- 2012 Financial Audit/Tax Preparation Proposal
 - \$2,500 for auditing and preparing the 2012 income tax
 - Motion: Justin Second: Bob All in favor
- Weight Lifting Equipment
 - Tim read an email from the new owner of unit 1402 who was interested in loaning or selling the HOA a set of weightlifting equipment.

- Bob led a discussion regarding the existing equipment, what would be done with it as there would not be enough room for all of the equipment.
- Ricardo will respond to the perspective owner letting him know that the board will respond the first week of January.
- Manager's report – Action Items/Reports
 - All items have been covered.
- Additional items from the Board
 - The annual meeting will be Monday, February 11th 2013.
 - Trash Bin Update: Ricardo will set up a meeting with Manny to discuss his tractor, trash bins, and recycling.
 - There was a brief discussion regarding upcoming board vacancies. Ricardo will verify dates and communicate all dates.
 - The meeting was concluded at 8:10 PM

7. CORRESPONDENCE

- **We had one letter from a renter regarding a moped on his balcony – as his unit was assessed a fine. Having a moped on the balcony is a violation of city and HOA rules.**

8. EXECUTIVE SESSION

- **Review of bills and check signing**

9. ADJOURNMENT: Meeting adjourned at 8:37 PM