

**PARKWAY TOWERS
CONDOMINIUM ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
JANUARY 22, 2013 – 7:00 P.M.
PARKWAY TOWERS LIBRARY ROOM**

1. CALL TO ORDER

- Present Board Members: Robert Boczkiewicz, President; Tim Campion, Vice-President, John Schneider, Treasurer, Justin Chris-Tensen, Secretary; Joseph Page, Member-at-Large; Ricardo Lases, Weststar Management; Cathe Mitchell, Building Manager
- Unit Owners Present:
 - Aaron & Yan Shaffner, 401
 - Paul Giroux, 1504
 - Jerry Bowers, 404
 - Arturo & Giannina Estrada, 1404
 - Mark Jones 1502
 - Jill Hrobsky, 1207
 - Roger Radke, 1501
 - Jeff Teter, 205
 - John Thomas 1407
 - David Auten: 1201

2. HOMEOWNERS OPEN FORUM

- a. Elevator Bulletin Board Needs Replacing

3. APPROVAL OF PREVIOUS MINUTES

- a. Motion: Joseph Second: Tim All in favor

4. REVIEW OF CURRENT FINANCIALS

- o Operating Acct Balance a/o 12/31 = \$24,835
- o Reserve Acct Balance a/o 12/31 = \$144,117
- o Operating Acct Balance COB 1/22 was \$51,096
- o Operating Account Balance after all pending checks = \$33,271
- o Reserve Acct Balance COB 1/22 = \$144,117*
- o \$64,501 in unpaid dues, 6 w/ \$1,000+ outstanding
- o No 01/2013 contribution, yet. Terri transferring \$4,333 by end of January
 - November Minutes and Financials not uploaded, last was October

o EOY Review

- HOA Dues:
 - Budgeted = \$439,468, Actual = \$435,933
- Rental Income Mgr Unit - Actuals say \$6,900, Unexpended says (\$7,200)
- Total Income:
 - Budgeted = \$462,968, Actual = \$460,032
- Operating Expense:
 - Budgeted = \$120,2000, Actual = \$105,743
- Maintenance Expense:
 - Budgeted = \$161,820, Actual = \$158,419
- Administrative Expense:
 - Budgeted = \$136,948, Actual = \$109,599
- Reserve Contribution:
 - Budgeted = \$44,000, Actual = \$51,330*
- Total Expenses:
 - Budgeted = \$462,968, Actual = \$425,091
- Net Income = \$34,941**
- 2012 Operating Acct High = \$55,983 on 6/18
- 2012 Operating Acct Low = \$7,411 on 7/3
- 2012 Reserve Acct Starting Balance = \$81,619
- Regular 2012 reserve contributions = \$44,000, total 2011 catch-up and 2012 reserve = \$51,330
- ** Electric, gas, HVAC repairs, insurance coverage, pay roll and on-call maintenance all under budget, pool, water treatment, elevator repairs, capital improvements over budget

a. Approval of financials pending audit

- i. Motion: John Second: Joseph All in favor

5. UNFINISHED BUSINESS

- a. Bicycle Rack Installation: Ricardo provided an overview of where “Snyder” recommended we install a bike rack for residential use: All locations recommended were inside the garage.

- i. The north west corner in the garage
- ii. The garage north-facing wall
- iii. The South corner of the Garage – where the trash tractor use to be stored.

NOTE: David Auten asked questions such as: Who would be responsible if a bike got stolen? Would this be a free amenity? At the December and January Board meeting, Ricardo said he'd checked with the Association's attorney who said the Association would not be liable for bicycles stolen from a rack provided by the

Association. The consensus of the Board at the December meeting and again tonight is that Ricardo will post a notice at the rack(s) stating that the Association is not liable for bicycles stolen from the rack(s). The consensus of the Board tonight is that the racks will be a free amenity.

b. Exercise Equipment:

- i.** Bob provided an overview regarding a new resident's offer to sell or loan Parkway Towers some weight-lifting equipment. Bob went on to report that he and Joseph surveyed the room and feel that the weightlifting bench is due to be replaced – however, the one offered would not meet the need. Cathy added that the other pieces of equipment offered would not fit within the room.
- ii.** John voiced his opinion that he did not feel that it would be prudent to proceed with accepting the resident's offer to sell or loan his equipment -- all members agreed.
- iii.** Owner Mark Jones offered his opinion that there are a few pieces of equipment that should also be removed (the rowing machine and the recumbent bike) – and there was a consensus to remove rowing machine. Action: Cathy to confirm and arrange for removal.

c. Additional items from the Board

i. Outside Lighting: Tim Campion

- 1.** The lights over the parking entrance have not worked in a month and some of the lights are not working over the canopies. Tim feels that we need to see if we can get a lighting expert in.

6. NEW BUSINESS

a. Wiring Installation – Wi-fi/Camera Monitoring

- i.** Bob provided a review of the existing proposal and bids. 2 Estimates were provided. The bids only address wiring costs – and does not address additional camera, wifi, and / or monitoring. Action: Ricardo to get a fresh bid that reflects a one-time payment.

b. 2013 Pool Maintenance Proposal

- i.** Existing contractor provided a bid for opening, maintaining, and closing the pool. Weekly fees have increased as well as the closing.
- ii.** Bob asked that we get two other proposals. Action for Ricardo.
- iii.** Sean will continue to maintain the pool one day a week – which allowed us to cut the contractor back to two days per week.
- iv.** Justin requested that we begin the process to understand what it would cost to remove the liner and re-plaster the pool for future budgeting purposes. While it has not exceeded the guaranteed life span, there is water under the liner and we “don’t know what we don’t see”.

c. Elevator Repairs – From Annual Inspection Code and Safety

- i.** Advanced Elevator Corporations (our existing service) charges \$6000 a year for monthly service. Ricardo will ask Advanced “why they hadn’t caught it”?
- ii.** Elevator violations have been reported by a 3^d party inspector (which is required by state law). Advanced Elevator has provided a bid of approximately \$3200 to address.
- iii.** Additional vendors will be coming to review the work that needs to be completed – with a full report to follow.

d. Access System Proposal

- i.** Protection One Security Systems provided a bid to install a new security system for \$30,000 + a \$200.00 per month service fee.
- ii.** As a tangential issue – we need to install a lock from the garage. The current situation leaves that door “unlocked” and we believe that this was due to a misinterpretation of a fire code. It seems that there can be a lock on the door for entering, but not for exit. Action: Ricardo to verify and address.
- iii.** Action: Ricardo will also ensure that there is nothing in this proposal that will invalidate the new garage door.
- iv.** Tim and Cathy discussed the pro’s, con’s, and flexibility that this would offer building management. An additional consideration is that if a key fob is lost, it can be turned off vs. a key which can be floating around. The question is: How much is that worth?
- v.** Re-keying is also an option.

e. Ratification of 203/205 Closed Loop Repairs

- i. This discussion was a formality as the board already voted on this (unanimously earlier this month). However, the board has agreed to set the vote aside while we await further clarification on the current impact.
- ii. Jeff, Owner of 205 – has indicated that he has no issues within his unit.

f. Dryers – Extension of Time Cycles

- i. Ricardo will address with the current vendor (with no additional expense for unit owners).

g. Due to time constraints, the following items will be pushed off for next months meetings.

- i. Trash Chute
- ii. Parking Deck Repairs
- iii. Additional items from the Board

h. Manager's report – Action Items/Reports

- i. One unit owner reported dripping water from the parking deck since the Brown Brothers repair. Action: Ricardo will be meeting with Brown Brothers to assess.

7. CORRESPONDENCE: N/A

8. EXECUTIVE SESSION

- a. The general session concluded at 8:35PM at which time Executive Session began.
- b. The board discussed a late payment offer from a current owner. Ricardo captured and has the action item to review with legal counsel.
- c. Discussed a review of all outgoing letters be reviewed for the purposes of creating “standard templates”. Action: Ricardo.
- d. Ricardo has found a few windows around the pools broken. While they do not appear the result of vandalism, he will further investigate.

9. ADJOURNMENT: 8:52 PM