

Parkway Towers Board of Directors Meeting

Meeting Minutes

May 28, 2013

Present: Roger Radke (1501); John Thomas (1407); Debra Hamon (906); Tim Champion (1503); Joseph Page (207)

Next meeting: June 25, 2013, 7 p.m., Parkway Towers Library Room

1. Call to Order

7:01pm

Present: Aaron Shaffner President, Robert Boczkiewicz Vice President, John Schneider Treasurer, Jill Hrobsky Secretary, Jeff Teter Member at Large, Cathe Mitchell Building Manager, Ricardo Lases Weststar Manager

2. Homeowners Open Forum

Joseph Page unit 207- reminder of barbeque limitations, no charcoal, 1lb propane ect. Also, Joseph is concerned about the property value of the 2nd floor and the fact it has been 2 years since there was carpeting in the hallway. Any status update on when carpeting will be laid?

Tim Champion unit 1503- what happened to Javiar the handyman?

Joseph Page unit 207- Can we repaint the numbers on the parking deck because the number for his space was painted over? What about the parking deck repairs?

Roger Radke unit 1501- reminder that there is no lifeguard on duty for residents using the pool.

Cathe Mitchell-Michael Glasgow thank you for volunteering to power wash the pool deck and pool area. Also a thank you to Roger Radke and Paul Grioux for volunteering to plant the garden in front of the building.

Approval of Previous Minutes

Motion- Robert Second- Jill All in Favor

3. Review of Current Financials

Operating Acct a/o 4/30 = \$50,710

Operating Acct a/o COB 5/28 = \$76,743

Residual after Pending Checks = \$41,831

30-day High = \$77,386 on 5/15

30-day Low = \$50,288 on 5/1

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2013 Starting Balance = \$28,210

YTD High = \$77,386 on 5/15

YTD Low = \$28,210 on 1/2

Reserve Acct a/o 4/30 = \$159,315

Reserve Acct COB = \$163,065

Income

MTD Income = \$37,757

YTD Income = \$153,336

MTD Total = \$38,007

YTD Total = \$155,406

Operating Expenses

Electric YTD = \$8,457

Gas YTD = \$17,218

Water YTD= \$2,292

Total YTD= \$36,851 (under budget by \$12,493)

Maintenance Expenses

HVAC Repairs YTD = \$3,533

Plumbing YTD = \$3,093

Repairs & On-Call Maintenance YTD = \$10,443 (over \$5,443)

Total YTD = \$42,743 (under budget \$21,523)

Administrative Expenses

Insurance YTD = \$9,128

Total = \$34,330 (under budget \$8,206)

Reserve YTD = \$15,000 (on target for a balance of \$189,315)

Total Under/Over YTD = (\$27,982)

Motion: John Pending audit of why the reserve discrepancy **Second:** Robert **All in Favor**

4. Unfinished Business

- a. Engineer Proposal- Lohr Design Group \$3750 vs. ConcordWest \$8850

Robert and Jeff recapped their interviews with representatives of Lohr and ConcordWest. Robert reported that the Board 's unpaid engineering consultant, professional engineer Nat Sekhar, recommended ConcordWest's proposal. Based on Nat's recommendation, Robert proposed approval of that proposal. Jeff, John and Aaron preferred Lohr's proposal.

Motion: Aaron to approve Lohr Design Group **Second:** John **In Favor:** Jeff **Opposed:** Robert **Abstain:** Jill

- b. Additional items:

John proposes looking into 3-5 sectional furniture pieces for the pool at a cost of \$2000

Motion: John, **Second:** Aaron **All in Favor**

- c. Aaron is bringing in friends who are welders who can undercut previous proposals for bike racks. After his friends have looked at the spaces, he will get an estimate from them on how much it will cost to assemble a bike rack.

5. New Business

- a. Drain System Maintenance Plan- How to prevent sewer back up and 5 Star Plumbing is recommending preventive maintenance.

John recommends we approve 5 star plumbing proposal for 4x a year jetting of sewer pipes for \$5000. **Second:** Jill **All in Favor**

- b. 2012 Financial Audit- **Motion:** John **Second:** Aaron **All in Favor**

- c. Manager's Report – Cameras are installed and should be up and running in the next week. The touch up painting and power washing has been finished. There are several holes in the pool liner. Complaint of marijuana smoking and food debris floating in the pool was submitted to Ricardo. Tiles were patched and painting touch up done in the one functional bathroom on the 17th floor. Ricardo will be forwarding the proposal to repair the deck around the 16th floor.

Brown Brothers Asphalt and Concrete Inc. will be conducting another test on Friday to help detect parking deck leaks.

- d. Additional Items from the Board- During May 2nd, last power outage, Robert determined that ½-1/3 of the lights in the north stairwell were not working. Ricardo said Lightning Mobile were here last week and replaced all the burned out bulbs. They were not able to give Ricardo a full report on the lights. Cathe said Lightning Mobile said there were several places in the garage where extra emergency lights could be installed.

Mike, PWT insurance agent, is looking into coverage for Tim Campion unit 1503, to be a volunteer with a master key to be used in emergency situations. As of right now, no solution has been found to allow Tim to have a key because of liability insurance.

6. Correspondence

Several notices were sent out to tenants who were speeding on the ramp and in the garage, for altering the locks on their unit door, having a pet in the building and damage sustained to the building while a tenant was moving.

7. Executive Session

General session adjourned 8:17pm

Violation notices will be sent out about noise violations on April 28th, 2013

Adjournment

8:34pm