

Parkway Towers Board of Directors Meeting

Meeting Minutes

August 27, 2013

Present: Roger Radke (1501); Debra Hamon (906); Tim Campion (1503); Kathleen Benham(1008); Paul Giroux (1504); Shirley William (1202); Carol Harlor (203); Michael MacLauchlan (402)
Next meeting: September 24, 2013, 7 p.m., Parkway Towers Library Room

1. Call to Order

6:57pm

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

2. Homeowners Open Forum

Roger Radke unit 1501- we should welcome new tenants in the next newsletter. Also, there is a problem with trash and recycling pick up. The current company is inconsistent about pick-ups.

Cathy Benham unit 1008- at least 6 cars are abusing our guest parking. The spaces in the back of the lot are available for rent. Violations will be sent out as well as notices posted in the building about who can use the parking spaces. Towing and booting the cars were discussed as options for repeat violators.

Paul Giroux unit 1504- all new tenants should receive a set of rules and regulations. Cathe Mitchell said the Denver Police will be coming tomorrow so that a police report can be filed about the vandalism Paul Giroux discovered in the stairwell leading down from the 17th floor.

Thank you to Robert Aldrige for taking a bunch of cardboard to the recycling center.

3. Approval of Previous Minutes

Motion-Aaron Second-Jill Abstain-Robert All in Favor

4. Review of Current Financials

Account Balance Review

- Operating Acct a/o 07/31/2013 = \$47,538
- Operating Acct a/o COB 08/23/2013 = \$68,348
- 30 Day High = \$70,970 on 08/21/13
- 30 Day Low = \$43,442 on 08/01/2013
- 2013 Starting Operating Account Balance = \$28,109

- YTD High = \$89,029 on 05/29/2013
- YTD Low = \$28,210 on 01/02/2013
- Reserve Acct Balance a/o 07/31/2013 = \$170,729
- Reserve Acct Balance a/o 08/23/13 = \$174,479
- \$66,618 due to the HOA with 8 units owing more than \$1000 each
- Total Citywide Balance = \$242,827

FDIC cover up to \$250,000 and we're currently \$7,173

We should find an additional bank by the next board meeting

We should consider investing some percentage of our money in short term CD ladder

Budget Report

- Income over by \$2,729
- Operating expenses under budget \$14,585 because electric, heat and gas are under budget
- Maintenance expenses under budget \$22,824 because HVAC repairs, plumbing, parking surface and pool under budget
- Administrative expenses down by \$7,326 because employee insurance and payroll under budget
- Reserve YTD Contributions on target at \$26,250
- Overall, under budget \$24, 223

Motion: Jill **Second:** Jeff **All in Favor**

Unfinished Business

a. Engineer Update- HVAC System

Asbestos has been found in the building. The engineer and asbestos professional has sent us an estimate to get rid of the asbestos. That estimate is \$408,960. The engineer is still looking at different possibilities. One option is to enclose the fan coils and put in all new pipes. Another option is to look at in-unit cooling units that the owners operate on their own electricity. PWT's electrical system is not capable of handling that kind of demand so we would then have to revamp the electrical system. A special meeting will be held once we have been given the report with the engineer so that he can answer our questions.

Motion to approve paying Scott Lohr 75% of his contract pending a rough draft of his proposal.

Motion Jeff **Second** Robert **All in Favor**

b. Handy Man update-

Mike Duvall has been recommended. He has helped with the pool and has some handy man experience, but not in all areas. He should be able to make minor repairs, replace lights, paint, clean and maybe some dry wall. The owner of the pool company he currently works for spoke highly of him.

Motion to approve offering Mike Duvall \$14/hr for 20 hrs a week for 90 days, with the option to extend that contract pending his 90 day review.

Motion-Aaron **Second**-Jeff **All in Favor**

c. Request from Unit 203-

Carol Harlor submitted a request to be reimbursed by the HOA for expenses incurred from flooding in March. There was much debate over what to do and the problems from paying and the problem of not paying. Jeff Teter believes that we need to pay Carol because it's the morally right thing to do since the HOA paid the other two unit owners who were affected by the flood. The problem is that Carol used a different service provider than the one approved by the board and didn't get it approved by Ricardo or the board before proceeding with repairs. Robert sympathizes with Carol but doesn't want to set a precedent that the HOA will pay for unapproved damages in the future. Robert is also taking Kim Porter, PWT's legal counsel advice that the claim not be paid per Colorado HOA law. Aaron understands the legal problem of precedent but feels that since the amount Carol is asking for is in line with what was paid to the other two units affected, we should pay her. Jill would like to pay her but doesn't want to set legal precedence that would put the HOA in a position to pay every claim, potentially erroneous ones, in the future.

Motion to pay Carol Harlor \$979.00 for damages sustained to her unit from the flooding in March

Motion-Jeff **Second**-Aaron **No**-Robert **Abstain**-Jill

d. Additional items from the Board

Aaron said painting has been finished in the hallway of the fourth floor.

Robert asked Cathe if the items mentioned in the fire inspection report were corrected, specifically if the paint cans and oily rags were removed from the elevator room (Cathe said those items were corrected immediately) and if the exit signs had been replaced. Cathe said all of the exits signs have been replaced.

Cathe went to a firehouse today to get fire alarm notification clarification. Cathe is also trying to set up a fire drill but is having a hard time getting hold of the woman who she needs to coordinate a fire drill.

The pool liner was repaired but the life of the liner has expired. A previous estimate submitted to Ricardo was for \$25,000 and that included redoing the bottom of the pool and repairing/redoing the tiles and the caulk. Ricardo is going to look for a pool expert so he/she can help the HOA find a solution for the pool whether that is a new liner or new coating of the pool bottom that doesn't require thousands of dollars of maintenance every year.

New Business

- a. Who to Contact in Case of Emergency- tabled to next meeting
- b. Manager's Report –
- c. Additional Items from the Board-
- 7. Correspondence

Notices have been sent out to certain tenants about broken windows in units, missing deadbolts to front door of units, vehicle repair occurring on PWT property and improper stowage of items in parking space.

- 8. Executive Session- no executive session held

General session adjourned 8:17pm

Adjournment

8:17pm