

Parkway Towers Board of Directors Meeting

Meeting Minutes

September 24, 2013

Present: Roger Radke (1501); Debra Hamon (906); Tim Campion (1503); Kathleen Benham(1008); Paul Giroux (1504); John Thomas (1407); Carol Harlor (203); Michael MacLauchlan (402); Libby Bergstrom (1406); Laura Mace (204); Leslie Anderson (807); Deore Bullert (804); Flo Raintom (1005); Mel Norton (1408)

Next meeting: September 24, 2013, 7 p.m., Parkway Towers Library Room

1. Call to Order

6:57 pm

Present: Aaron Shaffner President, Robert Boczkiewicz Vice President, Jill Hrobsky Secretary (arrived 7:07), Jeff Teter Member at Large, Cathe Mitchell Building Manager, Ricardo Lases Weststar Manager

2. Homeowners Open Forum

October 1 the AC will be turned off. The heat will be turned on October 14th.

Kathy Benham unit 1008- Rooftop furniture is strewn out of place, cushions are blowing around and there is trash, which is unsightly. (Cathe Mitchell responded that she checks the rooftop and that if it is in good condition, two hours later it is in poor condition. Cathe is going to order Velcro for the cushions. Cathe plans to store the cushions inside for the winter but leave the recliners out).

We need to make the outside spots available for rent. A notice should be placed in the newsletter that there are outside spaces available for rent and put a notice in the elevators. She is also not happy that 2 parking spaces are deeded to unit 105. The board agreed on charging PWT residents \$35 per space per month and non-residents \$50 per space per month.

Joseph Page- What's the status on the carpeting of the second floor? John Schneider said that carpeting would run about \$2000. Any volunteers to paint the second floor hallway?

3. Approval of Previous Minutes

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

4. Review of Current Financials

Account Balance Review

- Operating Acct a/o 08/31/2013 = \$44,099
- Operating Acct a/o COB 09/24/2013 = \$58,109
- Residual after Pending Checks = \$46,761
- 30 Day High = \$82,451 on 09/05/13
- 30 Day Low = \$57,514 on 09/19/2013

- 2013 Starting Balance = \$28,210
- YTD High = \$89,029 on 05/29/2013
- YTD Low = \$28,210 on 01/02/2013
- Reserve Acct Balance a/o 08/31/2013 = \$174,479
- Reserve Acct Balance a/o COB 09/24/13 = \$178,290

Income

- YTD HOA Dues = \$291,980
- YTD Total Income = \$311,435

Operating Expenses

- Electric YTD Variance = (\$6,831)
- Gas YTD Variance = (\$4,658)
- Water YTD Variance = (\$3191)
- Total YTD Variance = (\$13,680)

Maintenance Expenses

- HVAC Repairs YTD Variance = (\$13,188)
- Plumbing YTD Variance = (\$6,480)
- Miscellaneous = \$6,700*
- Parking Surface = (\$4,122)
- Snow Removal YTD = \$5,930
- Snow Removal Variance = \$1,330
- Total YTD Variance = (\$14,303)

Administrative Expenses

- Insurance YTD Variance = (\$3,165)
- Resident Manager Payroll = (\$4,040)
- Total YTD Variance = (\$9,766)

Reserve Contributions

- Reserve YTD Contributions = \$30,000
- Reserve YTD Variance = \$0

Total Expenses YTD Variance = (\$37,749)

Net Income/(Loss) = \$39,966

~ Last financials posted online was May

~ Do we have recommendations for additional banks?

~ Motion to approve the financial report pending an audit and providing an addendum next month

Motion: John **Second:** Robert **All in Favor**

Unfinished Business

a. Engineer Update- HVAC System

Scott Lohr is working on the cost estimates for upgrading the hvac system and will be getting them to us as soon as possible.

b. Harlor request-

Robert read Kim Porter, PWT legal advisor's previous email about owner vs association responsibilities that were discussed at the insurance seminar. Jill asked Carol to give a brief recap of the process she went through with her insurance and Ricardo. Jill also asked Jeff if his experience was similar to Carol's. Discussion postponed to executive meeting.

New Business

a. Trash Removal-

Ricardo got a couple of bids for different companies to remove the trash. Republic Services proposal states that the trash containers must be pulled to the curb by the building maintenance. Republic Service proposal was not considered as a viable option. Jeff Teter is going to look into a tractor that could pull the trash dumpsters up the ramp and would save the association quite a bit of money on trash removal bids.

b. Snow Removal –

John and Ricardo provided the board with a spreadsheet that showed the cost of snow removal by Lightning Mobile was cheapest when it was a seasonal rate. However the seasonal rate proposal Lightning Mobile submitted was twice the amount of the 2010-2011 season. The problem PWT has is finding a company that has a rubber blade for snow removal on a small truck because of the parking deck surface finish and weight restrictions. Ricardo is going to meet with Lightning Mobile to see if they will reduce their bid.

c. 17th floor Maximum Leak Repair-

Maximum Leak proposed repainting all the surfaces of the 17th floor for \$12,000. Due to the pending HVAC upgrades the board agreed there are better ways to spend \$12,000 since it's a cosmetic improvement and not a structural need.

6. Manager's Report-

Pool liner checked- vinyl liner vs. what we currently have for a liner. A vinyl liner is heavier and installed differently. We are waiting for a quote for both a vinyl liner and a liner similar to what we have. Dr. Florine Raitano said her husband Ben has years of experience with dealing with pools and engineering. She said she would ask Ben if he would be willing to consult with the board on how to proceed with the pool.

7. Correspondence

Notices were sent out to people who are violating the visitor lot usage and also welcome to the building letters were sent out to new residents.

8. Executive Session-

General session adjourned 8:14pm

Adjournment

8:25 pm