

Parkway Towers Board of Directors Meeting

Meeting Minutes

November 26, 2013

Present: Roger Radke (1501); Debra Hamon (906); Paul Giroux (1504); Melvin Norton (1408); Branislav Strizak (1001); Homer Gallan Jr (1208); Joseph Page (207); Aideko Tokuda(1101); Jim McTiernan(1101); Carol Harlor (203); David Auten(1201); Joanne Sullivan(601); Larry Bargas(901); Lisa Sullivan(607); John Thomas (1407); Florine Raitano (Unit 1005)

Next meeting: December 17, 2013, 7 p.m., Parkway Towers Library Room

1. Call to Order

7:00pm

Present: Aaron Schaffner President, Robert Boczkiewicz Vice President, Jill Hrobsky Secretary (via the phone), John Schneider Treasurer, Ricardo Lases Weststar Manager, Cathe Mitchell Building Manager.

Absent: Jeff Teter At Large

2. Homeowners Open Forum

Debra Hamon unit 906- The trash room is nasty with overflowing trash and flies are coming into the building through the trash chute. John agreed and mentioned that we would be discussing that further under unfinished business.

Paul Giroux unit 1504- There is a pipe leaking in the se corner of the basement and by the boiler room. There is a pinhole in the copper pipe and that's where the leak is coming from. Choice is aware of the leak and is coming tomorrow.

Kathy Benham unit 1008- How many people rent out parking spaces? Four people committed and two people who Cathe Mitchell has not been able to nail down in addition to the two people who rent in the parking garage.

Florine Raitano unit 1005 – Reported the lights on the west parking lot not working. She also recommended hiring a parking engineer to redesign the parking garage to create more parking spaces.

Clearance for the exhaust fans, can't make all the parking spaces perpendicular to the wall. Can't make all the parking straight

Mel Norton unit 1408- Can we get a new bench to replace the raggedy one outside. Mel, thank you for the \$50 to go towards a new bench. We can look on Craig's List to see if we can find a bench that is suitable.

Motion to approve money for a new bench: John **Second:** Aaron **All in Favor**

3. Approval of Previous Minutes

Motion-John Second-Jill All in Favor

4. Review of Current Financials

Account Balance Review

- Operating Acct a/o 10/31/2013 = \$65,199
- Operating Acct a/o COB 11/26/2013 = \$83,939
- Residual after Pending Checks = \$61,490
- 30 Day High = \$90,360 on 11/18/2013
- 30 Day Low = \$66,060 on 10/31/13
- 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 09/30/2013 = \$179,259
- Reserve Acct Balance a/o COB 10/22/2013 = \$183,009

Income

- YTD HOA Dues = \$364,452
- YTD HOA Dues Variance = (\$1,724)
- YTD Total Income = \$385,732
- YTD Total Income Variance = (\$684)

Operating Expenses

- Electric YTD Variance = (\$3,859)
- Gas YTD Variance = (\$4,768)
- Phone = \$1,234
- Water YTD Variance = (\$3,176)
- Total YTD Variance = (\$11,710)

Maintenance Expenses

- HVAC Repairs YTD Variance = (\$12,235)
- Plumbing YTD Variance = (\$6,850)
- Total YTD Variance = (\$17,492)

Administrative Expenses

- Resident Manager Payroll Variance = (\$4,827)
- Total YTD Variance = (\$8,169)

Reserve Contributions

- Reserve YTD Contributions = \$37,500
- Reserve YTD Variance = \$0

Total Expenses YTD = \$351,488

Total Expenses YTD Variance = (\$37,372)

Net Income/(Loss) = \$38,

Motion: John Second: Robert All in Favor

5. Unfinished Business

a. Engineer Update- HVAC System- What's Next?

The board has received the report from Scott Lohr and the board met for an hour before the board meeting. They met with two banks already. We would like to bring in the engineer for a community meeting with the residents. Three million dollars is a big number. The board wants input from all the residences. All are extreme and all are about three million dollars. Jospeh Page unit 207- What is the time frame of when this project might begin and end? The bank will not approve a loan unless 80% of the residents approve. Kathy Benham unit 1008- Is the three million dollars we are looking to borrow from the bank above the special assessment? Jim McTiernan unit 1101- are we looking at no heat in the winter or no air conditioner in the summer? Jospeh Page unit 207- Can we make this information available online?

b. Ratification of Trash Removal Services-

Things are moving along and everyday things are a little smoother. The recycling piece is the last missing piece. Right now we have trash removal 6 days a week and are at one day a week for recycling. Ricardo is trying to get our recycling bumped up to two days a week. The problem is the bin style isn't compatible with the trucks.

Thank you to Cathe, Ricardo and Mike during the trash crisis! We presented them with a small token of our appreciation.

Motion to approve current trash collection: John **Second:** Robert **All in Favor:** Jeff, Jill
Abstain: Aaron

b. Pool Liner Replacement Proposal-

The only proposal we have is the same as we had last month. We are going to shelf the vote until we can get at least two more proposals. We need to approve something by February in order for the pool to be open by Memorial Day.

Paul unit 1504- Can something be done about the steps in the corner of the pool?

c. Carpeting of the 2nd Floor Hallway-

All second floor owners vote.

Motion to approve \$3000 for carpet for the second floor.

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

d. Additional items from the Board-

6. New Business

a. Draft of 2014 Budget-

John came up with three different budgets for the board to look at including a 1.5% increase or 3.8% increase being the most feasible.

Are we going to pursue changes in the bylaws? John thinks its appropriate assessment to pursue the change to the bylaws so that everyone's unit is measured for future purposes.

Motion: 1.5% John **Second:** Aaron **All in Favor**

b. Ratification of Replacement of Fireeye Components –

Ricardo explained that that's the component that has been misfiring and causing all the heat and hot water outages. It costs \$2,270 to replace a controller on the boiler so we can fix this problem.

c. Collection Policy-

Ricardo explained the new policy which now includes a late fee.

Motion: Aaron All in Favor

d. Asbestos Report & Proposal (Electrical Room)-

Motion to approve Region 8 Enviro LLC's proposal for \$1500 to remove the asbestos from the mechanical room.

Motion: Jill Second: John All in Favor

e. December Board Meeting-

December 17th is when the monthly board meeting will be held.

f. Manager's report-Action Items/Reports-

Continuing to look at the concrete repair.

g. Additional items from the board:

Holiday Party will be Friday, December 6th from 5:30-8:30. Once again the HOA will be sponsoring an outdoor lights competition. First prize:\$25 Second prize: \$15 Third prize: \$10. The judging will be done on December 19th. Lights have to come down by the end of January.

7. Correspondence

Notices were sent out regarding allowing Choice Mechanical in for repairs and approval of a companion pet request.

8. Executive Session-

General session adjourned 8:19pm

Adjournment

8:24pm