

Parkway Towers Board of Directors Meeting

Meeting Minutes

January 28, 2014

Present: Roger Radke (1501); John Thomas (1407); Tim Campion (1503); Joseph Page (207); Carol Harlor (203); Debra Hamon (906); Thomas Briggs (306); Libby Bergstrom (1406); Keith and Gail Nawls (1108); Mike McCasland (1405); Flo and Ben Raitano (1005); Jim McTiernan (1101); Howard Rosenberg and Krister Sutton (206); James Teter (205); David Auten (1201)

Next meeting: February 25, 2014, 7 p.m., Parkway Towers Library Room

1. Call to Order

7:37pm

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

2. Homeowners Open Forum

Carol Harlor unit 203- People need to be pulling permits if they are doing any major remodeling in their units for the safety and security of everyone in the building.

Joseph Page unit 207- People who smoke, particularly marijuana, please close off your ventilation system so you don't affect other units. Ask Kim Porter what legal liabilities we have so we are taking all the steps we can to ensure non smokers are not being adversely subjected or involuntarily subjected to second hand smoke. Many people in the building are subjected to drug tests at work and the HOA could have a severe problem if a drug test of a non smoker comes back positive due to exposure through the ventilation system in their own unit.

Debra Hamon unit 906- She too has had the same problem as Joseph Page and an air purifier did help..

Flo Raitano unit 1005- Her unit reeks of marijuana! She has an air purifier in her unit and it is not helping much. She has awoken in the middle of the night with a headache from the stench, which has been so overpowering, it's as if someone is sitting in the room smoking a joint. A solution needs to be worked on so non-marijuana smokers are not subjected to this kind of smell.

John Thomas unit 407- Would closing off your bathroom vent help?

Keith Nawls unit 1108- Covering the bathroom vent has not helped with the marijuana smell. He too has awoken in the night and the marijuana smell is overpowering. There is also a terrible and pungent sewer smell coming into the unit. Nothing has worked and Cathe Mitchell has spoken to someone to conduct further tests to try and determine where the smell is coming from and or how it can be dealt with.

3. Approval of Previous Minutes

Motion- Jill **Second-**Robert **All in Favor**

4. Review of Current Financials

Account Balance Review

- Operating Acct a/o 12/31/2013 = \$67,478
- Operating Acct a/o COB 01/28/2014 = \$97,034
- Residual after Pending Checks = \$84,321
- 30 Day High = \$101,894 on 01/16/2014
- 30 Day Low = \$74,480 on 01/02/2014
- 2013 Starting Balance = \$28,210
- 2014 Starting Balance = \$74,480
- 2013 High = \$89,029 on 05/29/2013
- 2013 Low = \$28,210 on 01/02/2013
- Reserve Acct Balance a/o 12/31/2013 = \$189,767
- Reserve Acct Balance a/o COB 01/14/2014 = \$189,767 (should be \$193,517)

Income

- 2013 HOA Dues = \$437,603
- 2013 HOA Dues Variance = (\$1,865)
- 2013 Key Replacement = \$14
- 2013 Total Income = \$466,635
- 2013 Total Income Variance = \$2,967

Operating Expenses

- 2013 Electric Variance = (\$2,525)
- 2013 Gas Variance = (\$4,770)
- 2013 Sewer Variance = (\$1,715)
- 2013 Water Variance = (\$3,931)
- 2013 Total Operating Variance = (\$11,902)

Maintenance Expenses

- 2013 HVAC Repairs Variance = (\$14,309)
- 2013 Plumbing Variance = (\$7,078)
- 2013 Pool Variance = (\$4,018)
- Repairs & Maint-On Call = (\$4,557)
- 2013 Total Maintenance Variance = (\$19,037)

Administrative Expenses

- 2013 Resident Manager Payroll Variance = (\$5,362)
- 2013 Total Administrative Variance = (\$10,449)

Reserve Contributions

- 2013 Reserve Contributions = \$45,000
- 2013 Reserve Variance = \$0

2013 Total Expenses = \$423,780

2013 Total Expenses Variance = (\$41,388)

Net Income/(Loss) = \$42,854 (Transfer \$20,000 into reserve account)

Motion to transfer \$20,000 to the reserve account: John Second: Aaron All in Favor

Motion to approve the financials pending audit: John Second: Robert All in Favor

5. Unfinished Business

a. Engineer Update- HVAC System

Mike McCasland unit 1405- Electric paid by the homeowners and it might be worth the having since it would be more cost effective.

b. Pool Liner Replacement Proposal-

RenoSys previously submitted bid \$26,505 vs Nature Corporation \$13,445 (and \$695 removal of old liner): Ricardo Lases and Jill Hrobsky went to the Grand Hyatt to see their pool liner which was installed two years ago by Nature Corporation. The engineer who escorted us around the pool area said that Nature Corporation came in on time and on budget. The liner was so well done it looked like concrete from a distance because it lay so closely against the side of the pool. Their pool looks amazing. Before the board will approve this bid we need four questions answered; What is the shipping cost of the material? What is the cost of disposal (removal is specified but not disposal)? When and who will need to do the pressure test and will that be preformed before the pool opens? Thirdly, the payment terms state 1/3 payment with order, 1/3 payment prior shipment of materials and balance paid on, or before, completion of installation. *Payment terms as listed above are subject to review of credit and project information.* The board does not want to make final third payment until project is completed. Is that possible?

c. Additional items from the Board-

Aaron- Can we look into getting the sauna to a working state again? \$3000 to fix the pipes was a bid received years ago but we don't have a bid to fix everything needed to get the sauna up and working. Can we get bids and look into insurance coverage/liability of having a sauna?

Robert- Fire sprinkler system, per the \$7800 bid in the board packet. However the company that submitted the bid for \$7800 is the same company that said these sprinklers were not up to code. To the best of Ricardo Lases', PWT property manager, knowledge, PWT is up to fire code so more investigation needs to be done to ensure these repairs are necessary. Also other bids will need to be submitted because of the large dollar amount. It was recommended to talk to the fire marshal about what exactly "needs" to be done.

A realtor in the community forum said the HVAC system renovation will improve our property value. Is there a way to put out on the website the "selling points" of the building?

6. New Business

a. Concrete Repairs Proposal- Balconies

Items a and b were talked about together but it was determined that the canopy is the priority to be fixed. It was also determined that while we only budgeted a certain amount for the concrete repairs, if we go over we can take money out of the reserve or from the capital improvements account.

- b. Canopy- Concrete Repairs Proposal

Motion to repair canopy: Robert **Second:** John **All in Favor**

Motion to approve the continuing work of the 14th and 15th floors concrete repairs: Aaron **Second:** Jeff **All in Favor**

- c. Unit 104 Remodeling Proposals

Hold over to next months meeting

- d. Jetting Of Sanitary Sewage Line- Preventive Maintenance

Hold over to next months meeting

- e. Additional items from the Board-

Due to the late hour and the hour and a half community forum it was decided to adjourn this meeting before getting to any other items.

7. Manager's Report

- a. Action Items/Report

8. Correspondence-

9. Executive Session-

No executive session was held.

General session adjourned 8:30pm

10. Adjournment

8:30pm