

Parkway Towers Board of Directors Meeting

Meeting Minutes

February 25, 2014

Present: Roger Radke (1501); Debra Hamon (906); Tim Campion (1503); John Thomas (1407); Jim McTiernan (1101); Kathleen Benham (1008); Kathy and Greg Cupp (308); Keith Nawls (1108); Robert Guschewsky (405); Phil O'Brien (1106/202); Flo Raitano (1008); Thomas K. (407); Carla and Keith Nawls (1103).

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

1. Call to Order - 7:00pm

Present: Aaron Shaffner Vice President, Robert Boczkiewicz Member at Large, Jeff Teter Secretary, Joseph Page Treasurer, Cathe Mitchel PWT Manager, Ricardo Lases Weststar Manager; Absent: Jill Hrobsky President

2. Homeowners Open Forum

Rita Tsalyuk (708)- Disputing \$600 in fines related to unauthorized dog and repeated parking violations levied against the tenant in her unit; offending tenant has since vacated unit. The Tysalyuks are requesting forbearance from the board. Ricardo will provide background; decision pushed to next board meeting.

Deb Hamon (906)- Raised late evening - early morning loud music complaint towards unit 904; several neighbor to neighbor contacts have been attempted. Sticky notes have been left requesting the music be played at a lower volume level; police have made unsuccessful attempts to reach the resident. Ricardo will send first warning letter from HOA board to tenant and unit owner.

Kathleen Benham (1008)- Huge concerns about the risk of PWT HOA securing a single loan to help pay for the HVAC project v. each unit owner securing a loan against their individual units. She stated she does not want to "co-sign" on a loan for any other unit owner. The board concluded that it would be best for a representative from a local bank to lead a future discussion at a home owner forum, date TBD. "Mr. Boczkiewicz repeated the point that banks have said they will require 80% owner approval for the HOA to enter into a large bank loan." It was agreed that an HOA meeting with a representative from Community Bank would be scheduled forthwith, so the board and unit owners could understand financing options.

Aaron Shaffner (401) Renewed his request for Ricardo to pursue three bids for sauna repairs. He also asked that Ricardo list the four HVAC cost options on the Weststar website for all to view.

Joseph Page (207) Requested volunteers for future projects around the building. Look for sign-up sheets

Keith and Carla Nawls (11th floor) repeated their request for HOA assistance and solutions to sewer gas odors wafting through their unit; Tim Campion (1503), Roger Radke (1501), et al voiced like concerns. Board apologized and asked Ricardo to push 5-Star Plumbing to develop a plan and recommendations by 2/28.

Approval of Previous Minutes

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

4. Review of Current Financials

Account Balance Review

- Operating Acct a/o 01/31/2014 = \$62,412
- Operating Acct a/o COB 02/25/2014 = \$73,284
- 30 Day High = \$97,667
- 30 Day Low = \$71,522
- Reserve Acct Balance a/o 02/25/2014 = \$217,327

Income thru 1/31

- YTD HOA Dues = \$39,226
- YTD HOA Dues Variance = \$2,042
- YTD Total Income = \$42,060
- YTD Total Income Variance = \$2,355

Operating Expenses thru 1/31 (favorable variance)

- Electric YTD Variance = (\$724)
- Gas YTD Variance = (\$31)
- Water YTD Variance = (\$597)
- Trash YTD Variance \$1,786, Budget \$1,045, Actual \$2891
- Total YTD Variance = (\$116)

Maintenance Expenses thru 1/31 (favorable variance)

- HVAC Repairs YTD Variance = (\$1,805)
- Plumbing YTD Variance = (\$1,923)
- Snow Removal Variance = (\$1,122)
- R&M, on-call Variance = (\$1,333)
- Janitorial YTD = \$0, Budget \$900
- Snow Removal YTD = \$378
- Total YTD Variance = (\$8,303)

Administrative Expenses (favorable variance)

- Resident Manager Payroll = (\$2,792)
- Total YTD Variance = (\$1,922)

Reserve Contributions

- Reserve YTD Contributions = \$23,750

Total Expenses YTD = \$23,984 + \$23,750 reserve contribution = \$47,734

Total Expenses YTD Variance = \$9,891 (\$13,859) w/o reserve contribution charge of \$23,750

Net Income/ (Loss) = (\$5,673) \$18,076 w/o charge to reserve contribution of \$23,750

~ Motion to approve the financial report pending an audit – No questions

Motion: Mr. Page **Second:** Mr. Boczkiewicz **In favor:** All

5. Unfinished Business

- a. Engineer Update – HVAC Systems, nothing to report
- b. Pool Liner Replacement Proposals, see Unfinished Business
- c. Additional items from the board, nothing to report

6. New Business

- a. Removal of Pool Liner and Power Washing Proposals and Vote-

Board discussed selecting the low bidder, Natare Corporation (\$14,620 lower than bid from RenoSys Corporation); vote on-hold pending confirmation and satisfaction of warranty & payment terms. To meet Memorial Day pool opening date, board agreed to vote by email to begin the process. 5-Star Plumbing proposed a \$2,000 bid for power washing the pool and the 17th floor, plus removing and disposing of the old liner. Mr. Boczkiewicz continues to voice concern about no warranty information presented with Natare proposal and paying the vendor the total amount before the work is completed

- b. Repairs/Replacement of Building Pump #2 Proposal-

The board reviewed the two proposals from CMI, one for repair (\$4,200) and one for replacement (\$7,585). CMI is recommending the repair option, since this pump will likely be replaced during the HVAC updates. Board policy requires seeking additional bid(s) since the cost is above \$3,000. Ricardo will follow through. Vote is deferred.

- c. Jetting of Sanitary Sewer Line, Preventative Maintenance-

The board reviewed a proposal from 5-Star Plumbing for \$5,000 for an annual contract of quarterly service.

- d. Replacement of Fire Sprinkler Heads in Parking Garage Proposal and Vote-

On 11/19/13, Sentry Fire and Safety performed an inspection to the fire sprinkler system. There are about 300 fifty year old sprinkler heads in the garage. Per the NFPA 25 (fire sprinkler code) and the local fire department, these heads need to be replaced. The board has reviewed two quotes from Sentry (\$7,794) and Meridian Fire and Security (\$6,948). The board voted to accept the Sentry bid due to the long and satisfactory performance levels.

Motion: Robert **Second:** Aaron **In Favor:** all

- e. Ratification of Board Officers-

Jill Hrobsky President; Aaron Schaffner Vice-President; Joseph Page Treasurer; Robert Boczkiewicz Member at Large; Jeff Teter Secretary. Board Officers serve as non-paid volunteers with staggered terms.

- f. Proposal for Installation of new LCD Monitor and Controller for Elevator,

Kone Elevators \$2,650- Vote deferred

g. Unit 104 Remodeling Proposals and Vote

Board reviewed two proposals and accepted the bid from Reconstruction Experts for \$24,800. The HOA will rent this two-bedroom unit which will generate an additional revenue flow.

Motion: Robert **Second:** Aaron **In Favor:** all

h. Proposal and Vote to Repair Broken Clear Plexiglas in Pool Area

Board reviewed two proposals from Votex (\$2,972) and Santa Fe Glass for (2,990) and voted to accept the Votex bid.

Motion: Aaron **Second:** Jeff **In Favor:** all

7. Manager's Report

Updated discussion around carpet installation for second floor; this was approved in a previous HOA meeting; Ricardo is working through the details with Carpet Exchange.

8. Correspondence

Welcome notices were sent out to three new residents. An invoice for \$130 was sent to one resident to reimburse the HOA for a payment made for electrical repairs done to this unit.

9. Executive Session- Nothing to report

General session adjourned at 8:30 pm

10. Adjournment at 8:30pm