

Parkway Towers Board of Directors Meeting

Meeting Minutes

July 22, 2014

Present: Roger Radke (1501); Jim McTiernan (1101); Flo Raitano (1005); Branislav Strizak 1001; Phil O'Brien (1106) & (202) Shirley Williams (1202); Robert Guschewsky (1403); Flo Raitano (1005); Paul Giroux (1504); Kathy & Greg Kupp (308); Kathy Benham (1008); Cory LaPrise (1007); Wendell Leonard (708); Clara Evans (604) - Absent- Tim Campion (1503); Debra Hamon (906)

Next meeting: August 26, 2014, 7 p.m., Parkway Towers Library Room

1. Call to Order – 7:00 p.m.

Present: Jill Hrobsky President, Flo Raitano Vice-President, Jeff Teter Secretary, Joseph Page Treasurer, Ricardo Lases Weststar, Cathe Mitchell Manager, Absent- Robert Boczkiewicz, Member at Large

2. Homeowners Open Forum

Mr. Radke asked if PWT unit 104 had been rented; Mr. Lases responded that it has been rented and the two new tenants have moved in. JP inquired about lack of cooling on the upper floors; Ms. Mitchell responded that a representative from Choice Mechanical had been to PWT today for the purposes of bleeding the air off the HVAC pipes on the upper floors. Monsieur Giroux noted the pool filters were not skimming properly and that the filter flaps were missing. Jill asked if he had ever seen flaps since the pool renovation was completed this past spring. He couldn't recall. He said that he was skimming the pool for debris on a semi-regular basis. The board appreciated Paul for his efforts. Mr. Strizak said the pool was not tidy and that food, Fritos Corn Chip bags, Abo's Pizza boxes and aluminum Dr. Pepper cans were being left behind by others. The board noted that the responsibility for maintaining pool deck order and cleanliness was up to the residents and their guests. Mr. Strizak inquired again about the washing machine on the 10th floor. He believes it is not operating properly. The vendor is pulling together an analysis of machine performance and service calls. A report will be given by Mr. Lases at the next HOA meeting. Trash chute door on the 10th floor continues to leak smelly air. Mr. Strizak noted the door does not seal properly. Mike the man will take a look at it this week. Mr. Page reminded those in attendance to not prop open common area doors, which are safety and fire code violations. Mr. Page acknowledged Ms. Mitchell's productive and substance rich week. She coordinated multiple safety alerts, communicated with the Denver Police Department; prevailed upon the tenant in unit 904 to remove the letter "X" that had been marked with tape on the outside balcony of his apartment, observed and verbally confronted various outliers. Cathe also updated the package receiving policy and sold some ugly furniture that the HOA acquired back in 1977. A robust round of applause followed.

Approval of Previous Minutes

Motion- Miss Hrobsky **Second-** Mr. Page **All in Favor-** 100%

4. Review of Current Financials

Account Balance Review

- Operating Acct as of 07/22/2014 = \$24,952
- Reserve Acct Balance as of 07/22/2014 = \$236,349
- Operating Account high balance on 7/27 = \$48,797
- Operating Account low balance on 7/2 = \$17,096
- Choice Mechanical Payment - \$14,043 for HVAC Repairs

A full set of financials for July/YTD (balance sheet, income statement, check register, YTD accruals, Actual v Plan Comparison) will be available for anyone to view on the PWT page of the Weststar website.

<http://www.weststarmanagement.com/hoa/hoalegals/prkwytws/prkwytws.html>

Motion to approve the financials

Motion: Mr. Page **Second:** Miss Hrobsky **All in Favor 100%**

5. Unfinished Business

a. Board Vacancy

The board voted to approve the candidacy of Dr. Florine Raitano, former Mayor of Dillon Colorado and current resident of PWT. The board appreciates Mr. Glen Mottau for also volunteering to be a PWT Board Member. A rigorous round of applause followed.

Motion- Miss Hrobsky **Second-** Mr. Page **All in Favor-** 100%

Electronically, the board communicated their approval for the repair of a leak in the garage by accepting Choice Mechanical's proposal for \$1,892. The repair has been completed.

b. Draft of 2013 Financial Audit

JP reviewed and signed the document. It will be available for all to review on the Weststar website. <http://www.weststarmanagement.com/hoa/hoalegals/prkwytws/prkwytws.html#>

Motion to approve the audit – Miss Hrobsky **Second-** Mr. Page **All in Favor-** 100%

c. Additional Items from the Board

JP said to the meeting attendees that the Board had not forgotten about the HVAC vote, but the Board had been preoccupied by building safety concerns. Ms. Raitano brought up the idea of "Floor Ambassadors" to rally interest on the part of owners towards a vote. The Board agreed to meet for an additional work session to discuss next steps. The Denver Police were called again today to follow up on a group of trespassers that have been entering the building illegally. One resident noted a curious and foul odor emanating from a 9th floor unit. He was advised to call the police if he suspected illegal activity. There was an open discussion between different unit owners and the board around safety and the individual's responsibility to keep their homes and person secure. Don't prop the common doorways open. If you see one propped open, close it. Don't let people into the building unless they are your guests or that you clearly know them. If

you see locks or striker plates that have been modified in a way that prevents them from functioning, let Cathe know or feel free to make a simple fix. Cathe is trying to coordinate with a neighborhood watch group and will attend a scheduled meeting with the Denver Police Department, District 2 station. Mr. McTiernan asked whether the HOA could pre-screen potential renters or unit owners. We cannot. That process is the responsibility of each individual unit owner. Jeff Teter agreed to draft a letter to all residents informing them of our current issue around building safety and resident observations towards vagrants, trespassers and experiences of recent petty theft. JT will follow up with Miss Hamon on her girlfriend's suggestion to talk with the Property Manager/Owner, Patrick Weldon re: the new boiler system at the Americana Condominiums, 1121 Albion Street, Denver, Colorado 80220

6. New Business

a. Review of Reserve Study Draft

Jeff Teter agreed to review the first draft of the McCaffery Reserve Study to understand where the consultant captured the calculations in his report for our December 2013 HVAC analysis produced by our engineer, Scott Lohr. The board will then consider a vote to approve the study.

b. Re-keying the Common Area Doorways

A vote was taken to begin the once in a decade process to re-key the building.. The board approved the initiative and a budget not to exceed \$2,500. 225 keys will be produced and provided to unit owners, contractors, fire fighters, security types, real estate professionals, Murphy the Mailman, and Umberto the UPS man. These keys will replace the existing ones for the 14 common area locks and will be provided at no charge; additional keys beyond the first two will be offered for a charge not to exceed \$4. The bid is \$1,900.75 and it will take the locksmith four trips to complete the change out. The vendor is *Famous Greg of the Lovely Gregory Lock and Key Company*. The board agreed to have the project completed by October 15th, 2014.

Motion: Jill **Second:** Jeff **Approved:** Flo **Abstained:** Joseph

c. Monthly Newsletter

Questions have been raised by various unit owners about the expense, an over emphasis towards rules and authoritative tone. The original purpose was to highlight social activities, and to provide news and events. It included a "Community Calendar" a "Rules Reminder" component, and information on the common areas and infrastructure issues. Here is reference from the newsletter posted in April of 2009-

"About the Newsletter-

If you have suggestions on content, please give those to either Henry or Cameron. Our intentions are to produce the newsletter six times a year – February, April, June, August, October and December. We will distribute copies to each unit. For homeowners not living in the building, we will initially mail copies to the homeowners; however, to reduce expenses we will only post the newsletter online through our Weststar Management's website at <http://www.weststarmanagement.com/hoa/hoalegals/prkwytwrs/prkwytwrs.html> "

Jill Hrobsky has volunteered to take a lead role in writing the monthly newsletter. Flo suggested that we start a PWT blog.

d. Additional Items from the Board

As a safety measure and good management practice, new four digit pin settings for the automatic garage door opener will be implemented through Ms. Mitchell. It was noted that a former PWT tenant from unit 202, Janet West, had not returned her opener or front door key after being evicted, by the Denver Sheriff and subsequently had been often observed trespassing in the garage and around the building. JP would like the HOA to consider hiring a new vendor to replace Protection One. He believes they are not following through on their contractual obligations. Flo suggested we arrange for a police officer to make regular rounds inside of PWT. The Board and meeting attendees had a lengthy discussion about establishing a budget of \$3,000 to hire off-duty police officers to make random and frequent patrols of the common areas, garage and the 9th floor hallway.

7. Manager's Report-

Concrete repairs to balcony ceilings are on hold for now due to lack of available cash. The HOA paid over \$14,000 to Choice Mechanical for HVAC repairs during June. Unit 104 has been rented. The carpet for the second floor hallway has been installed.

8. Correspondence- No correspondence

9. Adjournment- 8:41 p.m.

10. Executive Session- 8:45 p.m. **Adjournment-** 9:30 p.m.