

Parkway Towers Board of Directors Meeting

Meeting Minutes

February 24, 2015

Present: Jim McTiernan (1101); Phil O'Brien (1106); John Schneider and David Auten (1201); Shirley Williams (1202); Debra Hamon (906); Branislav Strizak (1001); Kathleen and Arleta Benham (1008); John Thomas (1407)

Next meeting: March 24, 2015, 7 p.m., Parkway Towers Library Room

1. **Call to Order** – 7:02 p.m. By Jill Hrobsky

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

2. **Homeowners Open Forum**

Miss Hamon heard a barking dog in the 9th floor hallway. Cathe Mitchell said there are no dogs on the 9th floor. Kathleen Miss Benham asked whether our snow removal vendor is required to shovel the sidewalk on the west side of our parking lot. Ricardo Lases will make the vendor aware of this requirement. There was a discussion about updating the square footage of individual units to reflect the build outs of five units. Fourteen units that have completed the build out have been recorded. We will need to amend our declarations to complete this process. The legal expense and the cost of re-measuring have not been determined. Sixty-seven percent (67%) of unit owners must support this amendment change in a vote, in order for the initiative to move forward. Ms. Benham suggested that the Association sell the two living units it owns, 104 and 105, to benefit the HOA financially from the sale income and from future HOA fees. Mr. Boczkiewicz stated that frequent service fees, often at overtime rate, for garage door repairs have been costly. Branislav Strizak stated that the door has become too expensive to maintain and should be replaced with an industrial-grade door. Tim Champion said the current, relatively new door has been breaking down much more often. Ms. Benham said the Board should evaluate the respective costs of replacing the door versus continuing to repair it. Jeff Teter said the cost of repairs over the past 12 or 24 months should be compared to the cost of a new door. Mr. Boczkiewicz called out a possible leak in the exercise room; Cathe will follow up. Mr. Page mentioned the snow removal driver was pushing snow into the fence which separates guest parking from tenant parking on the north side of the building. The fence was at risk of being damaged, and the snow was being piled on top of a unit owner's car. Joseph brought it to the driver's attention. Ricardo will follow up. It was acknowledged that David Auten cleared the sidewalks of snow in front of building on Saturday, February 21st. A determined round of appreciations followed. Kathy suggested we short pay the snow removal vendor's invoice and give the cash to David. Ben wanted to know what purpose the fence provided. Mr. Page answered for safety. Mr. Mottau suggested that anyone driving into the garage immediately use their clicker to close the large garage door behind them. This helps keep the heat in and criminal element out.

3. **Approval of Previous (tardy) Minutes**

Motion- REB **Second-** JLT **All in Favor-** 100%

4. Review of Current Financials

Account Balance Review

- Operating Acct as of 09/23/2014 = \$42,059
- Reserve Acct Balance as of 09/23/2014 = \$262,536

A full set of financials for January/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>

Mr. Auten inquired about whether unit owners could pay their special assessments ahead. Yes, they can. Phil O'Brien asked what the monthly rental amounts were for the manager's unit owned by the HOA. Cathe said we just updated the lease and the new amount is \$775/month. Mr. Page pointed out that half of the amount included for heating and cooling repairs in the annual 2015 Budget already has been spent in the first two months of the year.

Motion to approve the financials

After conferring with the HOA's attorney, Mr. Boczkiewicz observed that the Board was not required to make a motion to approve the financials.

5. Unfinished Business

a. Telephone, Internet & Cable TV services proposal

Is on-hold for now.

b. Bike Room – No Update

With the new boiler placement being shifted to the northeast portion of the garage, there is current discussion around using the former boiler room as a bike room. More to follow.

c. Additional Items from the Board

Designation of new officers for the calendar year 2015: Jill Hrobsky President, Glenn Mottau Vice-President, Robert Boczkiewicz Member at Large, Joseph Page Treasurer, Jeff Teter Secretary.

Mr. Auten suggested that the HOA should go to a bank now to request a loan in conjunction with implementing a special assessment. He said that is how the HOA got financing for the parking deck project from Citywide Bank. The loan was approved because our HOA executed the loan in tandem with a special assessment. Miss Hamon suggested the HOA approach a credit union for a loan. Mr. Lases stated that the HOA's current banker, Citywide Bank, would not lend funds to pay the cost of new boilers. He said the bank's decision is due to its concern that other large costs may arise, such as replacing elevator(s) or plumbing. Mr. Boczkiewicz pointed out that, as of now, we have no source of financing for the new boilers. Mr. Lases said he is contacting Wells Fargo as a possible lender for the boilers. Jill Hrobsky said that obtaining a loan is essential in order to pay for the boilers.

6. New Business

a. Ratification of Expansion Tank Replacement

The Board voted electronically to move forward. This tank will be used in the new system.

b. Ratification of Electrical & Structural Engineers & X-ray Analysis Proposal

The Board voted electronically to move forward

c. Ratification of Engineering Contract for Boilers Installation – Scott Lohr

The HOA's attorney is reviewing Mr. Lohr's contract.

d. Draft of Amendment of Map – Boiler Installation

Mr. Lases stated that two parking spaces needed to be switched because the new boiler flu will be vented through where space 82 is located on the parking deck. He said #82, assigned to Mr. Page in unit 207, could be switched with a space in the garage or a space outside. He recommended that a space in the garage be assigned to unit 207. Two unit owners said that because #82 is an outside space, it should be switched with an outside space -- not with a garage space. Another unit owner disagreed because Mr. Page deserves to have a garage space. Mr. Page said he would be satisfied to switch to space 87, which is near his current space. The map of parking spaces will be redrawn and the HOA's attorney will draft the legal documents to be put to a vote of owners to amend the map and the corresponding part of the Declaration.

e. Asbestos Treatment Proposals

The Board accepted the low bid (\$7,000) on the suggestion of engineer, Scott Lohr. He believes it is more comprehensive than the others and the vendor is able to turn the task around in two days. The next highest bid was \$11,500.

Motion to Approve Low Bid- Jill Second- REB All in Favor- 100%

f. Additional Items from the Board

Motion to Approve Sewer Line Jetting Proposal from 5-Star Plumbing Company for \$5,600-

REB Second- JP All in Favor- 100%

g. Drain Line Repair – West Side of Parking Garage

Robert spoke with Mike Miller at 5-Star Plumbing who said that this is not a critical situation. Mr. Miller said a more serious situation are cracks in some sanitary sewer pipes overhead in Electrical Room and other places in the basement. A break in those pipes could cause a spill of sewage in some basement areas. Mr. Miller will be submitting a proposal for repairs straightaway.

h. Pets in the Building

Ricardo is drafting a survey to gauge unit owner interested

7. Manager's Report-

The second pump has been installed. Maximum Leak Repair, the vendor who completed the rooftop repairs is no longer in business. Mr. Lases will seek out alternate vendors.

8. Correspondence- No correspondence

9. Adjournment- 9:12 p.m.

10. Executive Session-

Board members discussed a court case involving a delinquent account, a dispute between a unit owner, a plumbing issue and noted the foreclosure of 6th floor unit.