

Parkway Towers Board of Directors Meeting

Meeting Minutes

March 24, 2015

Present: Aaron Shaffner (401); Jim McTiernan (1101); Phil O'Brien (1106); Debra Hamon (906); Joanna Sullivan (601); Melvin J. Norton (1408); Paul Giroux (1504); Kathy & Greg Cupp (308); Dan Hyatt (306); Libby Bergstrom (1406); Clara Evans (604)

Next meeting: April 28, 2015, 7 p.m., Parkway Towers Library Room

1. **Call to Order** – 7:02 p.m. By Glenn Mottau

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

2. **Homeowners Open Forum**

Mr. Shaffner referred to the intermittent hot water service and asked for an HVAC update. JP stated that our boiler is on its' last legs; Board members, Cathe and Mr. Mike continue to manage the draining process that is required to be completed a dozen or so times in a 24 hour period. Robert and Joseph have been taking middle of the night turns to keep residents in hot and water and heat. Mr. Hyatt commented about the heat and humidity on the third floor. This situation is a by-product of the draining of the hot water process. Mr. Norton asked whether he should open his patio door to help vent some of the humidity that is making its' way to the 14th floor. Cathe said it might be a good idea, but it was his decision. Messrs. Boczkiewicz and Campion were acknowledged for taking copious shifts for boiler draining. The Board reminded residents about the protocol for calling out the absence of hot water and that is to call the phone number for Weststar.

Approval of Previous Minutes – to be voted on electronically this month

3. **Review of Current Financials**

Account Balance Review

- Operating Acct as of 09/23/2014 = \$34,186
- Reserve Acct Balance as of 09/23/2014 = \$262,576

We paid \$19,440 in HVAC related repairs so far this year, mostly to Choice Mechanical.

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. A double journal (\$8,818) entry was made in February from our operating account to our reserve account; therefore no funds transfer will be made in March.

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

5. Unfinished Business

a. Draft of Amendment of Map

Mr. Lases explained the reason for the swap of an HOA and individual owned parking spaces. A legal explanation will be sent to all unit owners for a vote; a notice will be printed in a newspaper of record. Board agrees to reassign the one deck top parking space deeded to Mr. Page, who has graciously agreed to accept another nearby parking space (#87) on the deck near his current space to allow for the venting of the boilers which will be re-located below his space in the garage. Our architect will redraw spaces and the HOA's attorney will draft the legal documents and proposal to be put to a vote.

Motion to Approve from unit owners to draft the Amendment, REB Second- JP All in Favor- 100%

b. Additional Items from the Board – no items

6. New Business

a. Additional Recycle and Pick Ups Proposal

From Republic Services (current vendor) Current 2 x's per week \$54, Proposed 3 x's per week \$143, Proposed 4 x's per week \$194; our current contract is year to year.

Motion to Approve 4 x's per week pick up - JP Second- REB All in Favor- 100%

b. Power Washing Proposals for Trash Room and Garage Floor

Motion to Approve proposal from Lightening Mobile - JT Second- REB All in Favor- 100%

c. Draft of Survey to Re-measure the Square Footage of Affected and Unrecorded Units

The Board discussed the need to survey and adjust the square footage for those units where a bump out has been built and not recorded with the HOA and County. The cost of the survey will be in the \$7,000 to \$10,000 range and legal fees upwards of \$5,000. The Board is requesting a vote from unit owners to move forward with this initiative and expense.

d. Relocation of 3 Storage Units

Motion to Approve the shift of three storage units spaces to a new location within the garage – JP Second REB All in Favor- 100%

e. Additional Items from the Board –

There was a discussion about committing our Reserve Funds to a long-term investment commitment to take advantage of a higher interest rate return of ½ percent, however the Board agreed to put this off for now, since we will need quick access to our money to cover the costs of the boiler replacement. Glenn inquired about an after-hours charge of \$380 from our elevator service provider. A person was trapped inside, so the decision was made to spend the cash and not wait until the morning where the rates would have been cheaper.

7. Manager's Report-

The annual smoke detector notice went out to all unit owners. A work order has been put in place to repair the door in the trash room that would restrict flames and smoke from traveling up the trash chute. REB inquired as to the whereabouts of Mr. Mike's completed tasks list. Mr. Lases said it would be included in the next Board Packet. A vigorous round of applause arose.

8. Correspondence- No correspondence

9. Adjournment- 8:45 p.m. Mr. Mottau closed the meeting

10. Executive Session-

No items