

Parkway Towers Board of Directors Meeting

Meeting Minutes

May 26, 2015

Present: Tim Champion (1503); Jim McTiernan (1101); Carol Harlor (203); Joanna Sullivan (601); Paul Giroux (1504); Kathleen Benham (1008); Roger Radke (407); Cori Keberlein (802); Nan Simon (401); Benjamin Glenday (903/405); Debra Hamon (906); Homer Gallan (1208); Robert Aldrich (502); Larry Bargas (901)

Next meeting: June 23, 2015, 7 p.m., Parkway Towers Library Room

1. **Call to Order** – 7:01 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**

Cory K (802) asked whether an assessment was imminent for this calendar year. At this point, no special assessment is forthcoming. Jim M (1101) asked why the HVAC estimate had increased from \$300,000 to \$500,000. The Board responded that the current estimate is closer to \$440,000 and was never \$300,000. The Board is seeking a loan or line of credit for \$500,000 just in case actual repair costs come in higher. Legal fees and survey expenses to measure the square footage of all units and the results from ceiling surface x-ray testing have caused costs to increase. Jim M (1101) inquired about where the Board was on the "Design Phase" proposal voted on earlier this year. The Board explained that it was on-hold for now, because of the sudden inability of the boiler system to generate heat. The Board decided to move onto the boiler replacement phase, so residents had heat during the upcoming fall/winter. Tim Champion pressed the board to hire a project manager for the estimated \$3,000,000 hvac renovation. Funds to hire a project manager for the renovation were included in engineer Scott Lohr's estimate for the renovation. Mr. Strizak opined that funds for a project manager in the range of 5% of the \$3,000,000 estimate is outrageous and that rates in many European cities were much lower. Mr. Page stated that proposed amount of funding for a project manager is in line with what he has charged as a non-construction project manager. Mr. Strizak opined that 5% was outrageous and rates in many European cities were much lower.

Proclamation for Melvin Norton

Whereas Melvin has been a long standing and contributing member of the Parkway Towers community; &

Whereas Melvin has always supplied calendars for the library; &

Whereas Melvin has distributed hundreds of Shorter Community UMC Church pens; &

Whereas Melvin has shared many stories of his support and service to his church, his community & his country; &

Whereas Melvin enjoyed sitting by the fireplace in the lobby; &

Whereas Melvin enjoys the Opera; &

Whereas Melvin has donated a bench to the entry of Parkway Towers; &

Whereas Melvin is always cheery and has a spot in our hearts; &

Whereas Melvin has a taste and nose for chocolate.....or tasty food of all kinds and will never be late for lunch or a party at Parkway Towers; &

Whereas Melvin will be leaving Parkway Towers on May 1, 2015, for a new home where they will provide breakfast, lunch & dinner;

The 2015 HOA Board of Parkway Towers proclaims April 30, 2015 to be Melvin Norton Day at Parkway Towers.

Approval of Previous March's minutes – were voted and approved through email

3. Review of Current Financials

Account Balance Review

- Operating Acct as of 04/28/2015 = \$24,099
- Reserve Acct Balance as of 04/28/2015 = \$267,008

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

A full set of financials for April/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/prkwytwrs/prkwytwrs.html>

5. Unfinished Business

a. Draft of Amendment of (parking) Map – Update

78 Consent Forms received, 67 required for passage; unit owners overwhelmingly passed the amendment change.

b. Draft of Opinion Survey

A survey addressing a variety of issues was developed by Mr. Lases. It was agreed by the Board that all participants must sign their response for it to be counted.

c. Additional items from the Board

Mr. Page appreciated Mr. Mike for carefully relocating the lockers to their new location. Republic was backed out of their previous commitment for 4-day/week recycling pick-ups. Mr.

Lases will check if they can double the number of recycle bins located on-site. Two day/week service will continue. Mr. Strizak asked if they had bins devoted to glass only, like they have in Prague. Recycling in Denver, U.S.A. is mixed stream.

6. New Business

a. Construction request for unit 405

Motion to Approve with the stipulation that Mr. Glenday gets proper City permits- JH Second- REB All in Favor- 100%

b. 2015 Landscaping Plan

There is \$1,000 budgeted this year for landscaping; most of that goes to sprinkler repairs and weed killer, mulch. Glenn discussed hiring Cathe and her landscape architecture services to develop new ideas and looked to unit owners for volunteer hours to plant new flowers and to weed

c. 2015 Pool Maintenance Plan

The Board discussed proposals from Elite Pools (the incumbent) or Metro Pools. One benefit that Metro offers is that will record the health/safety related activities of their visit in a log book. The bid amounts were virtually identical.

Motion to Approve to approve the bid from Metro – JP Second GM All in Favor- 100%

d. Chiller Circulation Repairs and Freon Recharge Proposal from Choice Mechanical, total cost \$7,280

Motion to Approve to – JH Second REB All in Favor- 100%

e. Cooling Tower Repairs and hot deck proposal from Choice Mechanical– total cost \$3,500

Motion to Approve to – JH Second REB All in Favor- 100%

f. Ratification of Domestic Hot Water Replacement Heat Exchanger

The Board voted through email. It was noted that the HOA received a \$3,200 credit towards the new heat exchanger invoice of \$13,000, because of damage to the cabinet during transit.

g. Draft of Choice Mechanical Contract – Boiler Installation

The Board asked the HOA attorney, Kim Porter to add language to the current agreement from Choice Mechanical, increasing protections and suggesting terms more favorable to PWT HOA.

The \$500,000 loan proposal from Alpine Bank can also be found at the bottom of these notes.

h. Scott Lohr Design Contract – Boiler Installation

Motion to Approve Contract, with provisions outlined in KP memo dated 4.1.15- JP Second JT All in Favor 100%

i. Ban Loan Report

Three banks were willing to discuss making a \$500,000 to the PWT HOA; only Alpine Bank gave us a loan commitment at this point. All three proposals were virtually identical. Appreciations to Glenn Mottau and Ricardo Lases for delivering! No special assessment will be levied this year for the loan. The HOA has the ability to make the monthly payments directly from the current budget. The loan terms are 4% fixed for 12 months, and then can readjust at .75% above prime, which is currently at 3.25%. Monthly payments for the HOA will be around \$5,310.

Motion to Approve the Alpine Bank Loan- JP Second JT All in Favor 100%

j. Additional Items from the Board – none

7. Manager's Report-

Thursday will be power washing garage floor and parking deck day. Asbestos abatement in the mechanical room starts Monday, May 4th. The door at the bottom of the trash chute room was repaired. This will help prevent flames, smoke and heat from traveling up the chute towards the party and library rooms, and the living spaces for the two hundred people who live in between. This is good. The leaky roof above the exercise room will be repaired, not to exceed \$475. An analysis of the entire roof will be prepared. Tim C (1503) said repairs had been on that part of the exercise room roof in 2007. Paul G (1504) requested that a repair be made to the liner near the ladder steps; perhaps a bead of caulk would suffice. Mr. Lases will look into it.

8. **Correspondence-** No correspondence

9. **Adjournment-** 8:55 p.m.

10. **Executive Session-**

No items