

Parkway Towers Board of Directors Meeting

Meeting Minutes

August 25, 2015

Present: Debra Hamon, #906; John Thomas, #1407; Tim Campion, #1503; Ben Glenday, #404/#903; Homer Gallan Jr., #1208; Marc and Marie Solzan, #1105-07; Kathleen Benham, #1008; Roger Radke, #407; Branislav Strizak, #1001; Jim McTiernan, #1101; Joanne Malisani, #402; Michael MacLauchlan, #402; Joanna Sullivan, #601; Phil O'Brien, #202, #1106; Kathy and Gregg Cupp, #308; Bob Simon/Nancy Sweet, #504.

Next meeting: September 22, 2015, 7 p.m., Parkway Towers Reading Room

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

Present: Glenn Mottau, vice president; Robert Boczkiewicz, director at large; Jeff Teter, secretary; Joseph Page, treasurer; Ricardo Lases, Weststar property manager. Absent: Jill Hrobsky, president; Cathe Mitchell, office/building manager.

2. HVAC update

Scott Lohr, the mechanical engineer working for the Association on replacement of the heating and system, gave an update on the project to replace the old boiler. He reported that design plans for new boilers and related work will be re-submitted tomorrow to the City office that reviews them before issuing permits for construction. The plans were submitted yesterday, but a revision was required and made last night. His best guesstimate is that it will take four-five weeks before the review is finished and permits issued. The boiler contractor, Choice Mechanical Inc., has estimated that it will take several weeks, after permits are issued, to install three new boilers and have them operating. Mr. Boczkiewicz reported that Choice began preparatory work (which did not require engineering design) on May 26 for aspects that needed to be done at that point. That portion was completed soon thereafter.

3. Homeowners Open Forum

Mr. Boczkiewicz said: Former long-time Parkway resident Melvin Norton sends his greetings from his assisted-living facility to his former neighbors here and would be glad for anyone to visit him. A big "thank you" to Paul Giroux. He devoted considerable effort to get new chairs free of charge to Parkway for the Reading Room. He also buffed out the scratches in the ceramic panels in the elevator cars. Attendees gave him a hearty round of applause. We still have a problem from residents who let people into our building that they don't know. It's happening at the front and south doors on the first floor. There needs to be a notice to residents as a reminder and new residents may not know they shouldn't do it. There's been enough thefts and vandalism in the past when the wrong kind of people get into the building. Tim Campion is a new member of the board of directors of the neighborhood association for this neighborhood. He can be a useful liaison between our building and the neighborhood association on issues that affect us here.

Joanna Sullivan stated that "we want to give Paul (Giroux) a big party" before he moves from PWT to a new home out of state.

Kathy Benham stated that a resident is misusing the Visitor Lot by parking her/his car in the lot, using it as if it is the person's regular parking space. Mr. Lases will follow up with a notice to the violator. Ms. Benham asked if the Board could have a meeting with owners without the presence of the management company and the office/building manager. Mr. Page said it might be necessary to check with the Association's attorney before calling such a meeting.

Benjamin Glenday stated that "more structure" is needed in the Open Forum. He suggested requiring owners to sign up in advance before speaking during the forum at monthly Board meetings. Mr. Boczkiewicz and Mr. Lases said the current "Policy and Procedure Conduct of Meetings," which was adopted Dec. 15, 2005, would have to be amended by the Board in order to incorporate Mr. Glenday's suggestion. He also raised concerns about a meeting Board members had 8-7-15 with the Association attorney. Mr. Page, Mr. Teter and Mr. Mottau commented on either the purpose of the meeting or the value they perceived receiving from it. Board members said that owners need to communicate with Board members via email, rather than in person. Mr. Glenday said he had sent emails to Board members

requesting to be put on the agenda of the July Board meeting, and that his request(s) was/were completely ignored. Mr. Mottau said he didn't know why that happened. Marie Solzan said she it would be helpful to have the email addresses of Board members if owners are going to be able to communicate with Board members. Mr. Teter said he doesn't have time to read emails from owners. Various suggestions were offered about how owners could communicate via email with Board members.

Tim Campion inquired about the status of having Ms. Mitchell be licensed under a new state law regarding licensing of managers of HOAs. Mr. Lases had told the Board last spring that she would be licensed. and that both she and he were taking tests to qualify for licensing this summer. On July 31, he updated the Board that she would not need to be licensed because of his understanding that her duties are outside of the scope of the licensing requirement. He said she no longer was a manager and he gave her the title of building administrator. Mr. Mottau said the Association's attorney stated that Ms. Mitchell will need to be licensed. Mr. Boczkiewicz stated the Ms. Mitchell is an employee of the Association, hired by the Board and is responsible to the Board. She is not an employee of Weststar Management, and Weststar does not have the authority to change her title. Her title is designated by the Board. He said that under the Association's contract with Weststar, the property manager assigned by Weststar to our Association supervises the office/building manager and the onsite maintenance man.

4. Approval of Previous Minutes. Mr. Teter said he does not have the May meeting Minutes written.

5. Review of Current Financials by Mr. Page

Account Balance

* Operating Account as of today = \$45,545

* Reserve Account as of today = \$231,677

"We are close to budget." Reminder: We need to transfer \$40,000 from proceeds from the bank loan for the boiler project into Reserves. \$40,000 was taken from Reserves -- before loan proceeds were available -- so the boiler project could be started.

A different bank has been chosen for the Operating and Reserve accounts. The current bank was going to start charging monthly fees for those accounts. Mr. Page said he will have information about the change of banks disseminated to owners. Mr. Lases said a letter is being sent to owners.

6. Unfinished Business

a. Garage Floor Drain Repairs Proposal.

Three plumbing companies submitted bids. The Board, all in favor, agreed to accept the proposal of Quality First Plumbing in the amount of \$2,068 with up to 3' of line and \$250 per foot for over 3'.

b. Draft of 2015 Financial Audit.

Mr. Page said he still is not done reviewing it.

c. Ratification of Bank Transition.

Board members, all in favor, agreed to switch the Association's Operating and Reserves accounts from CityWide Banks to Mutual of Omaha Bank. CityWide was going to begin charging service fees; Mutual won't.

7. New Business

a. Request from Unit 204.

Owner requested waiver of August condo fee due to extended period of time with no air conditioning in one of two of unit's fan coil units due to a/c system malfunction in her unit. Owner cited what she considered to be incomplete and inadequate responses from Mr. Lases to her request for repairs. Discussion continued until a future meeting because Mr. Teter had left earlier in the meeting to catch an airplane.

b. Janitorial Services Proposal.

Due to previous complaints about inadequate cleaning of common areas on regular cleaning days (3 per week), Mr. Lases obtained proposals from the current janitorial service, Sunshine Building Maintenance Inc., \$900 per month and two other companies. At the urging of several attendees, the Board decided to switch companies. The Board, all in favor, agreed to accept proposal of Across Carpet & Cleaning Services, 3 days per week, \$1,296.

c. Parking Deck Annual Maintenance Repairs.

Mr. Lases reported that two companies he sought proposals from could not perform the type of repairs needed. He has requested additional proposals.

d. Snow removal proposals.

Mr. Lases presented proposals from Denver Snow, the company used last snow season, and two other companies. Because of poor service and problems created last season by Denver Snow, the Board decided to switch companies. The Board, all in favor, agreed TENTATIVELY to accept proposal of Elite Snow. The decision is contingent upon Elite adding to its proposal the same safeguards regarding detailed, itemized billing statements and regarding indemnifying the Association for damage caused by Elite. Mr. Lases is to ask Elite to add those safeguards and then the Board intends to vote via email.

e. Ratification of Construction Request -- Unit 302

Remodel not involving load-bearing walls. The Board, all in favor, approved. Mr. Mottau, owner of #302, abstained.

8. Manager's Report

Mr. Lases reported that the search continues for the type of lights he had requested for the emergency lights that operate during power outages and which show the direction to emergency exits. The Fire Department on 6-17-15 issued a "Violation of Law -- Order to Comply" because numerous of the emergency lights in various parts of our building aren't working.

Adjourned: 9:02 p.m.