

Parkway Towers Board of Directors Meeting

Meeting Minutes

January 26, 2016

Present: Debra G. Hamon, 906; Abbay Shastri, 1202; Benjamin Glenday, 903/405; Branislav Strizak, 1001; Dragana Strizak, 1001; Kathleen Benham, 1008; Joanna Sullivan, 601; Deore Bullert, 804; Jim McTiernan, 1101; Joel Axner, 1502; Lisa Sullivan, 607; Cori Koberlein, 802; Marie Solzan, 1105/1107.

1. Call to Order -- 7:00 p.m. by Jill Hrobsky

Jill Hrobsky, president; Glenn Mottau, vice president; Jeff Teter, secretary; Joseph Page, treasurer; Robert Boczkiewicz, director at large.

2. Homeowners Open Forum

Mr. Page said unit owner Kathy Cupp stepped down from producing the newsletter. He said owner Flo Raitano notified the Board of a possible source of financing for the remaining portion of the HVAC project. Branislav Strizak said washer on 10th Floor continues to cause stains on clothing, as it has for the past five months. Mr. Lases said he had contacted the laundry machine leasing company about swapping machines. Ms. Mitchell said no one else had complained about that washer. Ms. Solzan proposed swapping dryers as well. She and Mr. Strizak suggested ventless dryers. Ms. Bullert said our building now has pets. Ms. Hrobsky said the building does not have pets, but has companion or support animals. Mr. Page said Board and HOA staff are developing regulations for companion and service animals. Mr. Axner asked whether shutting down trash chute has been considered. Ms. Hrobsky said owners pushed back against doing that. Mr. Axner said the HOA's most recent Financial report on Weststar Management Co.'s website is Aug. 31, 2015 and that the most recent Minutes on the website are October. He suggested having a section on the website for current HVAC project information. Mr. Glenday said hallways smell like marijuana, which negatively affects value of PWT apartments. He said hallway lighting is dreary and carpet is 30 years old. (Others previously have said the carpet is about 18 years old, referring to Floors 2-16.) Ms. Hrobsky said that situation "is driven by the budget." She said owners rejected a \$60,000 special assessment several years ago to paint and carpet the hallways. She said she'd asked the HVAC project manager and that he advised against replacing carpet before obtaining a loan for the project because it might "jeopardize our ability to get a loan." Mr. Glenday said entry doors to apartments are old. Ms. Hrobsky said that situation "is driven by the budget." Ms. Solzan asked for an update on Ms. Mitchell obtaining the state-required license for HOA managers. Ms. Mitchell said she took another review class and will schedule her second exam. Mr. Mottau said he'd asked Ms. Mitchell a month ago who is responsible for cleaning the stairwell between the lobby and the garage, and she replied she'd ask Mr. Lases. He said it is not part of contract with the cleaning service.

3. Approval of November Minutes. All were in favor

4. Review of Current Financials

Treasurer Page stated:

Today's balance in the Operating Account is: \$56,658

Today's balance in the Reserves Account is: \$254,270

Of the \$500,000 Alpine Bank loan for new boilers, \$254,270 has been spent.

Mr. Lases said that \$40,000 was spent from Reserves for the boiler project before the loan was obtained. The Board's consensus tonight is to return the \$40,000 to Reserves, just as the Board had said it would do when it agreed in the spring of 2015 to temporarily take the \$40,000 from Reserves.

Mr. Mottau asked when the final portion of the boiler project would be completed. Mr. Lases said "it's getting close," but no specific date has been set.

Mr. Lases said Page 7 of the packet ("Balance Sheet") show the ending balance on Dec. 31, 2015, in the Operating Account was \$34,930. Page 13 of the packet ("Twelve Month Actuals") shows it was \$24,375.

5. Unfinished Business

a. Roof Leak Repairs: Mr. Lases presented three bids.

RE Roofing: \$9,224 for "repairs right outside bathrooms"

ACE Roofing: \$8,430 for "repairs right outside bathrooms"

plus \$2,870 "for repairs above bathroom"

Heritage Roofing: \$4,750 for "only repairs above bathroom"

The Board approved a contract with ACE Roofing based on their two bids totaling \$11,300

b. Metal Grate Repairs Proposal: Mr. Lases presented two bids to lessen noise when vehicles drive over grates at the top of the ramp to the garage.

ACE Roofing: \$1,840

PFC: \$225

The Board approved PFC's proposal

c. Additional Items:

Mr. Strizak asked whether repairs to parking deck will resolve the problem of water leaking from the deck into the garage and damaging cars parked in the garage. He said he talked to Ms. Mitchell and maintenance man Mike, but nothing happened. He said he also sent photos to Mr. Lases.

Ms. Keberlein said she provided name of someone who would finance the HVAC project, but no one representing the Board or HOA contacted the person.

Ms. Hrobsky said it sometimes is difficult to obtain more than one bid for projects and delays in completing project have occurred. Mr. Shastri, Mr. Glenday, and Ms. Keberlein said it is important that the Board's current procedure to try to get more than one bid for projects costing more than \$3,000 is followed. Ms. Benham said trying to obtain 10 bids would take forever. Ms. Bullert suggested putting a time limit on when bids are due so delays don't occur. Mr. Axner said the Board should receive proof that other vendors won't submit bids.

Ms. Hrobsky said the Board's project manager, who is developing a plan for remaining phases of HVAC renovation, estimates the cost would be between \$3 1/2 and \$5 million. Mr. Strizak questioned why it now would be more costly that the HOA's consulting engineer Scott Lohr estimated in October 2013. Ms. Hrobsky said replacing current fan/coil units in apartments with heat pumps may be cost prohibitive. Mr. Axner would like to see more information about the renovation. He and others said they need to know how much their share of the project's cost will be. Ms. Hrobsky said the project manager will determine that after he has more specific information about the cost. Mr. Teter said he thinks 96% of the cost will need to be paid by owners before the remaining parts of the renovation can begin. Ms. Keberlein said potential buyers of PWT apartments are being scared away by information the HOA is giving to real estate agents about how much each unit owner will have to pay as their share of the renovation. Ms. Hrobsky replied that the HOA's attorney advised the Board to be transparent with the information.

Mr. Lases said the elevator maintenance company has reported that the HOA needs to keep in mind that it may cost \$28,000 to replace an obsolete part. Mr. Teter asked if a comprehensive study of the elevators is needed. Mr. Lases said it could start with the maintenance company.

Mr. Page said he has asked the president of Choice Mechanical about whose name should be on the City & County permit for the current boiler project.

Mr. Boczkiewicz asked whether the snow removal company has reimbursed the HOA for the cost of repairing damage to the parking deck that occurred during snow plowing. Mr. Lases said the company would apply a \$1,500 credit to an invoice and the credit would serve as reimbursement.

6. New Business

Ms. Hrobsky said the Board hired Hammersmith Construction Services to serve as project manager to develop a plan for the remaining phases of the HVAC renovation. The first meeting with the project manager, Michael Kern, was held on Jan. 12, 2016 with Ms. Hrobsky and Mr. Lases. Mr. Kern has been onsite at PWT with Mr. Lohr and Choice Mechanical president Jason Jenkins. She said Mr. Kern has been in contact with three banks about possible financing.

Ms. Hrobsky stated the Annual Meeting of HOA Members (also known as owners) will be Feb. 8. She proposed that the HOA give a Christmas gift to Mr. Lases, Ms. Mitchell and maintenance man Mike Duvall, as has been done for at least several years. Ms. Sullivan and Ms. Bullert asked the amount of the gifts. Ms. Hrobsky made a motion that the gifts be the same amount as last year, but did not state the amount. Ms. Hrobsky, Mr. Page and Mr. Teter in favor. Mr. Mottau and Mr. Boczkiewicz opposed. Passed 3-2.

7. Manager's Report

Mr. Lases suggested that Mr. Strizak submit a written plan for his proposal to increase the strength of the wi-fi signal on the 16th Floor. Mr. Lases reported on the progress on the annual parking deck repairs and on work needed at a parking deck expansion joint (South deck) because the deck concrete has severely deteriorated around the joint. He reported on status of connecting a phone line to the newly installed gas meter outside, which replaced the old meter inside. He said he contacted the sales department of the company that leases washes and dryers to PWT to find out cost of getting a new washer for the 10th Floor. He said the company did not have any service calls within the last 6 months for that washer.

8. Adjournment

9:13 p.m.