

Parkway Towers Board of Directors Meeting

Meeting Minutes

March 22, 2016

Present: Debra G. Hamon, 906; Abbay Shastri, 1202; Kathleen Benham, 1008; Joanna Sullivan, 601; Deore Bullert, 804; Jim McTiernan, 1101; John Thomas, 1407; Bob Simon, 504; Clara Evans, 604; Homer Gallan Jr., 1208; Tim Campion, 1503; Gerry Dooher, 805; Phil O'Brien, 1106 & 202.

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

Jill Hrobsky, president (left at 7:57 p.m.); Joseph Page, vice president (attended by video conference from 7:49 p.m. until 7:57 p.m.); Jeff Teter, treasurer; Robert Boczkiewicz, secretary; Branislav Strizak, director at large. Ricardo Lases of Weststar Management Co., off-site manager assigned to PWT. Cathe Mitchell, on-site manager.

2. HVAC Project Report

Hammersmith Construction Services company Update/Progress

Ms. Hrobsky reported that project manager Michael Kern of the Hammersmith company has, in consultation with Mr. Lases and Association attorney Kimberly Porter, drafted a proposed Homeowners Survey. The draft contains preliminary loan figures for a possible loan to the Association for financing of remaining phases of the HVAC project. The draft also has questions for owners, such as, "Would you support a loan to the HOA to potentially help finance the cost of the improvements?" Board agreed to review and approve the draft before sending it to the owners. Proposals, submitted to this point, to carry out the testing of HVAC pipes total about \$20,000. Mr. McTiernan reiterated his suggestion to abandon hvac pipes that are inside the apartments, and to put the pipes on the outside of the building. Doing that, he said, would eliminate the cost of tearing out walls inside the apartments and removing asbestos, if any, behind the walls. Ms. Hrobsky said Mr. Kern would be asked about the suggestion. After the February Board meeting, about 10 PWT owners asked the Board to have Mr. Kern come to the March meeting to answer owners' questions. Ms. Hrobsky said he could not come to tonight's meeting because of an engagement, but will try to come to every other month's Board meeting. She said that a loan officer from Alpine Bank and Mr. Kern will come to a Homeowners Forum to answer questions before owners fill out the survey. The Forum will be at 6 p.m. April 26, 2016, one hour before the April Board meeting.

Air Clearance Proposal --5 units

Mr. Lases presented a proposal, \$2,125.00, from EnviroSpec Consulting company for Final Air Clearance by providing an air monitoring specialist at a rate of \$425 per clearance and an estimated five clearances. The company will charge \$200 more "for any failed visual clearance, as well as \$425 for any failed clearance." Vote taken on the proposal. Approved 4-0. A proposal, \$13,187.31, from Above All Cleaning and Restoration company "to properly remove and dispose of drywall located around asbestos containing materials" in five test apartments and then "affected walls will be textured and painted corner to corner." Vote taken. Approved 3-0. Mr. Boczkiewicz abstained because only one bid was submitted contrary to Board procedure to seek more than one bid if a proposal is for more than \$3,000.

3. Approval of January and February Minutes. They were approved by voting via email and the vote was ratified tonight.

4. Review of Current Financials

Treasurer Teter stated:

Feb. 29 balance in the Operating Account is: \$49,772. Feb. 29 balance in the Reserves Account is: \$248,243.

Mr. Boczkiewicz stated that Reserves are having to be tapped in order to pay some bills because the Operating Account balance is not large enough to cover current expenses. He said that the Association has been hit in recent months with several big-ticket items that were not anticipated and that more of them are in the pipeline. No money is specifically included in the budget for some of these unanticipated expenses. They are having a substantial negative impact on Association finances. One of those pending, unanticipated expenses is a preliminary estimate of \$31,000 for repairing panels that have become loose on the south exterior wall of the 14th Floor of the building

5. Unfinished Business

a. Additional Items:

None

6. New Business

a. Panel Repairs and Engineer Investigation

Mr. Lases said the Board, voted via e-mail after the February Board meeting, to hire an engineer to investigate how best to repair the loose panels. The e-mail vote was ratified tonight

b. Revision of Rules and Regulations

Mr. Lases said the Association's attorney would charge \$295 to draft revisions requested by the Board. Mr. Gallan and Mr. Campion said the owners should be allowed to view proposed revisions before the Board takes action on them.

c. Metal Gate Replacement Proposal

Mr. Lases submitted a proposal of \$2,393.04 from Property Solutions Team company to replace the grate that is at the top of the ramp into the garage. A charge of \$250 for previous work on the grate will be deducted by the company from the \$2,393.04.

At this point in the meeting, Mr. Page joined the discussion via audio conference.

Vote: 5-0.

d. Power Washing Proposals

Mr. Lases presented two proposals for the annual power washing of the parking deck, garage and trash room. Lightning Mobile company's proposal, \$1,810, voted on: 5-0.

e. Additional Items from the Board

Ms. Hrobsky reported two vehicles parked at PWT are leaking fluid. Mr. Lases will send letter to owners of the two vehicles.

At this point in the meeting, Ms. Hrobsky left and Mr. Page's participation by audio conference ended.

Mr. Teter stated that Ms. Mitchell reported that fire alarm horns are not loud enough. Mr. Strizak said the fire department and PWT's fire equipment contractor should be asked whether improvements are needed. Mr. Lases said he'll talk with the contractor, the Sentry company. Mr. Teter said Ms. Benham and Mr. McTiernan have been asking about whether certain storage lockers should be assigned to them. Mr. Lases said the paperwork that Mr. McTiernan has is not sufficient to assign lockers to him. Mr. Lases said maintenance man Mike, with help from volunteers, will handle the landscaping. Mr. Boczkiewicz said this is an opportunity for residents to volunteer to help.

7. Homeowners Open Forum

Ms. Bullert stated that apartments should not be entered by PWT staff or Association contractors in a non-emergency without notifying the apartment owner. She also said that owners should be told the time, date and reason that their apartments were entered. She said she is hearing barking dogs a lot more. Ms. Sullivan raw food has been found on the Trash Room floor. She suggested that the trash

chute be closed and that a letter be sent to every owner and renter stating that the chute will be closed if they don't properly wrap their trash before sending it down the chute. Ms. Mitchell reported that recycling bins are being relocated from the Trash Room to the adjoining room. Ms. Benham reiterated that a process is needed to post notices for certain types of notifications to residents, rather than relying on e-mail messages that Ms. Mitchell sends. Mr. Lases said the topic is not one for the Board to discuss. Mr. Strizak said a mistake was made and apology should be given for a notice not being posted when the door from the garage to the elevators was broken, and Ms. Benham broke her eyeglasses because she didn't know the door was broken. Ms. Benham said she has written letters to the Board requesting a written response about certain issues and has not received a response. Mr. Teter said she is not going to get a written response, but can hear a response at monthly Board meetings. Mr. Lases said a written response "opens a can of worms." Ms. Benham said that in past years, the Association president responded to letters from owners. She said Mr. Lases told her that she would receive "a formal response" about an issue she had raised, but she never received it.

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7. Manager's Report

Mr. Lases said PWT's lease with laundry room equipment company doesn't expire until 2018. Mr. Strizak said Mr. Lases stated at the February Board meeting that the lease was month-to-month. The Board decided to have the Association's attorney review the lease to determine the best way to deal with some residents' dissatisfaction with the equipment and the company's lack of responsiveness to deal with. Mr. Lases said leaks from the deck into the garage seem to be from new locations and that videos and photos seem show that the most recent leaks are worse than previous leaks. He said he has sent the visual documentation to Brown Bros. company, the deck maintenance contractor. Ms. Mitchell said there have been no leaks into the new Boiler Room. Mr. Lases said summer is the best time to seal the deck where it is adjacent to the new flu vent building. Mr. Branislav said he saw a lot of condensation and warned of potential serious damage to the boilers from moisture. Mr. Lases suggested that comments from owners be limited, per Board policy, to three minutes. Mr. Teter said the Board should follow Board practice.

8. Adjournment: 9:14 p.m.