

Parkway Towers Board of Directors Meeting

Minutes

August 23, 2016

Present: Owners Dan VandeRiet, 203; Joanna Sullivan, 601; Jim McTiernan, 1101; Homer Gallan Jr., 1208; Phil O'Brien, 1106 & 202; Debra Hamon, 906; Lisa Sullivan, 605-07; John Anthony Barefield, 801; Michael MacLaughlan, 402, Joanne Mallisani, ; Lorri Koger, 1203; Sandra Tutela, 405.

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

Jeff Teter, Treasurer; Robert Boczkiewicz, Secretary; Joseph Page, Vice President; Branislav Strizak, Director at Large; Ricardo Lases of Weststar Management Co., off-site Manager assigned to PWT, and his replacement, Roberta Selig; Cathe Mitchell, Association's on-site Manager.

Ms. Hrobsky noted the recent death of long-time owner-resident, Tim Campion. She reported that Mr. Lases is leaving the employ of Weststar.

2. HVAC Project Report

Ms. Hrobsky stated that the first revised proposed contract submitted by EV Studio engineering company has been sent back to EV Studio for consideration of changes recommended by our Associations' attorney. The changes in the first revised version did not include some of the changes that had been recommended by our attorney. The proposed contract is for a possible project of additional renovation of the HVAC system.

3. Approval of July 2016 Minutes.

July 2016 Minutes approved unanimously.

4. Review of Current Financials

Mr. Teter stated that the Operating Account balance as on July 31, 2016 was \$11,000, which is less than desirable. He said the Reserves Account balance is \$294,000. Mr. Boczkiewicz cautioned that our Association expects to receive a \$22,000 invoice for repair of metal panels on the exterior of the south side of our building. That will be a significant negative impact to our finances. No money is included in the budget for it. Mr. Lases said at a previous Board meeting that the Reserves Account would be used to pay the \$22,000 because there is not enough money in the Operating Account. Mr. Boczkiewicz stated that with five months remaining this year, the Association has spent all of the money that's budgeted for heating and cooling repairs. This is another potentially serious financial issue.

5. Unfinished Business

a. CSC Response -- Laundry Equipment Ms. Hrobsky said that our Association's attorney had written to the company that, under lease, provides the washers and dryers in our laundry rooms about complaints from residents. The company, CSC, formerly known as MacGray, denied it has provided deficient service. Ms. Hrobsky said that to break the lease would require litigation, which she advised against. She said our attorney recommends having a CSC manager come to a future Board meeting for a discussion of the residents' complaints. Ms. Mitchell said she will keep a log of complaints that residents report to her after they have called them in to CSC. There was discussion about possibly having the Association buy washers and dryers and install them someplace besides the laundry rooms.

b. Additional items from the Board

Ms. Hrobsky said consideration is being given to posting more "No Parking" signs because violators are parking in spaces assigned to owners of Parkway living units.

6. New Business

a. Removal of Door/Gate Installation -- North Staircase

Mr. Lases presented a proposal (\$2526.00) from Property Solutions Team company to remove the door dividing the 1st Floor stairwell landing, and replace the current fire gate leading to the basement with a new split self-closing gate. Approved unanimously.

b. 2016-2017 Snow Removal Contract

Mr. Lases presented a proposal Elite Snow company for snow removal. The fee is based on hourly rates for various services, such as plow truck and hand shoveling. Mr. Lases said the fees remain the same as last season's contract except that the hourly rate for plow truck this season is \$105, an increase of \$15 per hour. Proposal approved unanimously.

c. Additional Items from the Board

Ms. Selig, the new Weststar property manager assigned to our Association, said she is new to Weststar but previously had three years experience as a property manager and more recently had worked for a security company.

Mr. Lases reported that recently a bed and mattress, infested with bed bugs, was anonymously dumped on the exterior south entry. He said Orkin company inspected the interior 1st Floor south hallway and found no infestation. Discussion followed.

7. Homeowner Open Forum

Mr. Strizak said dog hair had been found in a washer. Discussion followed about possible ways to alleviate it from happening again.

8. Manager's Report

Mr. Lases said Weststar will schedule with CSC Company a meeting at Parkway for residents to present complaints about their dissatisfaction about some washers and dryers. He said repairs are scheduled to begin on Aug. 29 on metal panels outside one living unit on the south side exterior that have become loose from our building. He said Ms. Selig will contact the pool liner company to have it removed so that American Leak company can try again to find a leak dripping into an area of the 16th Floor where mechanical equipment is located.

9. Adjournment: 7:58 p.m.