

Parkway Towers Board of Directors Meeting

Minutes

October 25, 2016

Present: Owners Kathleen Benham, 1008; Joanna Sullivan, 601; Jim McTiernan, 1101; Debra Hamon, 906; Jason Maley, 407; Lisa Sullivan, 605-7; Ed Beauvais, 1504; Bryant Franz, 701; Robert Aldrich, 501; Marie Solzan, 204 and 1105-7; Kathleen Benham, 1008, Cruz Burgos, 101.

1. Call to Order -- 7:09 p.m. by Jill Hrobsky, president

Jeff Teter, treasurer; Robert Boczkiewicz, secretary; Joseph Page, vice president. Roberta Selig of Weststar Management Co., off-site manager assigned to PWT. Cathe Mitchell, on-site manager.

Absent: Branislav Strizak, director at large.

2. HVAC Project Report

a. Engineers' Proposals

a.1 EV Studio

Ms. Hrobsky reported that the Board had approved a contract for design of a possible project for additional renovation of the HVAC system. The Board voted 3-1 at a Special Meeting of the Board on Saturday, Oct. 8, to approve the \$40,000+ contract with EV Studio engineering company. Ms. Hrobsky, Mr. Page and Mr. Teter voted in favor; Mr. Strizak voted against. Mr. Boczkiewicz was absent from the meeting. Mr. Maley said he hopes the Board will consider a design option that is minimally invasive. Ms. Solzan said that when she arrived to attend the meeting that Mr Strizak told her she could not attend. Mr. Teter said she could have attended. Ms. Hamon said that no notice was posted that there was going to be a meeting. Mr. Boczkiewicz reported that the HOA's attorney advised, after the Oct. 8 meeting, that notice of it should have been posted in advance, although state law does not require it. The attorney also advised that any owner is allowed to attend meetings at which a vote is taken. Ms. Solzan said owners had no idea what the issues were regarding the terms and provisions of the contract. Mr. Boczkiewicz said that the attorney had recommended changes be made in the contract to revise terms that were detrimental to our Association. Some of those changes were not made before the Board approved the contract. Ms. Solzan said she would like to feel that the Board is transparent and honest. Mr. Page said Board members who voted to approve the contract were not trying to do anything underhanded. He said they thought they were doing the best thing for the owners. Mr. Teter said the contract was needed to be able to provide an accurate estimate of the cost of a possible additional renovation of the HVAC system. Ms. Hrobsky said it is the Board's responsibility to make decisions on behalf of our Association. She said the Association is not a democracy. Ms. Solzan said the Board does not reply to emails she sends to it. Mr. Teter said Board members don't have to reply to her emails. He said Board members are volunteers who are busy in addition to Board duties.

3. Approval of August Board Meeting Minutes.

August 2016 Minutes approved by unanimous vote.

The September Board meeting was not held because Ms. Hrobsky, Mr. Page, and Mr. Teter said they could not attend.

4. Review of Current Financials

a. Financials for the period ending Sept. 30 2016

Treasurer Teter said that as Sept. 30, 2015 the balance of the Operating Account was \$14,000 and the balance of the Reserves Account was \$268,000. He said he expects that the year-end balance in Operating will be more than yearly expenses. He said the Reserves still are underfunded by \$1 million and he doesn't think Reserves will be fully funded anytime soon.

5. Unfinished Business

a. Fire Gate Installation:

Ms. Selig reported that a revised proposal has been received for replacing the door dividing the first floor stairwell landing, and replacing the current fire gate leading to the basement with a new split self-closing gate, to comply with fire regulations. The revised estimate is \$6,232. The estimate earlier this year was \$2,563. Board members requested that Ms. Selig obtain more bids.

b. Additional Items from the Board

Mr. Teter said the annual CPA auditor's report for 2015 shows that \$40,000 of the Association's funds in bank accounts are not federally insured because that amount is in excess of federal deposit insurance. Mr. Page said a similar situation existed when he was treasurer, but no change was made because the excess balance is expected to disappear when the balance owed on the loan which paid for new boilers is drawn down.

Mr. Teter proposed that Board members meet with the CPA to "get an eyeball test" to determine whether to use the same CPA for the audit of 2016 finances.

6. New Business

a. 2017 Draft Budget

Ms. Selig presented a rough draft of a budget for 2017 that she prepared for consideration. Her draft includes no increase in monthly dues. The draft anticipates income of \$539,557 and expenses of the same amount. The 2016 budget anticipated revenues of \$538,857 and expenses slightly more than revenues. Mr. Teter said he would vote for a budget that includes an increase of dues of 1% or 2%. Owners commented about whether to increase dues. Ms. Hrobsky stated that it is not likely that the final version of the budget will include funds to replace carpet and paint walls of hallways. Action on the draft was deferred until the November Board meeting.

b. 2017 Service Agreement with 5280 Community Waste Solutions company

Ms. Selig presented a proposed 2017 renewal contract with the company that provides service to the Trash Room and the Recycling Room. She said there is a \$1 increase to \$20 per visit (one visit per day, six days a week). The Board voted unanimously to approve the 2017 contract.

c. 2017 Weststar Proposed Renewal Agreement

Ms. Selig presented Weststar Management Corp.'s proposed renewal agreement to manage our Association and its property. Weststar's monthly fee for the past two years has been \$2,025. The renewal has a proposed fee increase of \$50 per month. Action on the proposal was deferred until the November Board meeting.

d. Additional Items

Ms. Selig said she has received from our Association's insurance broker several options for renewal of the Association's insurance policies, which expire at the end of November. She said she is seeking proposals from another broker for comparison with the options received.

7. Homeowners Open Forum

Ms. Joanna Sullivan said she no longer is available as much as in the past to volunteer her service to clean lobby, elevators and basement lobby when they need to be cleaned on days that the cleaning service is not at PWT. Ms. Mitchell said she would post a notice asking for a volunteer. Ms. Benham said she previously had asked for a copy of the job description of the on-site manager. Ms. Selig it is being updated. Ms. Benham said the trash dumpsters sometimes are being left in the Visitors Parking Lot instead of being returned to the Trash Room after the dumpsters are emptied into the trash removal truck. Ms. Hrobsky said a call will be made to the 5280 Community Waste Solutions Co. Mr. Maley asked why PWT's no-pet policy is not changed. Some Board members answered his question. Mr. McTiernan asked about obtaining Board approval for him and Ms. Solzan to purchase carpet and have it installed, at their expense, on the 11th Floor Hallway. Ms. Hrobsky and Mr. Page said the Board is waiting for the Association's attorney to prepare a legal agreement between the Association and Mr. McTiernan and Ms. Solzan. Ms. Mitchell reported that dog waste was found in the lobby on a date that she did not specify. Mr. Page said a lot of PWT owners are parking in the Visitors Lot and should not be doing that.

8. Manager's Report

Ms. Selig she has not received an update from the company that leases washers and dryers that are in the laundry rooms. She said the company representative had said each machine would be looked at.

She said a company hired to find the source of a small leak, believed to be coming from the pool, into a mechanical room on the 16th Floor was unable to find the source of the leak. She said concrete at the bottom of the pool was deteriorating. She said the pool liner is torn. She said she would follow up.

9. Adjournment

Meeting adjourned at 8:28 p.m.