

Parkway Towers Board of Directors Meeting

Minutes

November 22, 2016

Present: Owners Joanna Sullivan, 601; Jim McTiernan, 1101; Debra Hamon, 906; Cruz Burgos, 101; Bob Simon/Nancy Sweet, #504; Dan VenderReit, #203; Glenn Mottau, 1501; Sondra Tutela, #405; Bryant Franz, #701; Homer Gallan, #1208.

1. **Call to Order** -- 6:59 p.m. by Jill Hrobsky, president
Jeff Teter, treasurer; Robert Boczkiewicz, secretary; Joseph Page, vice president; Branislav Strizak, director-at-large. Roberta Selig of Weststar Management Co., off-site manager assigned to PWT. Cathe Mitchell, on-site manager.

Ms. Hrobsky announced that Ms. Mitchell very recently was certified as a Community Association Manager.

2. HVAC Project Report

Ms. Hrobsky reported that she received today an email from our Association's HVAC project Manager, Michael Kern of Hammersmith Construction Services, regarding design of a possible project for additional renovation of the HVAC system. She said Mr. Kern stated that he and representatives of EV Studio plan to meet with Denver city officials to discuss aspects of the design work before beginning the designing. EVStudio is the engineering company the Board hired on Oct. 8.

3. Guests:

Ms. Mitchell said Jack Allen of Emerald Technologies of Colorado company and Cooper Hylton of BioStar Renewables company are at tonight's meeting because they are wizards for how to take advantage of money that Xcel Energy company sets aside for energy-efficient projects. The two guests made a presentation and answered questions. The Board agreed for Ms. Hrobsky to have Mr. Kern vet Mr. Allen and Mr. Hylton, and to have Mr. Kern report how they and their recommendations might fit in with additional renovation of the HVAC system.

4. **Approval of October Board Meeting Minutes.**
October 2016 Minutes approved by unanimous vote.

5. Review of Current Financials

a. Financials for the period ending Oct. 31, 2016

Treasurer Teter said that as Oct. 31, 2016 the balance of the Operating Account was \$12,603 and the balance of the Reserves Account was \$273,000. He said, "We're on budget." He said our Association is "well-positioned" financially. Mr. Boczkiewicz pointed out that Reserves are under funded by \$800,000. Monthly increases have been made to Reserves from Operating Account but the amount spent from Reserves has been many times more than the amount added.

6. Unfinished Business

a. 2017 Insurance Renewal

Ms. Selig reported that an insurance brokerage, Assured Partners, says our Association doesn't have proper coverage for some of the Association's policies. The Board voted unanimously to accept Assured's recommendations and to use Assured for 2017 insurance coverage.

b. 2017 Budget

The Board unanimously approved a budget with a 1% increase in:

- monthly dues
- annual expenses

c. Fire Gate Installation:

Ms. Selig reported that Vortex Colorado Inc. submitted a proposal to replace a door on the lobby-level of the north stairwell with a fire-rated hollow metal door at a cost of \$2,958.13. Last month,

Property Solutions Team company submitted a proposal at a cost of \$3,669.12. At tonight's meeting, the Board unanimously approved the Vortex proposal instead of the PST proposal

d. 2017 Weststar Proposed Management Agreement

The Board unanimously approved renewal of annual management agreement. The monthly fee is \$2,050.

e. Pool Update

Ms. Selig reported that the owner of company that provides operational maintenance of PWT's pool recommends that an engineer inspect the pool, particularly the bottom surface, because there has been a slow, small leak of water into a mechanical room area on the 16th Floor, beneath the pool. She said she contacted a forensic engineer who said the cost of inspection will be \$2,500. She said the company that installed the pool liner failed to show up Nov. 1 onsite to exam problems with the liner. She said the company no longer is returning her voicemail and email messages. The Board unanimously approved hiring the forensic engineer.

7. New Business

a. Estimate from 5-Star Plumbing for Pipe Repairs

Ms. Selig presented a proposal from 5 Star Plumbing for supplying and replacing cast iron sewage pipe in Mechanical Room at a cost of \$1,650. The pipes have small cracks in them which spill sewage when the sewage pipes in the basement are jetted.

b. Estimate for Chain Link Fence on Westside of Parking Lot

Ms. Mitchell presented a proposal from Property Solutions Team company to build a 5-feet high fence on the west boundary of the Visitor Parking Lot. Board members agreed that it is a low priority and tabled the proposal.

c. Additional Items from the Board

Mr. Strizak said the bottom of the door to the Exercise Room has been damaged by being propped open with weights. (Our association's maintenance man subsequently repaired the damage and affixed a door stop.).

8. Homeowners Open Forum

Mr. Boczkiewicz expressed appreciation to Jim McTiernan and Marie Solzan for leading a successful effort of owners on the 11th Floor to buy new carpet and have it installed -- at the expenses of the owners. Mr. Boczkiewicz also expressed appreciation to Mr. McTiernan and Ms. Solzan for painting the hallway walls on the 11th Floor. Our Association provide the materials. Ms. Hrobsky reported that she had painted the hallway walls on the 12th Floor 1 1/2 years ago. Mr. Boczkiewicz expressed appreciation to her.

9. Manager's Report

Ms. Selig said progress is being made in revising the job description of our onsite manager. Ms. Mitchell reported that trash cans have been placed at the front door of the lobby and outside of the south entrance.

10. Adjournment

Meeting adjourned at 8:39 p.m. Ms. Hrobsky suggested that the December meeting of the Board be canceled. Board members agreed.