

**PARK TOWERS HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTORS MEETING
August 15, 2006**

BOARD

**Bob Infantino- President
Tanya Dragan Voyevidka-Secretary-Treasurer
Mike Fuess- Director**

MANAGEMENT

**Terri Kenyon
Claire Harry**

GUESTS

List on File

ABSENT

David Yamaoka

CALL TO ORDER/ROLL CALL

President Bob Infantino called the meeting to order at 6:00.p.m. With two out of the three Board members present, a quorum was established. The meeting was held in the conference room at the office of Park Towers.

MEMBERSHIP OPEN FORUM

Paula McDonough owner of unit 1202 wanted to ask the Board if the problems with the water pressure are being addressed and is there an individual power shut of that the power company will need access to. The Board stated that the water pressure is being addressed in Old Business item #A; and yes there is a separate breaker that the power company will need to have access to, which the maintenance person can give to them.

Shirley Palmisano owner of unit 407 demanded that the Board of Directors appoint a fifth Board member.

APPROVAL OF MINUTES

The Board reviewed the minutes and Tanya Dragan-Voyevidka presented the management company with the corrections. **Tanya Dragan-Voyevidka made a motion to approve the minutes with the corrections provided to the management company. Mike Fuess seconded. The motion carried with all in favor.**

Tanya Dragan-Voyevidka made a motion to approve the executive session minutes from July 18, 2006. Mike Fuess seconded. The motion carried with all in favor.

ACCEPTANCE OF FINANCIALS

There was some discussion over Tanya Dragan-Voyevidka's report on the financials. Tanya Dragan Voyevidka stated that the June 2006 financials had been reviewed. **Tanya Dragan-Voyevidka made a motion to accept the June 2006 financials as presented. Bob Fuess seconded. The motion carried with all in favor.**

Terri Kenyon with Edington & Associates stated that the parking fee issue has been resolved. Terri reported that space #15 was vacant for the entire month of May and space #22 no fee was collected from December 2005 until June 2006. Terri also stated that there was income in the pre-payment category that has been reconciled and transferred into the proper account. Terri reported that all of the parking spaces are now accounted for.

Terri Kenyon stated to the Board that when the association's insurance was changed from Suhr Risk to Lucini Parish the workman's comp insurance was not renewed and had been overlooked. Terri Kenyon stated that Lucini Parish has submitted a proposal in the amount of \$1,245.00 for one year. **Bob Infantino made a motion to accept the proposal from Lucini Parish in the amount of \$1,245.00 for workman's comp insurance. Mike Fuess seconded. The motion carried with all in favor.**

The banks statements were in the Board packets for review.

FINANCIAL COMMITTEE REPORT

Shirley Palmasino reported to the Board that she and Tanya Dragan-Voyevodka have done quite a lot of work for the preparation of the budget. Shirley reported that there are several areas where the association has spent over the current budget especially in the maintenance and office categories. Shirley reported that the outside contractor category was another over the budgeted area. After some discussion the Board wanted to have a budget workshop set for August 29, 2006 at 6:30 p.m. The Board asked the management company to send out the notice to the homeowners. Tanya Dragan-Voyevodka stated that the current shopping process will need to be changed. There should be a maintenance log in place for maintenance or for any Board member or even the management company to sign in on what items were purchased and who approved them, etc. The management company will have the form in place with in the next week.

DELINQUENCY REPORT

Terri Kenyon stated that the delinquencies should be discussed in the executive session. The Board agreed with Terri and the delinquencies will be discussed in the executive session.

OLD BUSINESS

Item A. Implementation of Forensic Engineering Report on Domestic Water Pump Replacement:

Bob Infantino reported that Forensic Engineering had found a few items that needed correction and the finalized report will be ready for the bidding process with in the next week. Joe Beard's report will have a scope of work included. Bob Infantino stated that there are three phases 1) is to install pressure regulators on the 14th floor, 2) pressure tanks in boiler room, taking out the water tank, and 3) boost station in the basement and the necessary piping. Bob Infantino stated that the association should purchase the equipment and just bid to have it installed. This would save the association the markup on the equipment if purchased by the installer. This item has been tabled until the next meeting.

Item B. Status of Sun Deck: The management company stated that they had only received one proposal submitted at this time; however the end date for submitting the proposals is August 18, 2006. The Board tabled this item until the next Board meeting to have all of the proposals for comparison and to allow the budget committee to have a clearer picture of the financials and if the association has the funds to proceed with the sun deck project.

Item D. Status of Alarms for Basement Garage: The management company stated that the detectors for the basement garage will be installed the week of August 21, 2006 and should be finished by that Friday, August 25, 2006.

NEW BUSINESS

Item A. Board Policy on Purchases: The Board discussed the over spending in the purchases for the maintenance and janitorial services. The Board decided to implement a log which would have the item purchased, who made the purchase, who approved the purchase, what project are the items for, and on what date the item was purchased. The log will have a running inventory of the items. The Board would like the management company to have the log completed and in the office with in the next week. **Tanya Dragan-Voyevodka made a motion to implement the maintenance purchase log policy for all purchases. Bob Infantino seconded. The motion carried with all in favor.**

Item B. Relocation of Janitorial Supplies: The Board discussed the janitorial supply room where the janitorial supplies are currently being stored. This room will need to be taken down and the area will be used for the ventilation for the chiller system. The janitorial supplies will be moved into the room where the ADT Security System which is located in the room just off of the main lobby. Tom, the maintenance man, has started the renovation and will have the room completed with in the next couple of weeks.

Item C. Wrought Iron Fencing Arlington /Ramp: The Board received one proposal from Deluxe Welding to install a security railing on top of the existing wrought railing along Arlington. The Board has tabled this item until the next Board meeting.

Item D. Wrought Iron Fencing Old Janitorial Area: The Board has received one proposal from Deluxe Welding to install wrought iron fence around the area where the janitorial shed was in the amount of \$2,774.00. The Board will table the wrought iron fence installation bidding process until the forensic engineering company can submit the dimensions for the equipment to be placed in that area.

Item E. Status of Chiller and Cooling Tower: The Board had hired Carrier, the manufacturer, of the chillers to come out and get the chillers functioning for the air conditioning. Carrier was able to repair the chillers and the air conditioning is now up and running. The management company stated to the Board that they have asked Carrier to submit a proposal for a maintenance program of the chiller system. The Management Company presented to the Board a proposal from Chem Search for the installation of equipment to be installed for the chillers to automatically dispense the necessary chemicals to the water to cut down on the deposits of minerals through out the chiller system. The proposal amount is \$230.00 per month. This proposal is for the rental of the equipment, the chemicals, and the monitoring and maintenance service from Chem Search. The Board would like the management company to inquire of Carrier if this chemical maintenance program proposed from Chem Search is needed. This information will be provided at the next Board meeting.

EMERGENCY REPAIRS

Status of ADT Alarm System: The management company reported the work for the repairs to the individual units will start on August 21, 2006 and commence through Friday, August 25, 2006. The letter will be sent out the following week. The management company stated that there was a delay in sending out this letter due to a pricing error with ADT which has been rectified. The management company stated that there are twenty (20) units total that will need repairs. The management company informed the Board that only four (4) of the twenty (20) units has acknowledged the notice. The Board stated to the management company if they are unable to contact the homeowners who need to have work done in their units, then a lock smith will be called and the homeowner will be billed for the cost to enter the unit to have the necessary work completed by ADT.

Terri Kenyon asked the Board who the replacement for Nora Pergo will be while Nora is on vacation. The Board stated to the management company to hire someone and the pay will be the same as what is currently being paid to Nora now. Management stated that they have a lady Sandy Fejik who will start on Wednesday August 16, 2006. A scope of work was provided to the management company by David Yamaoka.

COMMITTEE REPORTS

A. Compliance Committee: There is not report at this time.

B. Rules & Regulations Committee: There was no report at this time.

C. Conservation Committee: Tanya Dragan Voyevodka reported that there is a new member of the committee who has a lot of great ideas for cost efficient programs with companies that will help with some of the costs. The committee will submit a report at the next Board meeting

D. Parking Committee: The Board stated the basement garage should have the detectors installed by the end of the month and the homeowners can use it then.

E. Architectural Committee: Paula McDonough informed all present that she is currently working on a check list for all current homeowners and future homeowners of what is needed when any remodeling is

going to be done and the appropriate agencies to contact. Paula McDonough stated she will present the check list to the Board at a later date when it is completed.

F. CC&R Committee: No report at this time.

MEMBERSHIP CORRESPONDENCE

The Board discussed the correspondence from Mr. Matt Scharin of unit 1403. Mr. Scharin would like the association to allow the management company to automatically withdraw the HOA fees from their bank account. Mr. Scharin states that this process is done at his other homes and it saves time and money. Terri Kenyon stated that this service can be set up; however there is a set up cost and a monthly fee for this service. The Board stated to send Mr. Scharin a letter informing him of the set up fee and the monthly fee, and if he would like to bare these costs, the management company will look in to the service and give the Board and Mr. Scharin the information. Mr. Scharin also would like the Board to do something about the leak he has around his windows. The Board stated that they are aware of the problems associated with the windows; however the Board is addressing higher priority issues at this time, and this issue will be addressed at a later time. The Board asked the management company to send Mr. Scharin a letter informing him of the window issue.

ADJOURNMENT

With no further business to discuss, **Tanya Dragan Voyevodka made a motion to adjourn the meeting at 8:30 p.m. and convene into executive session. Bob Infantino seconded. The motion carried with all in favor and the meeting was adjourned.**

Respectfully Submitted,

Claire Harry
Recording Secretary

Secretary