

**PARK TOWERS HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTORS MEETING
October 17, 2006**

BOARD

Bob Infantino- President
Tanya Dragan Voyevidka-Secretary-Treasurer
Mike Fuess- Director
David Yamaoka – Director
Mike Cox- Director

MANAGEMENT

Terri Kenyon
Claire Harry

GUESTS

List on File

CALL TO ORDER/ROLL CALL

President Bob Infantino called the meeting to order at 7:07.p.m. With all of the Board members present, a quorum was established. The meeting was held in the conference room at the office of Park Towers.

MEMBERSHIP OPEN FORUM

Shirley Palmisano, owner of unit #403, informed the Board that the items being stored in her parking space area have been moved. Shirley wanted to inform the Board of a very large white car that has the approved storage containers in front of the parking space and the vehicle sticks out a little too much. Terri Kenyon stated that she will look at the vehicle with the Board and address this issue.

APPROVAL OF MINUTES

The Board discussed the minutes of the September 19, 2006 meeting. The Board would like the following changes to be made. In the financial section add the words "miscellaneous maintenance expense category" to replace the words "maintenance supplies category". **Tanya Dragan-Voyevidka made a motion approve the minutes as amended. Mike Cox seconded. The motion carried with all in favor.**

ACCEPTANCE OF FINANCIALS

The banks statements were in the Board packets for review.

FINANCIAL COMMITTEE REPORT

Tanya Dragan-Voyevidka stated that in August and September the same items are over budget. Tanya Dragan-Voyevidka stated that the payroll in September to date is over 3.6 (k). Tanya Dragan-Voyevidka stated that there seems to be fewer categories over budget than in the previous months. Bob Infantino asked why there was not an accounts payable section for September. Terri Kenyon stated that this was due to the accrual accounting system and not being able to enter the bills payable for September into the system yet. Terri Kenyon stated that she still has not received all of the bills for September as of today. Bob Infantino stated that he would like to have the correct balance sheet presented to the Board at the meeting to enable the Board to make the best financial decisions possible with the updated information. **Bob Infantino made a motion to accept the financial reports through September 2006 with the understanding in the future the Management Company provides the Board with a preliminary financial report with the final report to be delivered to the Board once the majority of the bills are received. Tanya Dragan-Voyevidka seconded. The motion carried with all in favor.** Terri stated that the final report would probable be received a month later than currently.

DELINQUENCY REPORT

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

MANAGEMENT REPORT

Terri Kenyon stated that she had noticed the gutters on the sun deck are not draining properly and will need to contact a gutter repair service to come and assess the drainage problem.

OLD BUSINESS

Item A. Implementation of Forensic Engineering Report on Domestic Water Pump Replacement: The Management Company informed the Board that the report has not been submitted from Joe Beard, and they have called numerous times. The Board would like the Management Company to contact Joe Beard's office again and inform Joe Beard that the Association needs to get started on the bidding process and to please have the plans and scope of work provided to the Management Company right away. Bob Infantino stated that the information for the booster pump has been provided to him from Joe Beard and would like to get proposals for this piece of equipment now instead of waiting for the entire scope of work. The Board agreed that this was a good idea and told Bob Infantino to get started on the bidding process for the booster pump.

Item B. Status of Sun Deck: The Board reported that the permit is ready to be pulled, and the Association has had to hire a third party engineering firm to inspect the weld, epoxy, bolts, and any other areas that the building department wants inspected. The third party company the Board has chosen is Pezonella. Bob Infantino stated that there are some expenses that were not considered with regards to the sun deck project that he wants the Board to be aware of. Bob Infantino stated that George Kelley stated that the Board should consider installing tile on the sun deck which would have longer life and would be about the same price as George quoted for the resurfacing. **David Yamaoka made a motion to rescind the previous motion made to accept the proposal from Puff Inc, for the resurfacing the deck. Bob Infantino seconded. The motion carried with all in favor.**

Item C. 2007 Budget Adoption: Bob Infantino made a motion to adopt the 2007 proposed budget. David Yamaoka seconded. The motion carried with all in favor.

Item D. Update Sewer Fees: Shirley Palmisano stated that after all of her research work, there are twelve (12) units that have been paying for their sewer bill themselves. Shirley stated that the total of the sewer bills that the homeowners have paid for themselves is \$3,218.07. If the Association reimburses the twelve (12) homeowners in the amount of \$3,218.07 this would bring the association up to current. The Board discussed having the twelve (12) homeowners provide proof of an address change before issuing any reimbursement checks. **Bob Infantino made a motion to draft a letter stating that we have found out that you have been paying for your sewer bill and the this fee is covered by the Association and you will need to provide the Management Company with proof that you have changed the address for the sewer bill to go directly to Edington and Associates at that time you will receive your reimbursement check. Tanya Dragan-Voyevodka seconded. The motion carried with all in favor.**

Item E. Update of ADT Owner Speaker Installation: The Management Company stated that the work is completed, however the bill is being held pending verification on the scope of work performed for each unit. The Management Company stated that there are homeowners who did not need to have a new speaker or speaker box installed, but just needed some wires connected. The Management Company will report to the Board at the next meeting on the progress. **This item has been tabled until the next Board meeting pending verification from ADT to the Management Company.**

Item F. Wrought Iron Fencing Arlington/Ramp: David Yamaoka stated that he thought it was better to extend the brick wall with cinder blocks instead of using more wrought iron, the Board agreed. David Yamaoka stated he would take care of the contacting the various contractors for this job and keep the other Board members and the Management Company informed.

Item G. Wrought Iron Fencing Old Janitorial Area: This item has been tabled until the next meeting.

NEW BUSINESS

Item A. Management Contract: There was much discussion over the management contracts. The Board felt they did not have enough time to review all of the contracts thoroughly and will table this item until the Board meeting in November. **Mike Cox made a motion to extend the current Management Contract**

with Edington & Associates until December 31, 2006 allowing the Board time to review all of the proposals for Management. Bob Infantino seconded. The motion carried with all in favor.

Item B. Reserve Study Update Adoption: The Board would like to table this item until the next Board meeting.

Item C. Damage to Wall @ Maint/Office Parking: The repairs are complete and the homeowner has been billed.

Item D. Common Area Deeds: Terri Kenyon stated this project will take a little bit of time and she will be working with Shirley Palmisano. They will report to the Board at the next meeting in November. This item has been tabled until the next Board Meeting.

Item E. Jet Drain Estimate for Hydro-Flush: Terri Kenyon stated that Jet Plumbing does not recommend this for high rise associations. The Board would like this item removed from the Agenda permanently.

EMERGENCY REPAIRS

Terri Kenyon stated that she felt the Association should have signs posted warning the homeowners if they hear the alarms going off in the basement garage, not to go down to investigate, but to exit the garage immediately. The Board would like the Management Company to get some proposals for the signs and to email the cost to the Board.

COMMITTEE REPORTS

A. Compliance Committee: Bob Infantino stated that Shirley Palmisano will be on the committee with him. Bob Infantino stated that there is no report at this time.

B. Rules & Regulations Committee: David Yamaoka stated there was no report at this time.

C. Conservation Committee: Tanya Dragan-Voyevodka stated there was no report at this time.

D. Parking Committee: David Yamaoka stated that parking space #17 has been assigned to another homeowner. David Yamaoka stated he felt that there should be a parking agreement from this point on to ensure that all homeowners who have a parking space are aware of all the rules associated with the parking space.

E. Architectural Committee: Bob Infantino stated there was no report at this time.

F. CC&R Committee: David Yamaoka stated there was no report at this time.

MEMBERSHIP CORRESPONDENCE

The Board reviewed the correspondence from unit #1403 regarding parking issues and the leak they have in their unit coming from the windows. The Management Company will address the parking letter. The Board would like the Management Company to contact a contractor to assess the window leaking for unit #1403. The Board stated that there are four (4) more units that have reported to have water coming from the windows. These units are #803, 1003, 1103, and 1501. The Board would like the Management Company to keep the Board informed of any contractors that have been contacted to assess the water leaking situation.

The Board reviewed the correspondence from unit #803 asking for a structural inspection due to the leaking from the window area. The Board will have this unit assessed with the other units for the same leaking.

The Board stated that the leaking seems to be coming from the West side of the windows.

ADJOURNMENT

With no further business to discuss, **Bob Infantino made a motion to adjourn the meeting at 9:24 p.m. and convene into executive session. David Yamaoka seconded. The motion carried with all in favor and the meeting was adjourned.**

Respectfully Submitted,

Claire Harry
Recording Secretary

Secretary