

**Pinnacle Museum Tower HOA
Executive Session
Minutes– 01/24/07**

**PINNACLE MUSEUM TOWER OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
January 24, 2007**

EXECUTIVE SESSION MINUTES

**NOTICE OF
MEETING:**

Upon due notice given and received an executive session of the Pinnacle Museum Tower Owners' Association Board of Directors was held January 24, 2007 at the hour of 4:00 p.m. in the Amenity Room.

ATTENDANCE:

Directors Present: Jim Roberts, President
Chris Eddy, Vice President
Roger Dyer, Secretary
Ken Hawkins,

Directors Absent: Robert Natapow, Treasurer

Representing The Prescott Companies were Cynthia Gibson, Rich Giandomenico, and Mimi Hoang.

**CALL TO
ORDER:**

Jim Roberts called the meeting to order at 4:16pm.

**GARAGE
SECURITY:**

P1 Parking Used for Guest Parking — Jim Roberts drafted an agreement to present to the Children's Museum which states "Going forward until the Association is notified that the museum is opening, the ten (10) single spaces on the North side of P1 will be used by the Association for guest parking at \$100/month per space, a total of \$1,000.00/month". The Board proposed that any resident requesting guest parking must come to the front desk and register their vehicle. Once registered, a guest parking permit indicating the maximum time allowed to park in the guest parking space will be issued. This must be displayed in the vehicle and returned to the front desk after use. The maximum time limit for parking in the guest parking space would be 24 hours renewable thereafter on a space available basis except those renting out the guest suite, in which case the maximum time limit would coincide with the date(s) of their reservation.

Motion: Upon a motion duly made, seconded, and unanimously carried, the Board approved Jim Robert's draft agreement to the Children's Museum for use of the ten (10) single parking spaces on

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P1 as guest parking for the Association. If the Children's Museum accepts, agreement is to be signed by Chris Eddy. Management to notify owners and residents once this is in place and maintain a log for vehicles registering to park in the guest spaces.

Garage Directional Arrow Striping — At the last Board meeting it was noted in the minutes that the Board approved the contract with SS&E. The Board has decided to go with J&S instead and would like to proceed with scheduling the striping.

Motion: Upon a motion duly made, seconded, and unanimously carried, the Board approved the proposal with J&S to do the striping of the directional arrows in the parking garage at a total cost of \$995.00 and directed Management to move forward with the process.

Parking Boots — The Board discussed the importance of parking enforcement due to the Children's Museum opening soon. Jim Roberts proposed to use parking boots which cost \$450 each, to minimize un-authorized vehicles parking in the garage. If an un-authorized vehicle were found by an owner in their parking space, the owner of the parking space would notify the front desk and have a boot placed on the un-authorized vehicle. The owner of the parking space will then be accommodated by being allowed to park in a guest space until their space is returned. If a parking permit is displayed on the un-authorized vehicle indicating that the vehicle belongs to a resident, the front desk will make an attempt as a courtesy to contact the resident so that they could move their vehicle. As for non-residents, in order to release the vehicle, the owner of the un-authorized vehicle will have to submit a check to the front desk for \$100.00. It will be HOA policy to tow after the first 24 hours. Second/repeat offenders will be automatically towed at the vehicle owner's expense. The Board agreed that signage similar to the existing towing signs should be installed at each major entrance to the parking garage to inform vehicle owners of the parking boot policy.

Motion: Upon a motion duly made, seconded and unanimously carried, the Board approved Management to purchase three (3) parking boots at a total cost of \$1350 plus tax and shipping for the Association. The Board directed Management to send out a notice to all owners and residents for a 30-day review of the new proposed policy on the parking boots.

***Since Committee members were appointed at this meeting, the Board has elected to delay action on this topic until the Committee**

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meets to discuss and make an official recommendation to the Board.

Museum Parking Restrictions – The Board agreed that the Children’s Museum should have permits issued to them separate from the residential parking permits and that all contractors working on the Children’s Museum must display the parking permit on their vehicle or else they will be restricted from parking in the garage.

Motion: Upon a motion duly made, seconded, and unanimously carried, the Board approved Management to include the museum parking in the parking boot policy and inform them that they will need to display permits in the vehicles if parked in the garage. *Since Committee members were appointed at this meeting, the Board has elected to delay action on this topic until the Committee meets to discuss and make an official recommendation to the Board.

**COMMERCIAL
PARKING**

RESTRICTIONS: The Board agreed to enforce the parking boot policy in the commercial parking as well.
*Since Committee members were appointed at this meeting, the Board has elected to delay action on this topic until the Committee meets to discuss and make an official recommendation to the Board.

PARKING

STICKERS: The Board has already established a policy of requiring parking stickers with due notice to homeowners. The time has come to enforce the rule. Security will start by leaving warning notices on all cars on P2 and P3 that do not have stickers (Overnight) as soon as possible. Further measures will be implemented if this does not solve the problem.

RESERVING

GUEST SUITE: Currently the rules for reserving the guest suite state that each unit owner is allowed to rent out the suite for a total of fifteen (15) days a year. The issue at hand is that some owners reserve the suite for long periods at a time which does not allow other owners availability to reserve the guest suite. The Board proposes to amend the rules

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to allow each unit owner the fifteen (15) days per year but prohibit reservations that exceed five (5) consecutive nights. Additionally, to reserve the guest suite, payment in full must be made at the time of reservation. Should a confirmed reservation be subsequently canceled, a 50% cancellation fee will be imposed against the collected rental fee unless the suite can be re-rented during the same time period.

Motion: Upon a motion duly made, seconded, and unanimously carried, the Board approved Management to move forward with amending the current rules for reserving the guest suite as noted above.

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LOBBY ACCESS: The Board reviewed Jim Robert's request to have the lobby doors unlocked during the day to make it more convenient for the residents to access the building.

Motion: Upon a motion duly made, seconded, and unanimously carried, the Board approved to have the front entrance lobby doors un-locked from 7:00 A.M. until 5:00 P.M. seven (7) days a week for easy access to the residents. The Board requested that Management inform Orlando that it is his responsibility to transition new staff on getting to know the residents so that they can monitor who is entering the building.

**COMMITTEE
STRUCTURE:**

The Board reviewed the proposal of procedures for "The Committee" and decided to combine all sub-committees into one committee which will be referred to as "The Committee". In this committee there will only be a total of ten (10) committee members. The Board agreed to rotate members and ensure that at least one (1) member of the Board is present at each of "The Committee" meetings as the Board Liaison. "The Committee" must then elect a chairman and their own secretary to take minutes at each of their meetings. The Board then reviewed and discussed the list of those who expressed an interest in serving.

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Motion: Upon a motion duly made, seconded and unanimously carried, the Board agreed on the following to be the ten (10) members of “The Committee”. The Board also agreed to request Becky Osterberg spearhead an Adhoc Social Committee and Pat McArron to remain in charge of the Association’s website:

- The Committee: Melanie Branca, Dave McQuade, Todd Ruth, Steven Sparta, Hossein Khadiri, Tim Cloonan, Elizabeth Berg, Adrienne Kirkeby, Glen Stokes, and Joe Mansolillo. Allen Tyler will be an alternate should a seat become available.

BUILDING/

OFFICE ABUSE: The Board discussed the issue of owners abusing the office equipment located in the Management office by utilizing the equipment for personal use.

Motion: Upon a motion duly made, seconded and unanimously carried, the Board directed Management to place a notice on the website informing the owners and residents that the equipment in the Management office can no longer be used for resident’s personal use. The Board also requested Management to personally send out notices to those currently abusing the equipment in the office informing them that all personal correspondence received hereafter from the office fax machine will be promptly discarded without notice.

WINDOW

WASHING:

The Board discussed the issue with not being able to access the window washing equipment located on the 33rd floor due to the soaking tub installed on the balcony of Unit XXXX. The Board directed Management to inform the owners that they will not proceed with scheduling the window washing until OSHA and equipment problems have been resolved.

Motion: Upon a motion duly made, seconded and unanimously carried, the Board agreed to have Rich and Ken contact the owner in Unit XXXX instead of directly sending him a cease and desist letter. The Board requested that Rich and Ken inform the owner that he needs to remove the tub because it is leaking and in the way of the window washing equipment.

HEAT PUMP

INSPECTIONS:

Management informed the Board that according to the CC&R’s Section 9.4 it is the HOA’s duty to inspect the heat pumps in the commercial, shop keeper, and residential units and provide a report

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of their findings annually. The Board directed Management to contact BCM Mechanical who is already working in the building, to get a proposal to inspect the heat pumps that they have not already been inspected and/or worked on in the building.

**APPROVAL OF
EXECUTIVE SESSION**

MINUTES: Upon a motion duly made, seconded and unanimously carried, the Board approved the Executive Session Minutes of the November 16, 2006 meeting with the condition that under "Direction Garage Striping Proposal" on page six (6), the proposal accepted is changed from SS&E to J& S.

FINANCIAL REPORT

Chris Eddy presented the financial report for the months of December. As of December 31, 2006, the Associations' financial status is as follows:

Operating Balance:	\$133,079.40
Reserve Balance:	\$125,012.82
YTD Delinquencies:	\$71,495.30
Total Assets:	\$258,092.22

Motion: Upon a motion made by Chris Eddy, seconded by Roger Dyer and unanimously carried, the December 31, 2006 financial report was approved as presented. Chris Eddy noted that the reimbursement he received was for holiday decorations not bolt cutters as listed in the report.

NEXT BOARD

MEETING DATE: The Board selected the date of February 15, 2007 and the hour of 4 p.m. for their next meeting.

ADJOURNMENT: With no further executive business to come before the Board at this time, the executive session adjourned at 6:10 p.m.

ATTEST: _____

DATE: _____