

PHCA Board Meeting

January 11, 2005

Present: Albin, Carlson, Cook, Horensky, Paulson, PVHM – Vandeboss

Absent: none

Meeting was called to order at 7:00 p.m. by Ann Paulson.

Minutes for the December Work-Study meeting were approved.

Changes in Management

Alan Sylvester, President of Phoenix Management, was introduced by Scott Vandeboss. Phoenix will be assuming management of the Woodstone apartments and Copper Tree Farms properties (the Shoppes) effective February 1. This coincides with Scott's purchase of Parkview Hills Management from the Batts children, also effective February 1. Phoenix anticipates providing the same level and quality of service to residents, and is talking with Parkview Hills Management staff about possible job transitions. Cards have already been sent to residents explaining the change, and Scott and Mr. Sylvester plan to meet with residents to answer questions. Parkview Hills Management will move its offices from Landmark House to the space in the Shoppes previously occupied by Bon Vivant Travel. The motion was made (Horensky, Carlson) and **passed** to allow Phoenix Properties to take over, for rental activities, the office area in the Clubhouse currently used by PVHM.

Finance Committee – Art Albin

The finance committee is currently reconciling the December and yearend financial information. From preliminary review, it appears that we will be approximately \$5,000 to the good for the year overall, and will show an improved fund balance compared to yearend 2003. Several major repair and replacement projects from 2004 will be carried over to 2005, resulting in a larger budget for this category next year. Scott noted that the removal of the fallen tree from Cherry Creek in December exceeded the balance remaining in the Environmental Fund and will need to be reviewed by the Finance committee for proper accounting in the yearend figures. Art noted that the Board will want to fine-tune the budget once the yearend figures are complete.

Committee Reports

ACC – Mickey Cook

The committee last met in September, due to lack of issues requiring their attention this fall. The next meeting is scheduled for the fourth Wednesday of January at 3:00.

Community Relations – Ann Paulson

- Due to City budget cuts, our community policing officer position has been eliminated.
- Also due to City budget cuts, the Woods Lake public beach is scheduled for closure. Several local neighborhoods are looking to find a way to allow the beach to open.
- The Warbler will now be published every other month. Savings include both dollars (\$1500) and labor (volunteer and staff).

Management Report – Scott Vandeboss

- Replacement parts for the treadmills in the workout area are on order. After discussing the cost of servicing the equipment with Fitness Experience, the original vendor, Scott felt that ordering parts and servicing the machines in-house is more cost effective. A regular maintenance schedule will be set up for the equipment.
- The camera system has been installed in the Clubhouse and is currently being "tweaked" for optimal performance. Currently, the four cameras are focused on the pool, fitness area, pool/ping-pong tables, and the entrance area (from the kitchen

hallway). A fifth camera will be installed to monitor the outdoor pool in the summer. The cameras are motion-activated and operate on a continuous loop.

Change in CPA firms

Ed Barry, the CPA contracted by the Board to provide yearend financial reviews for many years, has moved to a new firm, Cole and Company. Bids of \$5200 from BDO Siedman and \$4800 from Mr. Barry were provided to Scott for the work to be done this year. The motion was made (Horensky, Albin) and **passed** to contract with Cole and Company for CPA services in 2005.

Conclusion

Meeting was adjourned at 7:30 p.m.

Next meeting: Work-Study, February 8, 7:30 a.m., Clubhouse

Respectfully submitted by Mickey Cook