

PHCA Board Work-Study Meeting

October 12, 2010

Present: Art Albin, George Horensky, Joan Dombrowski, Joe Hawver, Alan Sylvester, Scott Vandeboss (Parkview Hills Management), Mark Mones (Altman Companies)

1. Budget Review

Scott reviewed a draft version of the 2011 budget, including 3-years trend for 2007 – 2010 plus a projected budget for 2011 that extends the current trend. The Board focused on a handful of items where there were some open questions –

Security – Unity Security current provides this service. It is an annual contract. *Is this service provider competitive? Is the level of service appropriate for the need?*

Clubhouse Labor – this is the direct cost of employing the manager of the clubhouse. *Could this employee be providing supervision of some other employees servicing the Community Association?*

Pool, Cleaning, Grounds and Other Staff Expense – These are based on subcontractor rates where PHM bills PHCA. *What are the alternatives, such as outsourcing or employing direct staff? What effect would this have on the management fee?*

Utilities – *Is there an opportunity to purchase bulk natural gas?*

Telephone – *Have we evaluated the quality of the wireless internet?*

Community Events – attendance is down. *What can be done to more fully engage the community in attending these events?*

Snow Removal – the Board acknowledged that Parkview Hills Management would continue this service through the end of the year. Fresh competitive quotes would be sought for 2011.

Grounds Maintenance – There was a general discussion about the relative value of outsourcing services versus paying Parkview Hills Management to provide such services at contractor rates.

Property Management – The Board approved a motion to enter into a dialog with Parkview Hills Management with the following provisions:

1. PHCA agrees to renew the current management agreement for 2011.
2. Parkview Hills Management Co. will determine a management fee that is separate from any other service provided to PHCA.
3. PHM will prepare a proforma budget reflecting such a separation of management fee and service contracts.

4. In 2011 the Board will evaluate this to determine a realistic course of action.

2. EARC Committee

EARC will continue to meet monthly as required to handle applications and requests from the community.

Submitted by:

Alan Sylvester, Secretary