

**PARK TOWERS HOMEOWNERS' ASSOCIATION  
BOARD OF DIRECTORS MEETING  
January 16, 2007**

**BOARD**

**Tanya Dragan-Voyevodka-President  
Shirley Palmisano-Treasurer  
Mike Fuess-Secretary**

**MANAGEMENT**

**Terri Kenyon-CAM  
Claire Harry-Assistant**

**GUESTS**

**See List**

**ABSENT**

**Mike Cox- Vice President-Excused**

**CALL TO ORDER/ROLL CALL**

President Tanya Dragan-Voyevodka called the meeting to order at 6:14.p.m. With three of the Board members present, a quorum was established. The meeting was held in the conference room at the office of Park Towers.

Board President Tanya Dragan -Voyevodka read the resignation letter from Board member David Yamaoka stated that he is moving and his unit is up for sale and in escrow. **Shirley Palmsiano made a motion to accept the resignation letter from David Yamaoka effective immediately. Mike Fuess seconded. The motion carried with all in favor.**

**MEMBERSHIP OPEN FORUM**

Mary Rutherford owner of unit #606 wanted the Board to know that she received a letter from her neighbor below her stating that Mary's unit is leaking. Mary would like the Board to take action on this.

Paula McDonough owner of unit #1202 suggested to the Board that a letter be sent out to all homeowner asking them of any maintenance problems that they have or are experiencing. Paula stated that this would help the Board in identifying any patterns of leaking or patterns of similar maintenance issues.

Jeri Whitney owner of unit #906 wanted to know if it is feasible to keep the pool, or at least have something such as free weights or something additional in the way of amenities. The Board responded that the insurance for having a pool not alone a pool sixteen stories high is very expensive.

**APPROVAL OF MINUTES**

The Board discussed the minutes of the November 21, 2006 meeting. **Tanya Dragan-Voyevodka made a motion to approve the November 21, 2006 minutes with the corrections presented to the Management Company. Shirley Palmisano seconded. The motion carried with all in favor.**

**ACCEPTANCE OF FINANCIALS**

Shirley Palmisano, asked the Board and the Management Company if the association can revert back to the accounting practices prior to the November 2006 Board meeting. The Board and Management discussed the request. **Shirley Palmisano made a motion to return to the financial reports prior to the November 2006 Board meeting. Mike Fuess seconded. The motion carried with all in favor.**

The Board reviewed the financial reports. Terri Kenyon stated that by reverting back to the financial reporting style prior to November 2006 there will be some differences with the accounts payable. Terri Kenyon stated that Shirley Palmisano will be able to get on line and have the latest up to date financial information which will help the Board make the financial decisions and feel comfortable with the financial reports. **Shirley Palmisano made a motion to accept the financials through November 2006 as presented. Mike Fuess seconded. The motion carried with all in favor.**

**Mike Fuess made a motion to have the check signers for the Association, consist of, Shirley Palmisano, Tanya Dragan-Voyevodka, Mike Fuess, and Mike Cox. Tanya Dragan- Voyevodka seconded. The motion carried with all in favor. All to be signatories by January 31, 2007.**

**The Bank statements were included in the Board packets for review. Terri Kenyon stated to the Board that she recommends that the Treasurer review the original bank statements and compare them with what the Board is receiving in the Board packets.**

**Terri Kenyon stated to the Board that Shirley has been given financial information regarding Morgan Stanley to review what they have to offer in the way of CD's. Terri Kenyon will have to get the information about Nevada State Bank to Shirley on Thursday.**

#### **OLD BUSINESS**

**Item A. Management Contract:** This item was tabled until the February meeting. Tanya Dragan Voyevodka asked Terri Kenyon if the present contract with Kenyon & Associates could be extended until February 28, 2007. This would allow the new Board members time to review all of the contracts submitted for review.

**The Board would like the next Board meeting in February to begin at 7:00 p.m. Terri Kenyon stated that the latest Kenyon & Associates starts meetings, is 6:00 p.m., however if the Board can assure Terri Kenyon that the meeting will be over at 9:00 p.m. then the 7:00p.m; requested start time is fine with the Management Company. Next month's agenda will state that there is an "open house" from 6pm unto 7pm, open to all homeowners and renters. The Management Company will not be present at this open house time. Shirley and Claire will work on the exact wording.**

**Item B. Status of Sun Deck:** Terri Kenyon informed the Board that both Reno Iron Works and Diversified concrete are getting together to set the date to complete the sun deck. Barry Cox with Reno Iron Works will notify Claire next week with the date. Claire will inform the Board by email on the date. Claire will notify the Board if Diversified can create the needed sloping on the deck. Claire will be meeting with the tile contractors regarding the covering for the deck. Tanya Dragan-Voyevodka asked that the tile contractors include sustainable products for review, as well as standard coverings.

**Item C. ADT Owner Speaker Installation:** Shirley Palmisano informed the Board and members present of the meeting with ADT and the Management Company. Shirley stated that there is a recording of the meeting if any of the other Board members would like to review it. Shirley informed the Board that the week of March 5<sup>th</sup>, 2007 ADT will be on property to re-inspect the twenty (20) units that had some type of work and/or a new speaker installed. The Fire Marshall will be present to inspect and sign off on the new system. Terri Kenyon stated that Jim Baldwin with ADT is trying to have the invoice in collection's put on hold until after the re-inspection. Shirley will meet with Claire on Thursday January 18, 2007, to check what keys the office has and what keys the office will need from the homeowners to re-inspect their unit if the homeowner is not able to be present for the re-inspection. Terri Kenyon stated that on one of the emails from Jim Baldwin, he stated that ADT would reimburse the Association for any unused speakers. Terri will contact Jim Baldwin and inquire if this is still the case once the re-inspection is completed and the nesecary itemization on the billing for each unit has been completed. Terri Kenyon will report back to the Board at the next meeting.

**Item D. Arlington Block Retaining Wall:** This item has been tabled until David Yamaoka can meet with Claire Harry and pass the gathered information on. Claire Harry will report at the next Board meeting. This will be put under the heading of "security" at the next Board meeting. Also under "security" are the cameras in the garages. The Management Company has agreed to set up a tutorial session with Scotland Yard to teach all of the Board members how to use the video surveillance equipment as well as understand why the cameras do not capture all of the garage's areas (there seems to be some blind spots).

**Item E. Wrought Iron Fencing Old Janitorial Area:** The Board reviewed the proposal from Carrier to re-route the ventilation up to the platform that Nora's old janitorial shed is on. Carrier stated that the system currently in place at Park Towers is one of the best and moving the cooling tower up on the platform will not be up to Reno City Code. Carrier has stated that the Reno City Codes state there must be approximately three (3) feet of clearance around the cooling tower and there is not enough room on the platform to meet the codes. This is why it was recommended to re-route the venting system. The Board would like the proposal from Carrier faxed to Joe Beard's office for review. The Board is in agreement to accept the proposal from Carrier pending two items first is the approval from Joe Beard's office and the second is that Carrier needs to provide to the Board a set of plans or drawing of the ventilation system once installed. The Board needs a visual set of plans for review. The action for this item is as follows the Management Company will ask Carrier for ductwork drawings and if the contract has to be revised based on a recommendation from Joe Beard, or if the drawings are not approved by the Board, and if there needs to be an adjustment to the current proposed price of \$5,796.00 the increase does not exceed 15%. Shirley will present at the next Board meeting fencing ideas for the Board review.

**F. Common Area Deeds:** Terri Kenyon and Shirley Palmisano stated that there has not been any change and that both Shirley and Terri will continue to gather the needed information to turn this over to the Association's attorney to have the deeds put in the name of Park Towers. This item has been tabled until the next Board meeting.

**G. Basement Garage Ventilation System:** Terri Kenyon informed the Board that the HVAC Engineering firm that comes highly recommended has not been able to come out to the property to inspect and report on the recommendations from Joe Beard. The Board would like the Management Company to contact the HVAC Engineering firm and get a definite date and time when they can come out and meet with Joe Beard and inspect the proposed ventilation system that Joe Beard has proposed. Terri Kenyon stated that Carrier has expressed interest in bidding for the ventilation system. The Board would like to have a proposal from Carrier for the ventilation system in the basement if they are still interested. This item will be reported on at the next Board meeting.

**H. Parking Agreement:** The Board presented the Management Company with the revised version of the Parking Agreement from the Board. **Tanya Dragan Voyevodka made a motion to have the Management Company turn the revised Parking Agreement over to Gayle Kern the Association's attorney, for her review and recommendations. Shirley Palmisano seconded. The motion carried with all in favor.** Terri Kenyon will email the Board a sample of a parking policy (which is separate from the parking agreement).

**Additional Old Business Items Discussed:**

The Board discussed parking space number 51. The Board has decided to release this space to the next homeowner on the waiting list. The Board will give the homeowner seven calendar days in which to respond to the management company notifying them of the acceptance of parking space number #51. The Board stated if the homeowner notified of a space available to them does not reply within the specified seven (7) days they will move down to the second spot on the wait list and the next time a parking spot comes up, that homeowner who did not respond within seven (7) calendar days will be offered it. Should the homeowner not respond again in the seven (7) day time frame they will be placed last on the wait list. Shirley Palmisano informed the Board that she is preparing a list of who is parking in which space and the make, model and color of the vehicle. Shirley will turn this report over to the Management Company who will maintain this going forward.

Shirley Palmisano informed the Board and Management that she has purchased a computer for the office for \$805.00. Shirley stated that the Board has discussed the advantage to having a computer on site. The Board would like the Management Company to set up the internet once the computer has been installed by

Mike Fuess. Mike Fuess will show Claire Harry how to download certain files and how to maintain the Web Site. **Tanya Dragan Vovevidka made a motion to reimburse Shirley Palmisano in the amount of \$805.00 for the purchase of a computer for Park Towers and to have Kenyon & Associates set up the internet and to download all major documents by the next Board meeting in February.**

Shirley Palmisano stated that she has some ideas for new lightning for the building. Shirley has asked Tanya for all of the information that the conservation committee has to add to the information that Shirley has. Shirley will present to the Board at the next meeting recommendation for more energy efficient lighting throughout the building

#### **NEW BUSINESS**

**A. Earthquake Insurance:** The Board reviewed the estimate from Scott Johnson with Lucini Parish which is the current insurance company for Park Towers. Scott Johnson stated that Earthquake Insurance will cost the Association approximately \$40,000.00 to \$50,000.00 per year. The Board would like to have a survey sent to the homeowners to find out if they want to spend the money and possibly have the dues go up to have this insurance coverage. Terri Kenyon stated to the Board that it is recommended to have the membership vote on having Earthquake Insurance or not. Shirley Palmisano stated that she does not like Earthquake Insurance. The Board would like the Management Company to get more information and what the deductible is and once all of the information has been gathered send out the survey with all of the costs involved. This item will be under Old Business on the agenda for February. The Board will make their decision once the surveys have been collected.

**B. Harassment Policy:** The Board does not feel there is a need to have a policy of this nature at this time and to have this item removed from the agenda.

**C. Bank Signature Cards:** Terri Kenyon stated that due to receiving David's resignation the signature cards will have to be re-signed. Terri will have the forms delivered to Shirley and Shirley will get all of the needed signatures. The Board would like to have Shirley Palmisano as a signer by January 31, 2007.

#### **MANAGEMENT REPORT**

Terri Kenyon reported that on the February agenda will be insurance as the Flood coverage expires on March 8<sup>th</sup>, 2007 with the D & O and the Association's coverage all expiring on March 31, 2007. Terri reported the Sierra Pacific Account will be changed into the name of Park Towers once the surety bond has been set up. Terri stated that so far the Management Company has only received two (2) notices back from homeowners regarding the sewer payments. Terri will send out a second notice with a deadline date to submit the requested information and if the homeowner has not complied with submitting this information within the specified time then there will be no refund. Terri reported on the leaking walls/windows and that George with Puff Inc. has resealed the windows and that George would like to check the two (2) drains on the 18<sup>th</sup> floor roof top to make sure that they are draining properly and that the leaking is not coming from faulty drains. George will do this work when the weather is permitting. The Management Company will send a letter to the Schrain's, in unit #1403 stating the intentions of the Board and that the Board is aware of the leaking. George would like to seal a small hair line fracture located about 6 inches from the top of the roof on the 18<sup>th</sup> floor. George will perform this work at a T/M price of \$60.00 per hour.

#### **EMERGENCY REPAIRS**

Terri Kenyon would like the Board to appoint an emergency contact person for emergencies. Terri stated that the flood on Saturday was a good example for the Board to consider having the maintenance person on call. Terri stated that Bob Infantino was called to turn off the water because there was no other contact person available. Terri stated that David Yamaoka and Bob Infantino have been the two people turning the water off and back on along with the help of the maintenance person. Terri stated that the current maintenance person is not willing to be on call due to only being a part employee. Terri stated that the Board might want to consider hiring a full time employee and making it part of the job requirement to be on call for emergencies to avoid having to call out a contractor for a high fee. The Board will discuss this at the next Board meeting. Terri stated that the Association should have the pipes in the garages all assessed for temporary patches as this was the cause of the leak on Saturday. Terri stated that this should be done in the spring. Tanya asked if having a drop ceiling in the garages would help in the prevention of frozen pipes.

The Board would like the Management Company to have all of the pipes assessed by May and to have the old insulation removed and any repairs to be made at that time and to have the insulation replaced with the exception of the sewer pipes. The Board decided to have Shirley as the main contact person for emergencies and for Shirley to have a complete set of keys to access every door in the building. Shirley will pass off the keys when she will not be available and will notify the Management Company of who is taking her place. The Board would like to have an extra set of keys left in the locked key box in the office for emergency purposes only. The Board would like to have the inner office at Park Towers re-keyed for the protection of the homeowners who have their unit keys located in the locked key box. The Board wants a copy for all of the Board members, Management and Nora will be the only inner office key holders. The Board does not want the maintenance person to have a key.

The Board decided that FOR ALL CONTRACTS, we must have clauses that say:

- a) Work must be approved by engineer before declared "complete", and
- b) Last 20% of the contract's payment doesn't get paid until engineer approves and signs off on the work (see (a) above).

#### **Projects:**

Joe Beard prioritized them, however, are still waiting for an email from him with the exact prioritization. (Management Company to follow up with Joe and get this from him). From the meeting with Joe, the Board believes the priority to be:

1. Basement Venting  
Basement venting in violation of code: safety issue  
A/I: Mgt Company to get Joe (or any HVAC engineer) to give us a plan  
A/I: Carrier will give us a bid once Joe gives us a plan
2. Remove Maintenance Shack from 2<sup>nd</sup> floor  
Roof failing, not to code, will need the space for cooling tower venting
3. Vent Cooling Tower (via the space once the shack is removed)
4. Garage Basement- Oil Tanks  
Need to remove the northwest corner oil tanks, b/c may need to put vents there (see #10.1 above)  
A/I: Mgt Company to ask Carrier and Joe if we could use parking space #14, instead? (we would have to supply the current #14 user with a new spot to park)
5. Garage Basement- Beam above space #12  
cracked and rusting  
A/I: Mgt Company to find structural engineer to verify and design fix
6. Flu Pipes adjacent to boiler  
Need to be repaired/replaced as both are rusting and one has lost anchorage  
A/I: Mgt Company will ask Carrier to look at it since they service

#### **COMMITTEE REPORTS**

**A. Compliance Committee:** No report at this time.

**B. Rules & Regulations Committee:** Terri stated that some of the governing documents have been scanned, however some of the documents are not very clear. Terri will email copy to Mike Fuess who will let Terri know what the issue is and help with the fix.

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

**D. Parking Committee:** Tanya Dragan -Voyevodka stated that this item was discussed earlier.

**E. Architectural Committee:** No report at this time.

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

**MEMBERSHIP CORRESPONDENCE**

There was no correspondence at this time for review.

**ADJOURNMENT**

With no further business to discuss, **Tanya Dragan-Voyevodka made a motion to adjourn the meeting at 8:57 p.m. and convene into executive session. Mike Fuess seconded. The motion carried with all in favor and the meeting was adjourned.**

Respectfully Submitted,

\_\_\_\_\_  
Claire Harry  
Recording Secretary

\_\_\_\_\_  
Secretary