

**PARK TOWERS HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTORS MEETING
February 20, 2007**

BOARD

Tanya Dragan-Voyevodka- President- Via Phone
Shirley Palmisano- Treasurer
Mike Fuess- Secretary
Paula McDonough- Director

MANAGEMENT

Terri Kenyon – CAM
Claire Harry – Assistant

GUESTS

See List

ABSENT

Mike Cox- Vice President

CALL TO ORDER/ROLL CALL

President Tanya Dragan-Voyevodka called the meeting to order at 7:08.p.m. With two of the Board Members present in person and one Board Member present via by conference call, a quorum was established. The meeting was held in the front office at Park Towers.

APPOINTMENT OF BOARD MEMBER

Shirley Palmisano made a motion to appoint Paula McDonough to fill the vacant Board position. Tanya Dragan-Voyevodka seconded. The motion carried with all in favor.

Tanya Dragan Voyevodka left the meeting at 7:20 p.m. as there was now a quorum of the Board present in person.

MEMBERSHIP OPEN FORUM

There were no homeowners present who wished to speak to the Board at this time.

APPROVAL OF MINUTES

Shirley Palmisano made a motion to approve the minutes from the January 16, 2007 meeting as written. Mike Fuess seconded. The motion carried with all in favor.

ACCEPTANCE OF FINANCIALS

Shirley Palmisano stated that reverting back to the previous way of the accounting system is working out very well. Shirley Palmisano stated that she has gone through the December financial reports, and all looks great. **Shirley Palmisano made a motion to accept the December financials as presented. Mike Fuess seconded. The motion carried with all in favor.**

The Bank statements were included in the Board packets for review.

SECURITY

A. Arlington Retaining Wall: This item was tabled until the March 20, 2007 Board meeting.

B. Camera System: Shirley stated that a representative from Scotland Yard was on property showing herself and Claire how to record information off of the camera system. Shirley stated the system has a ten (10) day recording capability on the hard drive, the system is set up for motion only, there are twelve (12) cameras working on eleven channels as both of the elevators are working on the same channel. Shirley stated that any of the other Board members who wish to learn how to work the system should please contact Shirley or Claire.

C. Fencing Old Janitorial Area: This item was tabled until the March 20, 2007 Board meeting.

OLD BUSINESS

Item A. Management Contract: The Board discussed the New Management Contract submitted by Kenyon and Associates. Shirley inquired if the payroll processing fee could be negotiated once the contract has been signed? Terri Kenyon stated that yes; the payroll processing fee can be renegotiated if the Association hired more personnel. Terri also informed the Board that she had lowered it from the previous contract already. The Board would like the contract to end June 30, 2008 which would be a 16 month contract. **Mike Fuess made a motion to accept the Management Contract from Kenyon & Associates beginning March 1, 2007 and ending June 30, 2008. Shirley Palmisano seconded. The motion carried with all in favor.**

Item B. Status of Sun Deck: Terri Kenyon stated the cost for Karen Dennison, the attorney for Dr. Illiescu, is requiring a down payment of \$1,500.00 to prepare the hold harmless agreement Dr. Illiescu is requiring. Terri stated that the \$1,500.00 is not the total cost for preparing the documents and it may be more and Terri recommends that the Association agrees to pay for Karen Dennison to draft up the paperwork. Terri informed the Board that the encroachment and excavation permit paperwork had been delivered to Barry with Reno Iron Works to fill out and obtain the permit to use Court Street for the delivery of the crane. Terri stated that this whole process is taking a bit longer than it should have because all of the various permits and documents needed were never mentioned to the Management Company until after the fact. **Mike Fuess made a motion to approve the Management Company paying Karen Dennison the \$1,500.00 down payment to prepare the hold harmless agreement that Dr. Illiescu is requiring. Shirley Palmisano seconded. The motion carried with all in favor.**

Terri Kenyon stated that D & D Plumbing will be out on the property on February 27th at 11:30 to assess the drain situation with the pool. The Management Company will inform the Board of what D & D Plumbing determines.

Item C. ADT Owner Speaker Installation: The Management Company stated that they have only received four (4) responses regarding access to units during March 5 through the 9th for the re-inspection. The Board would like the Management Company to send out a final notice to all of the homeowners who have not responded stating that if there is not access to their unit then a locksmith will be available to unlock the door and the cost will be billed back to the homeowner. Shirley will also contact the homeowners with the phone list provided to her by the Management Company.

Item D. Common Area Deeds –Update: Terri Kenyon stated that the information has been sent to the attorney's office and she is working on the issue.

Item E. Basement Garage Ventilation System Update: The Board reviewed the recommendation from Joe Beard's office to turn Carrier over to the Contractors Board for his insufficient proposal. Terri told the Board that we had only asked Carrier to give us a rough proposal and a recommendation and that is what they did. The proposal was not intended for acceptance or signing. The Board feels that Carrier is the manufacturer of the product and knows what will work for re-routing the ventilation ductwork. The Board would like to have Carrier re-submit the proposal to include a better set of plans and for his proposed price to include obtaining any permits, fees or bonds necessary to complete the job. The Board stated that Joe Beard told them that he did not even know the Reno City Codes and this is why Carrier was contacted to submit their proposal. **Shirley Palmisano made a motion to accept the proposal from Carrier to disable and remove existing cooling tower ductwork from parking garage with the revised proposal not to exceed \$8,500.00. Mike Fuess seconded. The motion carried with all in favor.**

Terri Kenyon informed the Board of another engineering firm, Dinter Engineering who has done work for her at another association and they are very reputable. She would like the permission of the Board to contact them and have them come out to assess the ventilation system in the basement garage. The Board gave the Management Company permission to contact Dinter Engineering to

assess the ventilation system in the basement garage. Terri Kenyon will have Dinter address the issues associated with having to move the oil tanks in the basement garage.

F. Parking Agreement Update: Terri Kenyon stated that the parking agreement is at the attorney's office for review.

G. Earthquake Insurance Survey: The Management Company presented the Board with a draft survey for the homeowners to answer regarding the Association purchasing Earthquake Insurance. The price quoted for the Association is \$40,000.00 to \$50,000.00. The Board reviewed the survey and would like the Management Company to have a rough estimate of how much the dues will increase if homeowners want the Association to purchase the Earthquake insurance. **Mike Fuess made a motion to send out the Earthquake Insurance survey with the increase in the dues to be added to the survey. Shirley Palmisano seconded. The motion carried with all in favor.**

NEW BUSINESS

A. Association Insurance Renewal: The Board reviewed the insurance proposal from Lucini Parish and Suhr Risk for the flood insurance coverage which expires on March 8, 2007. **Paula McDonough made a motion to accept the flood insurance proposal from Lucini Parish in the amount of \$16,158.00 option "B". Shirley Palmisano seconded. The motion carried with all in favor.**

Terri Kenyon stated that included in this Board packet are two proposals for the D & O insurance, one is for two million and the other one is for three million. These are for review and the Board will be presented with the other proposals for the Associations insurance at the next meeting.

B. Maintenance Personnel: Terri Kenyon presented the Board with some maintenance personnel policies, rules and safety guidelines for review and discussion at the next Board meeting.

MANAGEMENT REPORT

Terri Kenyon presented to the Board a form from the Reno Police Department Graffiti Abatement Technician which will allow the Graffiti Unit to paint any graffiti on any of the Park Tower's outside walls. There was a problem with the owners of the west parking lot and Dave not being allowed to get on the property to paint over the graffiti. The Board agreed to sign the form allowing the Reno Graffiti Unit to use a similar colored paint to paint over any graffiti found on any of Park Towers' walls.

Terri Kenyon reported on Assembly bill #11. Terri informed the Board that if this bill passes, all bids having to do with repairs, replacements, additions, or any other services that affect the common elements of the Association will have to be sealed and only opened at the Board meetings. There will be no time to review any bids before hand in the Board packages. Terri is encouraging all Board members to write to your assembly person and express your concerns.

EMERGENCY REPAIRS

Shirley Palmisano stated that upon the notification of a leak on the seventh floor from Nora, Dave and I have traced the leak and found it to be a leaking faucet which Shirley stated that there are faucets located on every floor going down the east stair well. Shirley stated that all of the faucets will get repaired to avoid any more leaking. Shirley stated that the maintenance man Dave is working out great. He is very knowledgeable and is doing great job.

Terri Kenyon presented a proposal from Carrier to extend both boiler flue pipes on the roof and install storm collard on both of the pipes to stop any leaking from the point where the pipes extrude from the roof. The proposal is in the amount of \$1,152.00. **Shirley Palmisano made a motion to accept the proposal from Carrier to extend the boiler flue pipes in the amount of \$1,152.00. Paula McDoungh seconded. The motion carried with all in favor.**

Terri Kenyon reported on the basement garage door situation. The garage door will be installed by March 2, 2007 according to the Thompson Garage Door representative. Terri asked the Board to ratify the motion

Park Towers HOA
Board of Directors Meeting
January 16, 2007
Page 4

made via the email poll. **Mike Fuess made a motion to ratify the motion to approve the purchase of a new basement garage door and have it installed from Thompson Garage Doors in the amount of \$2,565.00. Shirley Palmisano seconded. The motion carried with all in favor.**

COMMITTEE REPORTS

- A. Compliance Committee:** No report at this time.
- B. Rules & Regulations Committee:** No report at this time.
- C. Conservation Committee:** No report at this time.
- D. Parking Committee:** No report at this time.
- 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, **Shirley Palmisano made a motion to adjourn the meeting at 9:15 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

Mike Fuess - Secretary