

**PARK TOWERS HOMEOWNERS' ASSOCIATION  
BOARD OF DIRECTORS MEETING  
September 18, 2007**

**BOARD**

Tanya Dragan-Voyevodka- President  
Mike Fuess – Secretary  
Paula McDonough- Director

**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 7:00 p.m. With three of the four Board members present, a quorum was established. The meeting was held in the front office at Park Towers.

**APPOINTMENT OF BOARD MEMBER**

Tanya Dragan –Voyevodka informed all present that the Board has agreed to appoint another person to the Board when all of the Board members are present. Tanya Dragan-Voyevodka stated that this decision comes from comments the Board has received from homeowners stating there needs to be a vote from all of Board members. This item will be tabled until the September meeting.

**ELECTION OF OFFICERS**

This item will be tabled until the September meeting.

**PRESENTATION FROM FRANK EVANS CONSTRUCTION FOR RAMP**

Rob Rauh with Frank Evans Construction was present to give a presentation and answer any questions the Board or homeowners may have. Rob stated that once the project has begun, it will take approximately two (2) months to be fully completed. Rob stated the time frame will not exceed ninety days (90). Payment will be scheduled and approved before they are signed. Tanya Dragan-Voyevodka inquired about change orders. Rob explained that if there are items found that are not mentioned on the drawings that need to be addressed, then Kirk Ellis the Structural Engineer is called out and he will make the change order. The Board asked what is not covered in the proposal. Rob stated that permits and the sealing of the ramp is not included and any unforeseen issues when the ramp is demolished. The Board asked about parking when this is going on. Rob stated that there will be no parking for approximately two to three weeks. The Board would like to have Kenyon & Associates arrange for additional parking if possible. The Board asked if weather will be a factor in the agreed upon ninety day time limit? Rob stated that at as long as the temperature does not drop below freezing, work will continue. Rob explained that until the demolition work has begun the condition of the beam in the basement garage is unknown and will be an additional charge if there is work to be completed on the beam. The Board thanked Rob for coming and answering questions.

### **MEMBERSHIP OPEN FORUM**

Bob Infantino owner of unit #201 stated he had called Kenyon & Associates to request an update on the status of his account. Terri Kenyon stated that Claire Harry had been on vacation and she did not have the chance to supply Bob with this information yet. Claire Harry will contact Bob Infantino to give him his account balance.

Linda Wolfe the owner of unit #1206 wanted to inquire when the window washing is going to happen as it is an item on the budget. Terri stated there are issues with the windows on the West side of the building that needs to be addressed first and the window washing will be put off until next year. Linda stated that the homeowner above her unit is watering the plants on their patio and the water is coming down onto Linda's patio. The Board would like to have Kenyon & Associates send the homeowner above unit #1206 a notice to please have drip pans underneath their plants or flower pots. Linda also wanted to have Dave the maintenance man come look at her unit as they are having issues with the cold water and Linda's husband has done all he can do. Terri Kenyon stated that Claire will give Dave all of Linda's contact information and have him contact her.

### **APPROVAL OF MINUTES**

The Board reviewed the minutes from the August 21, 2007 meeting and had the following correction; under item A of new business, change the word "motin" to read "motion". **Tanya Dragan-Voyevodka made a motion to approve the August 21, 2007 minutes as amended. Paula McDonough seconded. The motion carried with all in favor.**

### **ACCEPTANCE OF FINANCIALS**

Terri Kenyon reviewed the financials with the Board. Terri stated that she is currently working on the budget, however until she can get some solid figures on the additional charges for the sun deck and until the demolition is completed for the ramp and any undisclosed issues are discovered, she is on hold. Terri stated that she is figuring around \$20,000.00 to \$50,000.00 in additional expenses for the ramp and the sun deck. Terri Kenyon stated that according to the available funds the Association has now, it looks as if there will need to be a special assessment. The new ramp is not included in the reserve study, so no funds were put aside for this project. **Paula McDonough made a motion to accept the financials through August 2007 as presented. Mike Fuess seconded. The motion carried with all in favor.**

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

### **SECURITY**

Claire Harry stated that there were no reports of any vehicle break-ins or of anyone's bicycle being stolen this past month. The Board would like to have this item left on the Agenda.

### **OLD BUSINESS**

**Item A. Status of Sun Deck:** Terri Kenyon stated there were some issues with the air space if the crane was to be set up on Court and going over Dr. Illiescues lot, so Reno

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Iron Works is back to the idea of closing off Island Avenue. Terri stated the management company will keep the Board informed if this changes and when the crane will be on Island Avenue.

**Item B. Common Area Deeds –Update:** Terri Kenyon stated there has been not change and Gayle Kern is still working on the deeds.

**Item C. Parking Agreement Adoption:** The Board had the revised copy of the Parking Agreement with Gayle Kern's corrections and additions. The Board would like to table this item allowing for the Parking Committee to review the Parking Agreement with Gayle's items on it. This item will be tabled until the next Board meeting in October.

**Item D. Structure Engineer- Parking Space #12 Update:** Claire Harry reported the only item left is to have the city of Reno come out and do their final inspection. Dave the maintenance man stated that the inspection is scheduled for this Friday. This item can be removed from the agenda per the Board.

**Item E. Parking Garage Ramp Proposals:** The Board reviewed the proposal from Frank Evans Construction in the amount of \$99,624.00 which does not include permits and the sealing of the ramp once the concrete has cured. **Tanya Dragan-Voyevodka made a motion to accept the proposal from Frank Evans Construction in the amount of \$99,624.00 which does not include the cost for permits and the sealing of the ramp once the concrete has cured. Mike Fuess seconded. The motion carried with all in favor.**

**Item F. New Bank Signature Cards:** The Board would like to have this item removed from the agenda until the after the Annual meeting.

#### **NEW BUSINESS**

**Item A. CC&R Amendments for Rentals and Parking:** The Board would like to have this item tabled until the next Board meeting when the Parking Committee has had time to review the revised agreement from Gayle Kern's office. This item has been tabled.

**Item B. Budget Adoption:** Terri Kenyon stated that until she is able to get a couple more figures from Reno Iron Works and Frank Evans Construction the budget is on hold. Terri Kenyon stated that she will have a proposed budget before the next Board meeting for the Board to review. This item has been tabled.

**Item C. Generator Proposals:** The Board had in their Board packets a copy of the proposal from Nevada Generator to have a new automatic switch panel made in the amount of \$3,159.00 which does not include installation which is going to be done by Action Electric. **Mike Fuess made a motion to approve the proposal from Nevada Generator in the amount of \$3,159.00 which does not include the installation. Tanya Dragan- Voyevodka seconded. The motion carried with all in favor.**

**Item D. Window Caulking:** The Board reviewed the two proposals from Clear View Window Cleaning for the removal of the old caulking, cleaning the window frames and applying new caulking on the West side of the building. The proposed amount to re-caulk the entire West side of the building is \$23,520.00 and to re-caulk from the ninth

floor up on the West side of the building is \$15,300.00. **Mike Fuess made a motion to accept the proposal from Clear View Window Cleaning to re-caulk from the ninth floor up on the West side of the building in the amount of \$15,300.00. Paula McDonough seconded. The motion carried with all in favor.**

#### **MANAGEMENT REPORT**

Terri Kenyon reported to the Board that Dave the maintenance man needs to have a cell phone just for Park Towers as he is currently using his personal phone and even though the Association is reimbursing Dave, he is using too many minutes and this is causing problems. Terri stated that the cost for a Sprint plan is \$70.99 per month with 900 minutes. **Mike Fuess made a motion to allow Kenyon & Associates to purchase a cell phone from Sprint for Dave with the monthly charge not to exceed \$80.00. Tanya Dragan- Voyevidka seconded. The motion carried with all in favor.**

#### **EMERGENCY REPAIRS**

Terri Kenyon stated that unit #707 is having leaking issues and Dave is handling this issue. Dave stated that he thinks the homeowner or the previous homeowner who installed the Murphy bed has punctured a small hole in the drain pipe. Dave will inform Claire when he has assessed the leak.

#### **COMMITTEE REPORTS**

**A. Conservation Committee:** Tanya Dragan – Voyevidka stated there is no report at this time.

**B. Architectural Committee:** Paula McDoungh stated that there is no report at this time.

**C. Parking Committee:** The Parking Committee was supplied with the revised version of the Parking Agreement from Gayle Kern's office for review.

#### **MEMBERSHIP CORRESPONDENCE**

Terri Kenyon stated there is no correspondence at this time.

#### **ADJOURNMENT**

With no further business to discuss, **Tanya Dragan-Voyevidka made a motion to adjourn the meeting at 8:37 p.m. and convene into executive session. Mike Cox seconded. The motion carried with all in favor and the meeting was adjourned.**

Respectfully Submitted,

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Claire Harry  
Recording Secretary

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Mike Fuess - Secretary