

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

BOARD

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

MANAGEMENT

**Terri Kenyon – CAM
Claire Harry – Assistant**

GUESTS

See List

CALL TO ORDER/ROLL CALL

President Tanya Dragan-Voyevodka called the meeting to order at 7:10 p.m. With all of the 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 decided to remove this item from the agenda as the elections are being held in November.

ELECTION OF OFFICERS

This item will be tabled until the Annual meeting in November.

MEMBERSHIP OPEN FORUM

Joe Kliestik owner of unit #1402 was present to address the Board regarding his wife's vehicle being towed; the violation notices he was issued for his pet defecating on the carpet on the fourteenth floor and for the improper window coverings. Joe Kliestik also stated that he feels that Claire Harry the management company representative should be terminated as she just sits around and waits to nail the homeowners. Joe Kliestik stated that he is going to start a petition to have Claire Harry removed from the position she has. Mike Cox asked Joe Kliestik if he read the notice posted for the maintenance/office area as it clearly states if you park here between the hours of 8 am until 5pm you will be towed at your expense.

Mats Scharin owner of unit #1403 was present to address the Board about the generator work and that no one seems to know what they are doing and has anyone contacted the proper companies to address this. Terri Kenyon stated that Nevada Generator the company that services the generator and Action Electric are the two qualified companies that have been contacted and they are the experts in this field. Terri Kenyon stated to Mats Scharin that since there are no has built plans available to the Association there is no way of determining what is actually wired to the generator system, and that there is going to be a test run done first thing in the morning to see exactly what systems function and which ones do not. Terri Kenyon stated that all of the appropriate agencies have been contacted and everyone is aware of the situation at Park Towers. Tanya Dragan- Voyevodka stated that it is better to do this now rather than wait until there is a storm and the Association does not have any back up system at all. Terri Kenyon stated that there will be Dave, Nora, and Claire on hand to help out with any issues that may arise. The Board stated to Mats Scharin that when the time comes to replace the generator, they will contact him for his advice and any suggestion he may have.

APPROVAL OF MINUTES

The Board reviewed the minutes from the September 18, 2007 meeting and had the following additions; in the Appointment of Board Member section add the comment this item will be addressed in November when the Elections are happening, in the financial section add the comment made by Terri Kenyon regarding the special assessment can be paid for over a twelve month period, in the Old Business section item E add the comment made regarding the possibility of having to remove the parking gate frame to allow the bobcat in the garage area, in the New Business section item C add the comment made by Terri Kenyon stating that the generator maintenance needs to be added into the Reserve Study, and in the management report section and the discussion regarding the hot tap, and the chemical equipment needed to add chemicals to the water system. **Tanya Dragan-Voyevodka made a motion to approve the September 18, 2007 as amended. Mike Fuess seconded. The motion carried with all in favor.**

ACCEPTANCE OF FINANCIALS

A. Financial Committee Report: Tanya Dragan-Voyevodka asked Terri Kenyon on the MTD budget column for the gates and why was the figure .42. Terri Kenyon stated that the budgeted amount is \$5.00. The Board had concerns with the payment to AT&T in the amount of \$334.09 and the payment to the alarm company in the amount of \$690.73. **Mike Fuess made a motion to accept the September 2007 financials as presented with the questions concerning the AT&T bill in the amount of \$334.09 and the ADT bill in the amount of \$690.73 being researched by Kenyon & Associates with an email response to the Board. Tanya Dragan-Voyevodka 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 she has met with a representative from the Reno Gang Unit and there are some serious issues with the vacant lot next door and a small area behind Dr. Illiescue's building where these gang members are hanging out. It was recommended for all Park Towers homeowners who see any activity on this lot to contact the Reno Police Department and to not confront these young folks. There were no reports of any vehicle break-ins or of anyone's bicycle being stolen this past month.

OLD BUSINESS

Item A. Status of Sun Deck: Claire Harry stated that the crane was here on Saturday the 13th and the steel beams are in place, and the concrete work will be completed on Saturday the 20th. Claire Harry stated that once the concrete has time to cure, the final stage will be the sealing of the Sun Deck and Ed Little with Surface Systems has not provided Kenyon & Associates with a proposal. The Board will be informed of the cost to seal the Sun Deck as soon as the proposal comes in.

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 the corrections from the Parking Committee. Terri Kenyon asked Hwa-Di to email to Terri Kenyon the final draft to her in word format to forward to Gayle Kern for a final review. This item will be tabled until the next meeting in November.

Item D. Parking Garage Ramp Update: Terri Kenyon reported that Frank Evans is just waiting for the City of Reno to give their approval. Once the plans have been approved, Claire Harry will have a pre-construction meeting to go over all of the time frames for the ramp work and will inform the Board and send out the appropriate notices to all homeowners. This item will be tabled until the next meeting in November.

Item E. Window Caulking: Mike Cox stated that he was not happy with the caulking product that Clear View Window Company used and was not happy to hear that they had been paid in full. Claire Harry stated that there were no complaints from any of the homeowners and in fact Jason with Clear View had gone into some of the units with the homeowners and found out where they are having issues and tried to address these issues. The Board would to have in the future a plan where no contractor is paid in full until a Board member or qualified person has approved the completed project. Terri Kenyon stated that this will be done. Mike Cox would like to have Jason with Clear View Window contact him to go over the product used and to verify some concerns. Kenyon & Associates will contact Jason and provide him with Mike Cox's phone number.

Item F. Budget Adoption: The Board reviewed the proposed 2008 budget which includes a special assessment in the amount of 135,117.50. Terri Kenyon recommends having a new Reserve Study completed next year in order to make sure all of the projects that have been completed this year are in the Reserve Study for maintenance. The Board stated the budget is very lean with no room for too many unforeseen projects. The Board discusses increasing the monthly HOA assessments from .44 cents per square foot to .45 cents per square foot and making the special assessment \$2.00 per square foot instead of the \$1.75 per square foot. **Tanya Dragan-Voyevodka made a motion to adopt the proposed 2008 budget with the HOA dues increasing to .45 cents per square foot, item #3060 dropping down to \$1,000.00, item 4632 dropping from 5% payroll processing fee to 2% processing fee, and item 4770 raising the difference in dollar amount from the payroll processing fee percentage dropped amount, and to include a special assessment decided on at a later time in the agenda. Mike Fuess seconded. The motion carried with all in favor.**

NEW BUSINESS

Item A. CC&R Amendments for Rentals and Parking: The Board reviewed the amendment to the CC&R's for the parking spaces and had the following changes; the Board would like to remove the words "fifty two (52) parking spaces on site, and replace it with the words "There are a limited amount of parking space on site), and change the due date and the mailing address. Terri Kenyon will send the requested revisions to Gayle Kern and have the final draft for the November meeting for the Board to approve. This item will be tabled until the next meeting in November.

Terri Kenyon stated that Gayle Kern is requesting to speak with the Board on the subject of rental units and what direction the Board would like to go. Gayle Kern suggested once

the new Board is settled down in January to contact her and set up good time to meet. This item will be tabled until the next meeting in November.

Item B. Employee Christmas Bonuses: The Board reviewed the last holiday bonus that Nora received. The Board voted to give Nora and Dave \$500.00 for their holiday bonus. **Mike Cox made a motion to give Nora Puga and Dave Tyrer a holiday bonus in the amount of \$500.00 each. Mike Fuess seconded. The motion carried with all in favor.**

Item C. Chemical Controller for Cooling Tower Proposal: The Board discussed the proposal from Carrier Corporation in the amount of \$3,834.00 to install a chemical feeding system for the chilling system. The Board discussed the hot tap that was stated to be needed for the chemical feeding system and the fact that there is a paid bill from D & D Plumbing that the Association has paid prior that Terri Kenyon will check into to make sure the Association has been billed correctly for work performed or if D & D Plumbing owes the Association a hot tap. **Tanya Dragan-Voyevodka made a motion to accept the proposal from Carrier in the amount of \$3,834.00 to install a Chemical control for the cooling tower. Mike Cox seconded. The motion carried with all in favor.**

Item D. Possible Special Assessment: The Board discussed the special assessment presented to them in the amount of \$135,117.50 and felt that this figure is too low and recommends increasing the square footage amount from \$1.75 to \$2.00 per square foot per unit payable over a twelve month period making the total amount of the special assessment 154,420.00. **Tanya Dragan-Voyevodka made a motion to accept the special assessment in the amount of \$2.00 per square foot per unit with the total of the special assessment to be \$154,420.00 payable over a period of twelve (12) months. Mike Fuess seconded. The motion carried with all in favor.**

MANAGEMENT REPORT

Terri Kenyon stated that there is no report at this time.

EMERGENCY REPAIRS

Terri Kenyon reported there were no emergency repairs to be addressed at this time.

COMMITTEE REPORTS

A. Conservation Committee: Tanya Dragan –Voyevodka stated there is no report at this time. Terri Kenyon stated to the Board that they need to ratify the phone poll vote to replace the light fixtures in the West stair well as the ballasts are old and failing which if not addressed now can turn into a fire hazard. **Tanya Dragan-Voyevodka made a motion to replace the light fixtures in the West stair wells with an energy efficient light for a total of eighteen light fixtures. Paula McDonough seconded. The motion carried with all in favor.**

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

C. Parking Committee: The Parking Committee provided the Board and Kenyon & Associates with the final draft of the Parking Agreement to have Gayle Kern review and then once approved the Board will have it sent out to those homeowners who currently have a parking space.

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MEMBERSHIP CORRESPONDENCE

Terri Kenyon stated there is no correspondence at this time.

ADJOURNMENT

With no further business to discuss, **Tanya Dragan-Voyevodka made a motion to adjourn the meeting at 9:50 p.m. and convene into Executive Session. Mike Cox seconded. The motion carried with all in favor and the meeting was adjourned.**

Respectfully Submitted,

Claire Harry
Recording Secretary

Mike Fuess - Secretary