

Park Towers
Meeting Minutes of the Board of Directors
November 20, 2007

BOARD

Paula McDonough-President
Dale Hammermeister-Vice. Pres
Linda Wolf-Treasurer

MANAGEMENT

Terri Kenyon- CAM
Raelene Lesquereux-Provisional CAM
Claire Harry-Assistant
Dave Tyrer-Maintenance

GUESTS

See List

ABSENT

Mike Cox-Secretary-ABSENT
Caleb Cage-Director-ABSENT

Call To Order / Roll Call

The November 20, 2007 meeting was called to order at 8:20 p.m. by Paula McDonough. With all of the Board members present, a quorum was established. The meeting was held in the front office at Park Towers.

Election of Officers

Linda Wolf made a motion for Paula McDonough to be President. Dale Hammermeister seconded. The motion carried with all in favor

Linda Wolf made a motion for Dale Hammermeister to be Vice President. Paula McDonough seconded. The motion carried with all in favor

Paula McDonough made a motion for Mike Cox to be Secretary. Linda Wolf seconded. The motion carried with all in favor

Paula McDonough made a motion for Linda Wolf to be Treasurer. Dale Hammermeister seconded. The motion carried with all in favor.

Paula McDonough made a motion for Caleb Cage to be a Director. Linda Wolf seconded. The motion carried with all in favor.

Membership Open Forum

Tanya Dragan owner of unit #305 thanked Caleb Cage, Dale Hammermeister and Linda Wolf for running for the Board of Directors. Tanya Dragan also gave thanks to Claire Harry for all her hard work. Constantine Voyevodka owner of unit #305 addressed the Board on what the best way to get the last 3 years of Sierra Pacific Power

Company bills for Park Towers would be. Terri Kenyon stated Kenyon and Associates does not have 3 years back of power bills, but Kenyon and Associates would provide him with the power bills that they do have.

Maintenance Report

Dave Tyrer stated homeowners need to check their pipes. If the pipes are old and corroded they need to be replaced before it is too late. Dave Tyrer suggested putting angle stops on all pipes, so the individual unit can be repaired instead of shutting the water off to the whole building.

Approval of Minutes

The Board reviewed the minutes from October 16, 2007. **Paula McDonough made a motion to approve the October 16, 2007 minutes as written. Linda Wolf seconded. The motion carried with all in favor.**

Acceptance of Financial Statements

Terri Kenyon suggested tabling this issue to give the new Treasurer time to review the Financial Statements.

The Board was provided with copies of the Bank Statement in their Board packs for review.

New Bank Signature Cards

The Board members present signed new Bank Signature Cards. Board members not present will sign new Bank Signature Cards as soon as possible. **Dale Hammermeister made a motion to have all five Board Members be signors on all accounts. Paula McDonough seconded. The motion carried with all in favor.**

Security

No business to discuss at this time.

Old Business

Item A. Sun Deck Update: Terri Kenyon stated the Sun Deck is done all the Association needs to do is seal the concrete. Proposals from Gore Custom Coatings for \$8,600 (one color) and \$11,300 (tile design) and from Surface Systems for \$12,822.45 were presented to

the Board for Elastomeric Coatings. **Linda Wolf made a motion to go with Gore Custom Coatings, 1 solid color of Tan for \$8,600 and a 3 year warranty on work. Paula McDonough seconded. The motion carried with all in favor.**

Item B. Common Area Deed Update: This item was tabled until the next Board Meeting.

Item C. Parking Agreement - Adoption: The Board stated that once they have had a chance to review the new Parking Agreement they will contact Kenyon and Associates to send the Parking Agreement on to the Lawyer for final approval or changes. **Paula McDonough made a motion to have the Parking Agreement proofed by all Board members, and send an email to Kenyon and Associates by November 30, 2007. Linda Wolf seconded. The motion carried with all in favor.**

Item D. Parking Garage Ramp Update: Terri Kenyon stated the Parking Garage Ramp is in the process of being completed. Terri Kenyon stated weather depending, concrete should be poured on December 2, 2007. Terri Kenyon presented a proposal from Frank Evans Construction for \$14,128 to place heat mats inside the concrete to keep the ramp from icing up in the winter time. **Dale Hammermeister made a motion to decline the heat mats inside the concrete on the ramp. Paula McDonough seconded. The motion carried with all in favor.**

Item E. CC&R Amendments for Rentals and Parking: The Board would like to send out a ballot to all homeowners for the changes of the CC&R Amendments for Rental and Parking. **Dale Hammermeister made a motion to send out a ballot to all homeowners for changes to the CC&R Amendments for Rental and Parking. Linda Wolf seconded. The motion carried with all in favor.**

New Business

Item A. 2007 Audit Proposal: The Board reviewed a proposal from Gene Clawson for \$4,000 to \$4,500 for the 2007 Audit. **Dale Hammermeister made a motion to accept the 2007 Audit Proposal from Gene Clawson for \$4,000 to \$4,500. Linda Wolf seconded. The motion carried with all in favor.**

Management Report

Terri Kenyon stated that the Ombudsman's office has sent her office a

written recommendation that all correspondence should be listed on the agenda to be addressed at a Board Meeting, unless it is an emergency. Terri Kenyon stated that her office has decided to follow this recommendation. Terri Kenyon stated Claire Harry has been promoted to the Bookkeeper position and Raelene Lesquereux would be the new Provisional Community Manager. Terri Kenyon stated Maintenance and Management would like the Association to purchase Walkie Talkies for communication between the three of them. **Dale Hammermeister made a motion for the Association to purchase Walkie Talkies for communication on property. Linda Wolf seconded. The motion carried with all in favor.**

Emergency Repair Report

Item A. #1602: Terri Kenyon stated #1602 leaked into #1404. An emergency water shut off was needed. The homeowner was responsible for all water damages, repairs and the cost of the emergency water shut off.

Committee Reports

Item A. Conservation Committee: The Conservation committee stated they would like copies of Sierra Pacific Power Company Bills. Kenyon and Associates will supply the Power Bills they have on file.

Item B. Architectural Committee: No business to discuss at this time.

Item C. Parking Agreement Committee: No business to discuss at this time.

Membership Correspondence

No business to discuss at this time.

Adjournment

Paula McDonough made a motion to adjourn the regular meeting to go into Executive session at 9:20 pm. Linda Wolf seconded. The motion carried with all in favor.

Respectfully Submitted,

Raelene Lesquereux
Recording Secretary

Board Secretary