

Park Towers  
Meeting Minutes of the Board of Directors  
January 15, 2008

BOARD

Paula McDonough-President  
Dale Hammermeister-Vice. Pres  
Linda Wolf-Treasurer  
Mike Cox-Secretary  
Caleb Cage-Director

MANAGEMENT

Terri Kenyon- CAM  
Raelene Lesquereux-Provisional CAM  
Dave Tyrer-Maintenance

GUESTS

See List

**Call To Order / Roll Call**

The January 15, 2008 meeting was called to order at 6:11 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.

**Membership Open Forum**

No business to discuss at this time.

**Maintenance Report**

Dave Tyrer stated that the garbage that was dumped in the parking garage needs to be taken care of. Terri Kenyon stated we will have Pedro another maintenance person come by and take the garbage to the dump. Dave stated the paper recycling bin is getting overwhelmed. Tanya Dragan will check into getting another recycle bin for paper. **Linda Wolf made a motion to have Tanya Dragan get another recycle bin for paper as long as it is under \$45.00 a month, and have Pedro remove garbage dumped by tenant and charge homeowner for cost. Dale Hammermeister seconded. The motion carried with all in favor.**

Dave Tyrer stated there is a small hot water leak in fire stairwell. Dave stated this leak should be okay until the water shut down. Dave stated a drain on the roof was plugged by is okay now, but the deck on #1802 needs to be sealed because it is leaking into #1406. Dave stated he is going to open the drain in the parking garage to see why water is coming in. Terri Kenyon suggested making a formal written policy for the Board President or Board Member to be able to approve all emergency repairs. Terri Kenyon suggests allowing Dave to repair current leaks as needed and allow a second person to help if needed.

**Mike Cox made a motion to allow Dave Tyrer to repair current**

**leaks as needed and a second person to help in repairs if needed. Linda Wolf seconded. The motion carried with all in favor.**

Dave Tyrer stated the deck on #1502 is leaking into #1406. The Board reviewed a statement from the homeowners inspector stating the concrete under the wood deck is cracked causing the leakage. Mike Cox stated if the decks concrete is cracking that should not be the homeowners responsibility, but removing and replacing the wood on the deck is the homeowners responsibility. Mike Cox suggests laying bithathane on top of concrete deck. Once #1502 deck is repaired contractors will be contacted to give proposals to repair interior damages in #1406.

### **Approval of Minutes**

The Board reviewed the minutes from November 20, 2007. **Linda Wolf made a motion to approve the November 20, 2007 minutes as written. Mike Cox seconded. The motion carried with all in favor.**

### **Acceptance of Financial Statements**

Linda Wolf reviewed up to the November 2007 financial statements. Terri Kenyon stated the money is spending much faster then it is coming in and will need to be addressed. Terri Kenyon stated the money needs to be watched very closely. **Dale Hammermeister made a motion to accept up to November 2007 financials. Linda Wolf seconded. The motion carried with all in favor.**

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

### **Security**

No business to discuss at this time.

### **Old Business**

**Item A. Sun Deck Update:** Terri Kenyon stated Gore Custom Coatings is going to lay water proof sealing at the end of the week and the actual coating will be done once the weather warms up.

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

**Item C. Parking Agreement - Adoption:** The Board stated they have reviewed the parking agreement and would like it to go over to Gayle Kerns office for review.

**Item D. Parking Garage Ramp Update:** Terri Kenyon stated the Parking Garage Ramp is in the process of being completed. Terri Kenyon stated the concrete has been poured and weather permitting, should be open shortly.

**Item E. CC&R Amendments for Rentals and Parking:** The Board would like to send out an extended ballot to all homeowners for the changes of the CC&R Amendments for Rental and Parking. **Paula McDonough made a motion to send out an extended ballot to all homeowners for changes to the CC&R Amendments for Rental and Parking to be returned by February 12, 2008. Caleb Cage seconded. The motion carried with all in favor.**

Paula McDonough will make a committee to call and knock on doors to remind homeowners to send in the ballot.

**Item F. Basement Ventilation:** This item was tabled until the next Board Meeting.

**Item G. 2007 Audit Update:** Terri Kenyon stated the 2007 Audit is in progress.

### **New Business**

**Item A. 2006 Audit Approval:** The Board reviewed the 2006 Audit from Gene Clawson. **Linda Wolf made a motion to accept the 2007 Audit Proposal from Gene Clawson. Dale Hammermeister seconded. The motion carried with all in favor.**

**Item B. Exterior Painting Proposal:** Terri Kenyon stated painting the exterior of the building is not in the budget. The Board would like to remove this item from the agenda until further notice.

### **Management Report**

Nothing to report at this time.

### **Emergency Repair Report**

Terri Kenyon asked the Board if the weather is cold do they still want to do the water shut down in February, due to the building being with no heat all day, and the possibility of system not starting back up. The Board would like to revise the water shut down notice to have a disclaimer that states due to weather complications the water shut down may be cancelled.

## **Committee Reports**

**Item A. Conservation Committee:** There are no updates to discuss.

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

**Item C. Parking Agreement Committee:** Parking agreement is being turned over to Gayle Kern for review.

## **Membership Correspondence**

#807- The Board reviewed the architectural request to remove an existing wall. **Caleb Cage made a motion to approve the architectural request. Mike Cox seconded. The motion carried with all in favor.**

#1407- The Board reviewed the request to have windows cleaned due to construction making them dirty. The Board stated they will try to have all windows cleaned in the spring.

## **Adjournment**

**Linda Wolf made a motion to adjourn the regular meeting to go into Executive session at 8:14pm. Mike Cox seconded. The motion carried with all in favor.**

Respectfully Submitted,

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Raelene Lesquereux  
Recording Secretary

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Board Secretary