

Park Towers  
Meeting Minutes of the Board of Directors  
February 19, 2008

BOARD

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

**Absent**

Mike Cox-Secretary

MANAGEMENT

Terri Kenyon- CAM  
Raelene Lesquereux-Provisional CAM

GUESTS

See List

**Call To Order / Roll Call**

The February 19, 2008 meeting was called to order at 6:05 p.m. by Paula McDonough. With four out of five Board members present, a quorum was established. The meeting was held in the front office at Park Towers.

**Membership Open Forum**

**Mary Rutherford, owner of unit #606**, addressed the Board regarding the 2008 budget. Mary stated there are 2 part time employees that should not have health insurance. Terri Kenyon stated both employees are considered full time, and have insurance. Mary stated there is carpet cleaning in the budget, and wanted to know what carpet was cleaned. Terri stated that is just budgeted but has not been needed. Mary asked what the difference between the contingency fund and the reserve fund is. Terri stated the contingency fund is for emergencies only and the reserve fund is for capital improvement. Terri Kenyon stated homeowners will always pay into the reserve fund for capital improvements. Terri Kenyon stated the current special assessment is only for the year 2008. Mary stated the garbage cans are dirty and ruin peoples clothing. Terri Kenyon stated Waste Management comes out twice a year to clean the dumpsters.

**John Aguliar, owner of unit #1203**, asked if the approved minutes were going to continue to be put on the front office window. Terri Kenyon stated yes they will be posted once approved.

**Maintenance Report**

Dale Hammermeister stated Dave Tyrer was unable to be at the meeting. Dale Hammermeister presented a proposal to replace the fire door and frame on the 14<sup>th</sup> floor for \$4,218.00 by Frank Evans

Construction. Terri Kenyon recommended getting a second proposal. **Linda Wolf made a motion to get a second proposal and approve the lesser of the two proposals to replace the fire door and frame on the 14<sup>th</sup> floor. Caleb Cage seconded. The motion carried with all in favor.**

### **Approval of Minutes**

The Board reviewed the minutes from January 15, 2008. **Caleb Cage made a motion to approve the January 15, 2008 minutes as written. Linda Wolf seconded. The motion carried with all in favor.**

### **Acceptance of Financial Statements**

Linda Wolf reviewed up to the January 2008 financial statements, and stated everything looks in order. **Linda Wolf made a motion to accept up to the January 2008 financials. Dale Hammermeister 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**

Caleb Cage #302 stated there is a grate on the south side of the building that can be used to get onto his patio. Management will have maintenance take a look at the grate to see if something else can be done.

### **Old Business**

**Item A. Sun Deck Update:** Terri Kenyon presented a proposal from Gore Industries to slope the entire sun deck away from the walls and towards drains. The Board would like Management to see if price can be lowered, as some of the deck has already been sloped.

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

**Item C. Parking Agreement - Adoption:** This item was tabled until the next Board Meeting.

**Item D. Parking Garage Ramp Update:** Terri Kenyon stated that once the weather warms up the ramp will be sealed. Until then there can be no ice melt, salt or deicer placed on the ramp. If the ramp is damaged by ice melt, salt or deicer the warranty will be voided.

**Item E. CC&R Amendments for Rentals and Parking:** Terri Kenyon stated Management has not received enough ballots back for the vote to go yes or no. **Linda Wolf made a motion to resend the ballots to the homeowners that have not responded. Caleb Cage seconded. The motion carried with all in favor.**

**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:** Management presented the final report of the 2006 Audit.

**Item B. Flood Insurance Renewal:** Terri Kenyon presented a renewal quote for flood insurance. **Dale Hammermeister made a motion to approve the flood insurance for \$19,653.00. Caleb Cage seconded. The motion carried with all in favor.**

**Item C. Storage Spaces in Parking Garage:** This item was tabled until the next Board Meeting.

### **Management Report**

Raelene Lesquereux stated Nora Puga is allergic to the bag-less vacuum. Raelene presented a proposal for a new commercial grade bagged vacuum that Tahoe Supply recommends for \$426.23. **Dale Hammermeister made a motion to allow Nora Puga to get the proposed vacuum for \$426.23. Caleb Cage seconded. The motion carried with all in favor.**

### **Emergency Repair Report**

Raelene Lesquereux stated D&D Plumbing made an emergency repair on a frozen hammer pipe in #302. Maintenance put some more insulation around the pipe to prevent future freezes. Raelene Lesquereux stated the hammer pipe does not service #302, rather it prevents water surges to surrounding units, and the repair is the Association responsibility.

### **Committee Reports**

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

**Item B. Architectural Committee:** Paula McDonough stated Linda Wolf had found an Engineer Report and had given it to her to review.

Paula stated she had reviewed the document.

**Item C. Parking Agreement Committee:** The Parking Committee is waiting to get the agreement back from Gayle Kern to review.

**Membership Correspondence**

#1403- The Board reviewed the correspondence from the homeowner. The Board has responded accordingly and would like Management to send a letter to the homeowner stating responses.

**Adjournment**

**Dale Hammermeister made a motion to adjourn the regular meeting to go into Executive session at 8:04 pm. Caleb Cage seconded. The motion carried with all in favor.**

Respectfully Submitted,

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Raelene Lesquereux  
Recording Secretary

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Board Secretary