

Park Towers
Meeting Minutes of the Board of Directors
March 18, 2008

BOARD

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

Absent

Caleb Cage-Director-EXCUSED

MANAGEMENT

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

GUESTS

See List

Call To Order / Roll Call

The March 18, 2008 meeting was called to order at 6:09 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

John Aguliar, owner of unit #1203, asked the Board when the windows are going to be washed. Terri Kenyon stated the Board is waiting for proposals for window washing.

Maintenance Report

Dave Tyrer stated he is having a hard time finding a contractor to repair the deck in #1502. Surface Systems suggested repairing four (4) feet of the deck to stop the leaking. Dave stated labor can be cut down by him and his son doing the prep work and most of the labor. Dave stated the repairs should not exceed \$1500, and should take about a week to complete. **Linda Wolf made a motion to allow Surface Systems to repair the deck in #1502, but not to exceed \$1500. Dale Hammermeister seconded. The motion carried with all in favor.**

Linda Wolf suggested asking the homeowner of #1502 to remove the live plants from his patio. Linda stated when the plants are watered, dirty water runs down the side of the building and gets the windows even dirtier. Terri Kenyon stated most likely that is not from watering the plants but from washing off the deck. The Board would like Management to send the homeowner of #1502 a letter asking him to find an alternative way to clean off his deck.

Dave Tyrer stated Jerry at D&D Plumbing is working on installing a mop sink for Nora Puga to dump her mop bucket into. Dave Tyrer stated he had the hot water pump on the second floor replaced, due to the seals going out. Dave stated he will take the bad pump down to have it rebuilt. Dave Tyrer stated the sun deck is starting to bubble up in some places and still needs to be sloped. Terri Kenyon stated Gore Industries will not lower the previous bid to slope the sun deck. Linda Wolf stated Gore Industries needs to come back out and address the issues. The Board would like Management to send a letter to Gore Industries stating the issues and what the Board would like to do. Dave Tyrer stated he is going to begin replacing and repairing the flashing on the sun deck. Dave Tyrer stated the fire door on the 14th floor has been installed. Dave stated the next water shut off will be May 5, 2008, at that time the heating system will be turned off and the air conditioning system turned on.

Approval of Minutes

The Board reviewed the minutes from February 19, 2008. In the Membership Open Forum section the Board would like to remove "Terri stated not much can be done about that." and add the sentence "Terri Kenyon stated Waste Management comes out twice a year to clean the dumpsters." **Dale Hammermeister made a motion to approve the February 19, 2008 minutes as amended. Linda Wolf seconded. The motion carried with all in favor.**

Acceptance of Financial Statements

Terri Kenyon stated there are no financial statements or bank statements to review.

Security

Dave Tyrer stated the window below the patio of #302 is an air vent for the generator. Dave stated this window can not be closed up, but he will work on changing the grate so people can not climb up it.

Old Business

Item A. Sun Deck Update: Terri Kenyon stated this item was discussed during the Maintenance section of the Meeting. Please refer to the Maintenance section of the minutes.

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

Item C. Parking Agreement - Adoption: The Board reviewed the revised copy from Gayle Kern's office. The Board would like to change the paragraph that is in capital letters to lower case letters. Terri Kenyon stated she will contact Gayle Kern and have her make the corrections. **Mike Cox made a motion that once corrected, the parking agreement should be sent to the homeowners that have a parking space. Dale Hammermeister seconded. The motion carried with all in favor.**

Item D. Parking Garage Ramp Update: Terri Kenyon stated we are waiting for the weather to warm up for the sealer to be put on the concrete.

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. This Item was tabled until the next Board meeting.

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.

Item H. Storage Spaces in Parking Garage: The Board would like to remove this item from the agenda.

New Business

Item A. Chain of Command Emergency & Non-Emergency Resolution: The Board reviewed the chain of command emergency & non-emergency policy. **Dale Hammermeister made a motion to approve the chain of command emergency & non-emergency policy. Linda Wolf seconded. The motion carried with all in favor.**

Item B. Personnel Insurance (Janitor): This item was tabled until the next Board Meeting.

Item C. South Side Exterior Painting Proposal: The Board reviewed the proposal from ASAP Painting for \$2,500 to seal cracks and paint the 3 levels above the sun deck on the south side. The Board would like the proposal broke down into tasks and the associated costs.

Item D. Window Washing Proposals: Terri Kenyon stated we are waiting for proposals. This item was tabled until the next Board Meeting.

Management Report

Terri Kenyon presented the automatic insurance renewal from CIBA.
Terri Kenyon stated Waste Management bills are going up 4.2%.

Emergency Repair Report

No business to discuss at this time.

Committee Reports

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

Item B. Architectural Committee: There are no updates to discuss.

Item C. Parking Agreement Committee: There are no updates to discuss.

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 7:58 pm. Linda Wolf seconded. The motion carried with all in favor.

Respectfully Submitted,

Raelene Lesquereux
Recording Secretary

Board Secretary