

Park Towers
Meeting Minutes of the Board of Directors
April 15, 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
Don Lamers- Provisional CAM
Dave Tyrer- Maintenance

GUESTS

See List

Call To Order / Roll Call

The April 15, 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

John Aguiar, owner of unit #1203, stated his window broke the night of 4/14/08 due to the wind. John stated he will have his window replaced as soon as possible.

Maintenance Report

Dave Tyrer stated the Fire Department said smoke seals on every stairwell door are mandatory. Dave stated he still needs 35 smoke seals to complete all of the doors, which are about \$20.00 each. The Board would like Dave to order the needed smoke seals and get them installed. Dave stated the backflow switch is out on the 6th floor and needs replaced as soon as possible. Dave stated Overhead Sprinkler will order the switch which is about \$450.00 and install it. Dave stated the deck in #1502 is completed and cost much less than budgeted. Terri Kenyon asked Dave if the recycling bins are getting filled up. Dave stated he has not seen the recycling bins overflowing. Terri Kenyon suggested a Board member keep an eye on the recycling bins on the weekend and report back to Dave and Management. Paula McDonough stated Arlington Towers uses Arron Green's recycling, and suggested getting a quote for their services. Dave stated he checked into the concrete sealer that Mike Cox mentioned at the last meeting. Dave stated the company actually has a different brand that would work better and dry faster. The Board

would like Dave to get the proper concrete sealer and seal the East ramp. Dave stated that #1702 needs to be addressed and have the interior repairs done. Dave stated he has repaired the drain on the roof that was leaking into #1702, but the deck on #1803 that was leaking has not been sealed yet. Terri Kenyon suggested sending a letter to the homeowners of #1803 stating they have until May 31, 2008 to repair and seal the deck properly. Terri Kenyon stated since there is really no way to tell which leak caused the most damages inside of #1702 it would be the Associations responsibility to repair the interior damages. The Board would like Management to get proposals to repair the interior damages in #1702. Dave stated the West ramp gate tracks were replaced, due to them being bent up and the door coming off of the track. Dave stated the garbage man is hitting the gate tracks and buttons with the dumpsters. Dave stated he will try to catch the driver one morning and address these issues with him. Dave stated #507 needs to repair the damages that were caused by a leaking toilet into #407. Terri Kenyon suggested sending moth units owners a letter to have repairs completed by May 31, 2008. Dale Hammermeister stated Dave's son Sam Tyrer does great work and suggested hiring him part time to help Dave and with things around the building. Terri Kenyon stated right now the funds are not available. February ended about \$19,000 in the hole. Terri Kenyon stated she will review the March financials and go from there.

Approval of Minutes

The Board reviewed the minutes from March 18, 2008. **Mike Cox made a motion to approve the March 18, 2008 minutes as written. Dale Hammermeister seconded. The motion carried with all in favor.**

Acceptance of Financial Statements

Linda Wolf stated she reviewed the February 2008 financial statements. **Linda Wolf made a motion to approve the February 2008 financial statements. Mike Cox seconded. The motion carried with all in favor.**

The Board was provided with the bank statements in their Board Packets for review.

Security

Don Lamers stated Nora Puga chased a man out of the parking garage. Nora Puga reported a description of the man to Don Lamers.

Old Business

Item A. Sun Deck Update: Terri Kenyon stated Don Lamers and Dave Tyrer have a meeting with Matt from Gore Industries Friday April 18, 2008.

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

Item C. 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 D. 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. **Dale Hammermeister made a motion to resend the ballots to the homeowners that have not responded or responded without marking a box. Linda Wolf seconded. The motion carried with all in favor.** This Item was tabled until the next Board meeting.

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

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

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

Item H. South Side Exterior Paint Proposal: Terri Kenyon stated we are waiting for a break down of the proposal from ASAP Painting.

Item I. Window Washing Proposals: Terri Kenyon stated we have 2 proposals but are working on getting a 3rd. This item was tabled until the next Board meeting.

New Business

Item A. Water Shut Off Procedure: Raelene Lesquereux stated the water shut off day will be May 5, 2008 and the switch over from Heat to Air Conditioner will be May 6, 2008. Raelene Lesquereux stated the switch over can not be the same day as the water shut off, due to the chillers and chemical feed needing water to start up the Air Conditioning.

Management Report

Terri Kenyon stated Raelene Lesquereux will no longer be the Provisional Community Manager for Park Towers. Terri Kenyon introduced Don Lamers as the new Provisional Community Manager and their future contact. Terri Kenyon stated we have 2 carpet cleaning proposals but are working on getting a 3rd. Terri Kenyon stated carpet cleaning will be added to the next agenda for discussion at that time. Terri Kenyon made reference to the Reno Gazette Journal article about Park Tower Apartments and a \$64,000 judgment. Terri Kenyon stated Gayle Kern looked into this matter more and found out that the Plaintiff was not Park Tower Condominiums but Park Tower Apartments. Terri Kenyon stated Gayle Kern can obtain a copy of the suit and judgment for a \$1.00 a page if the Board would like her to do so. **Dale Hammermeister made a motion to spend up to \$100.00 to obtain a copy of the suit and judgment. Linda Wolf seconded. The motion carried with all in favor.**

Emergency Repair Report

Dave Tyrer stated there were several windows that broke the night of 4/14/08 due to the strong winds.

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

Dale Hammermeister made a motion to adjourn the regular meeting to go into Executive session at 7:24 pm. Linda Wolf seconded. The motion carried with all in favor.

Respectfully Submitted,



Raelene Lesquereux
Provisional Community Manager



Board Secretary