

**Park Towers**  
**Meeting Minutes of the Board of Directors**  
**June 17, 2008**

BOARD

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

**Absent**

Caleb Cage-Director-EXCUSED

MANAGEMENT

Terri Kenyon- CAM  
Don Lamers- Provisional CAM

GUESTS

See List

**Call To Order / Roll Call**

The April 15, 2008 meeting was called to order at 6:09 PM 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 at 280 Island Avenue.

**Membership Open Forum**

**Linda Jensen, owner of unit #804**, stated there is a wall crack that's showing up. The board informed Ms. Jensen that interior wall s are the owners responsibility unless its caused by another unit owner.

**Steve McNeel, owner of unit #1702**, stated that the interior of his unit was damaged by a leaking deck drain several months ago and asked that the Association please get it repaired

**Maintenance Report**

Dave Tyrer was not present at the meeting. Management gave a bit of a maintenance report. Stating that damage to the building hand railing and lock on the garage door had to be fixed. It was reported that four college age guys were riding bikes in the garage. In addition, it was asked if the water turn off could be moved up from the August 2008 date to a date in July 2008. The Board agreed.

**Approval of Minutes**

The Board reviewed the minutes from April 15, 2008. **Mike Cox made a motion to approve the April 15, 2008 minutes as written. Linda Wolf seconded the motion which carried with all in favor.**

## **Acceptance of Financial Statements**

Linda Wolf gave a financial update and stated that she had reviewed the April 2008, and May 2008 financial statements and bank statements. She commented that custodial supplies and plumbing costs seemed a bit high, but nothing seemed out of the ordinary. It was mentioned that a line item for Bad Debt might be included in the upcoming budget. ***Linda Wolf made a motion to approve the February 2008 financial statements. Mike Cox seconded the motion which carried with all in favor.***

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

## **Security**

Management reported that an owner had reported an incident where someone made quite a mess in the lobby and that someone had tried to pick the lock on the garage door entrance to the lobby. The lock has been fixed. Nothing on camera was found after extensive review regarding the mess in the lobby. Paula McDonough reported that she had found smoke in one of the planters on the deck due to a cigarette being put out in the potting soil.

***Linda Wolf made a motion to purchase two butt stops for the deck. Paula McDonough seconded the motion which carried all in favor.***

***Linda Wolf made a motion to purchase one small fire extinguisher and mount it on the deck. Dale Hammermeister seconded the motion which carried all in favor.***

Linda Wolf asked if there should be a security camera mounted on the deck. Management will look into the costs.

## **Old Business**

**A. COMMON AREA DEED – UPDATE:** Management stated that the attorney is still working on this issue and an update will be provided in July 2008. This item was tabled until the next Board Meeting.

**B. PARKING AGREEMENT – ADOPTION:** The final Parking

Agreement was approved by the Board.

- C. PARKING GARAGE RAMP UPDATE:** Management discussed that the West ramp still needed to be filled and the East ramp needed to be sealed and that a meeting with the contractor would be needed in order to discuss the East Ramp. Terri Kenyon stated we are waiting for the weather to warm up for the sealer to be put on the concrete.
- D. CC&R AMENDMENTS FOR RENTALS AND PARKING:** Terri Kenyon stated that despite another mailing Management has not received enough ballots back for the vote to go Yes or No. This Item was tabled until the next Board meeting.
- E. BASEMENT VENTILATION– UPDATE:** This item was tabled until the next Board Meeting.
- F. 2007 AUDIT- UPDATE:** *Linda Wolf made a motion to accept the 2007 Audit as presented. Mike Cox seconded the motion which carried all in favor.*

#### **New Business**

- A. EXTERIOR PAINTING PROPOSAL:** *Linda Wolf made a motion to accept the proposal from ASAP painting in the amount of \$2,700.00 provided he give the Board Five colors of Tan to choose from before commencing work. Paula McDonough seconded the motion which carried all in favor.*
- B. CARPET CLEANING PROPOSAL:** *Mike Cox made a motion to approve the contract from ChemDry. Linda Wolf seconded the motion which carried with Dale Hammermeister voting NO. Discussion was had. Dale Hammermeister made a motion to rescind the last motion regarding ChemDry. Linda Wolf seconded the motion which carried all in favor. Dale Hammermeister made a motion to approve the bid from Champion Carpet Cleaners. Linda Wolf seconded the motion which carried all in favor.*

- C. WINDOW CLEANING PROPOSAL:** Management explained there were two bids, however Truckee Meadows Window Cleaning had mentioned that some work regarding the anchors might be advisable. Management has forwarded drawings to Truckee Meadow Window Cleaners and proposals are pending. Management mentioned that perhaps there was a company that would clean the windows from the interior. The Board stated that would be too much of a liability at this time.
- D. LOADING ZONE:** Paula McDonough stated that it has been brought to her attention that there is no loading zone for vendors, or move in move out activity in front of Park Towers. Paula stated that a fifteen minute loading zone sign with a yellow painted curb and a sign that stated “15 Minute Loading Zone Flashers Must Remain On” might solve the problem. She stated that they can’t cut back the curb, but that she would sit down with Mayor Cashell and find out if Park Towers can get a variance to get the curb painted yellow and install a loading zone. Paula will give an update at the next meeting.
- E. WI-FI INSTALLATION:** Linda Wolf recommended that management contact Great Basin Internet Services to get a quote. Management spoke regarding the meeting that was had with AT&T and that their engineers were working up plans for the building and that a follow up meeting was scheduled in order to provide the Park Towers with Wi-Fi capability. This amenity is being considered in order to enhance the lifestyle that Park Towers has to offer. Update will be given at the next Board meeting.
- F. DISH NETWORK:** At the request of Paula McDonough, management contacted Dish Network and Direct TV to see if it was a viable option to offer satellite dish HD viewing to Park Towers. The details on these amenities are being gathered. Update will be given at the next Board meeting.

**G. SAFETY DOOR:** *Linda Wolf made a motion to purchase the safety door for the third floor from All American Door in the amount of \$1,250.00. Paula McDonough seconded the motion which carried all in favor.*

**H. COLUMN:** The column was discussed by the Board. There were questions. Dale Hammer Meister stated he would contact Kirk and Ellis and report back to the Board at the next meeting his findings.

### **Management Report**

Don Lamers stated that Dave Tyrer had put the planters and furniture on the sun deck. Linda Wolf asked if there were cushions for the furniture. Management advised no there were not. It was discussed that the planter stands were not in the best condition. Management was told that they could modify these plant stands into occasional tables. Don Lamers asked that many people were requesting to reserve the sun deck for private gatherings. The Board decided that each member has a right to use the sun deck at any time they choose, but that if someone wanted to have a private gathering they should write a letter to management asking for a specific date and time, then if that date has not already been reserved by another member, they may post at their own cost on the door of the sun deck that the deck is being reserved for a private event including hours of the event. The posting of this notice does in no way mean that any member of Park Towers is not allowed on the deck even during the reserved times. Management was asked to post some Deck Rules on the Deck Door. Management reported that new garage door clickers had been purchased for the east and west gates. Management asked if he could purchase office supplies as the printer is out of ink, and a file system, and key tags are necessary items to enhance the Park Towers office and complete the inventory project.

### **Emergency Repair Report**

*Linda Wolf made a motion to accept the proposal from D&D Plumbing to install a mop sink and re-route the drain in the amount of \$1,344.00. Dale Hammermeister seconded the motion which carried all in favor.*

## Committee Reports

- A. **CONSERVATION COMMITTEE:** There are no updates to discuss.
- B. **ARCHITECTURAL COMMITTEE:** There are no updates to discuss.
- C. **PARKING AGREEMENT COMMITTEE:** It was discussed that space #17 was too small for a normal vehicle. Hwa-di B. stated she would put up a flier to see if anyone had a motorcycle or smaller vehicle that was interested in the space.

## Membership Correspondence:

**306:** Correspondence was discussed and Paula stated she would talk to unit owner.

**903:** A question regarding earthquake insurance. Board discussed and stated that this coverage was voted down by the membership due to great expense.

**904, 1107, 1202, 1603, 1102:** Regarding late fees for Special Assessment. ***Mike Cox moved to remove the late fees applied for the Special Assessment and to remove all future late fees for Special Assessment if members are paying monthly. Seconded by Paula McDonough which carried all in favor.***

## Adjournment:

***Mike Cox made a motion to adjourn the regular meeting to go into Executive session at 8:10 PM. Paula McDonough seconded the motion carried with all in favor.***

Respectfully Submitted,

---

Don Lamers  
Recording Secretary

---

Board Secretary