

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

BOARD

Paula McDonough – President
Dale Hammermeister - Vice Pres.
Linda Wolf -Treasurer

MANAGEMENT

Terri Kenyon – CAM
Don Lamers – Provisional CAM

GUESTS

List on File

Absent
Mike Cox-Secretary
Caleb Cage – Director

Call To Order / Roll Call:

President, Paula McDonough called the meeting to order at 6:07 PM with three of the five Board Members present a quorum was established.

Membership Open Forum:

Hwa-di Brodhead, owner of unit #1101, presented the Board with the Park Tower Parking Committee Charter. If the Board approves the charter then the committee would be covered by D&O coverage. Owner stated that there was a problem with space 23, that there was an oil puddle. Management told maintenance to charge back owners for any maintenance in the garage. Owner stated that in space 32 there is an unregistered vehicle. Owner asked that the contracts and all information regarding space number, unit, and make and model of car be provided to the Parking Committee. The Board agreed.

Maintenance Report:

Dave Tyrer spoke about issues with parking at Park Tower. He said that there was an individual that parks in the garage who doesn't have a space and that people have complained. Management stated that the homeowners should write a written complaint to management. Management was instructed to write a letter to the offending party regarding these continued violations. Dave spoke about the elevator issues and stated that Commercial Elevator has been requested to put in writing that the elevators are in good working order. Dave Tyrer mentioned that during a power surge the monitor for the surveillance system blew out. Dale Hammermeister asked about the Commercial Elevator contract. Dave stated that July

18: 2008 he tested the generator and both batteries were dead. Hew stated the trickle charger didn't work, and that the two batteries had to be replaced. Dave informed the board that the West Ramp sealing project was a day behind and that the ramp was scheduled to reopen on Tuesday. Dave mentioned that the deck was still having bubbling and cracking of the coating. Dave stated that GORE needed to come back and clean the tar out of the gutters. Management stated that GORE would be contacted this coming Tuesday. Dave discussed the painting work and re-stuccoing work that was done by ASAP Painting. He stated that the subs took a piece of the door to match the paint color and mentioned that they needed to put a piece of metal on the door to fix this issue. He mentioned that some overspray had occurred during the paint job. Dave spoke regarding the East Ramp he said that he went through with Kirk Ellis a month ago and that more deterioration might have occurred. He stated that Mr. Ellis suggested that possibly they could make a brace underneath the ramp to get it through another year. The retainer for \$3,000 from Kirk N. Ellis was discussed. Dale Hammermeister questioned why they would have to give a retainer. Linda Wolf stated this was the typical of how structural engineers contract work. Terri Kenyon advised that the Board put Kirk Ellis on retainer for the East Ramp project. Discussion was had with regards to the cost to fix the East Ramp. Dave mentioned that in unit 1502 there was no water pressure in the unit and that other units have plumbing issues that need to be addressed and that he thinks the water shut off day for Park Tower should be moved up to September 30, 2008. ***Linda Wolf made a motion to move the Water Shut Off Day to September 30, 2008 per Dave's recommendation. Dale Hammermeister seconded the motion which carried all in favor.*** Dave discussed the fact the people keep running into the wall at the West Ramp with their cars and asked that he be allowed to put up a rubber bumper on the end of the ramp. ***Linda Wolf made a motion to spend the money to put a rubber bumper on the end of the ramp. Paula McDonough seconded the motion which carried all in favor.*** Dave discussed that the laundry room door from the hallway could use a lever style latch. ***Paula McDonough made a motion to authorize funds to get this accomplished. Dale Hammermeister seconded the motion which carried all in favor.***

Approval of Minutes:

The Board reviewed the minutes from July 15, 2008. ***Dale Hammermeister made a motion to accept the July 2008 minutes as presented. Linda Wolf seconded the motion which carried with all in favor.***

Acceptance of Financial Statements:

Linda Wolf made a motion to approve the July 2008 financials as presented. Dale Hammermeister seconded the motion which carried all in favor.

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

Security:

It was reported that the monitor on the surveillance system blew out due to a power surge and that a replacement was needed. It was reported that cigarette butts and peanut shells were being dumped from the deck onto Mr. Hammermeister's deck. It was suggested a letter be sent to all tenant's regarding exercising restraint while utilizing the deck and that quiet hours in the building is 11:00 PM.

Old Business:

- A. COMMON AREA DEED – UPDATE:** Management stated that follow up with the attorney had been done. The status is still pending.

- B. BASEMENT VENTILATION– UPDATE:** This item was tabled until the next Board Meeting.

- C. EAST RAMP:** Structural Engineer, Kirk Ellis submitted a proposal for a retainer regarding the East Ramp project. ***Linda Wolf made a motion to accept the retainer with Kirk N. Ellis in the amount of \$3,000.00. Dale Hammermeister seconded the motion which carried all in favor.*** Management was instructed to have Mr. Ellis provide specifications to be used to go out to bid to repair the East Ramp.

C. ANCHORS (UPDATE): Management reported that they had been in contact with Roy of Truckee Meadows Window pending bid. Item tabled to September 2008.

New Business:

A. WEST RAMP SEALING (UPDATE): Management stated that the west ramp sealing project was in process. He stated that the resident of Unit #202 asked for an MSDS on the sealing product. Dave Tyrer stated that the project was behind by one to two days and the projected opening date was to be on Tuesday. Dave Tyrer also stated that fencing had to be purchased from Tholl fencing to keep people from walking on the newly laid seal.

B. PARKING COMMITTEE CHARTER:

Parking Committee Member Hwa-di Brodhead submitted a charter for the Parking Committee for the board's consideration. ***Paula McDonough made a motion to accept the Parking Committee Charter as presented. Linda Wolf seconded the motion which carried all in favor.***

Management Report:

Don Lamers gave a management update stating that the loading zone and hazard light signs had been posted. He stated that he had worked with Maintenance to address the issues presented. He stated that he had been contacted by Owner of unit 1602 with regards to the temporary closure of the East Ramp while he had new windows installed. Management put up a flyer to inform all residents of the closure. Management also addressed his on-site office hours in a written report to the board. Discussion was had. Terri Kenyon mentioned that she would try to network the Park Tower computer to the Kenyon Server to allow for more productivity at the on-site office. Management presented information to the board regarding the issue with Owner/Tenant ratio. Discussion was had.

Emergency Repair Report:

It was reported that the sewer lines were backing up into two 305 & 306 at the Park Tower. Dave Tyrer and Management

worked with the City of Reno and JET drain to correct the issue. ***Linda Wolf made a motion to approve the bid from JET drain to install new sewer piping at the joint affected and to have the pipe flushed out by JET drain. Dale Hammermeister seconded the motion which carried all in favor.***

Dale Hammermeister mentioned that the Washing Machines in the Laundry room don't have hot water. He asked that WEB be contacted to effect repair. Management to follow up.

Committee Reports:

A. CONSERVATION COMMITTEE: Tanya Dragan- Voyevidka submitted a written report to the board along with her resignation. Discussion was had. Lauren Siegel volunteered to head the conservation committee from this point forward.

B. ARCHITECTURAL COMMITTEE: There are no updates to discuss.

C. PARKING COMMITTEE: Hwa-di Brodhead addressed all committee concerns in open forum, and that the Parking Agreement Committee was to be disbanded and reformed as the Parking Committee under the new charter.

Membership Correspondence:

A letter from Owner of 802 was received and discussed. Management to follow up.

Adjournment:

Paula McDonough made a motion to adjourn the regular meeting to go into Executive session at 8:00 PM. Dale Hammermeister seconded the motion carried with all in favor.

Respectfully Submitted,

Don Lamers
Recording Secretary

Board Secretary