

Park Towers

Meeting Minutes of the Board of Directors

September 16, 2008

BOARD

Paula McDonough – President

Dale Hammermeister - Vice Pres.

Linda Wolf -Treasurer

Caleb Cage – Director (6:15 PM)

MANAGEMENT

Terri Kenyon – CAM

Don Lamers – Provisional CAM

GUESTS

Dave Tyrer

Nora Puga

List on File

ABSENT

Mike Cox-Secretary

Call To Order / Roll Call:

President, Paula McDonough called the meeting to order at 6:05 PM (Caleb Cage arrived at 6:15 PM) with four of the five Board Members present a quorum was established.

Membership Open Forum:

Steve McNeel Owner of unit #1702, discussed the UPS driver and the parking situation at Park Tower. He suggested that we contact the owner of the lot next door and see if he would allow for delivery drivers to park there while making deliveries to the Park Tower.

Maintenance Report:

Nora Puga Garcia the cleaning person at Park Tower thanked the Board for allowing her to participate. She showed the Board her cleaning supply log.

Dave Tyrer maintenance person at Park Tower began speaking about the lighting at Park Tower. He said that he replaced half of the old lights with the new fixtures and the energy efficient bulbs on the third floor. A year and eight months have gone by and he has not changed a bulb on the third floor. He said that Action Electric came by last week and did all eighteen of the lights in the garage. While they were there, they notice that in the other part of the garage the lights were on twenty four hours a day. Dave had Action Electric put those lights on a timer.

Linda Wolf made a motion to approve the bill from Action Electric to put the garage lights on a timer and fix the broken spot lights. Dale Hammermeister seconded the motion which carried all in favor.

Dave continued talking about the vagrant that hangs out near the second floor garage. The Fire Department told Dave to leave the vagrant alone. Now it seems the vagrant has camped there permanently. Dave said he lived there last summer too and he had to run him off. Paula McDonough stated if he is not

disturbing our community then its not our problem. Our spotlights that Action replace when they were in the process of fixing were broken again. Dave asked do you want me to clean up the vagrant's trash. Linda Wolf asked Management to contact the Reno Police Department and ask for increased patrol. Dave is to let management know when he sees the vagrant and management is to keep a record of how many times to call the police.

Dave mentioned the monitor on the surveillance system was broken. Paula McDonough stated that she has a monitor she can bring down to replace the broken one.

Dave stated that we will be switching from Air Conditioning to Heat on October 14, 2008. We need 3-4 days in advance to contact and schedule D&D Plumbing. Dave stated that if the temperature at noon is below sixty for three days in a row then we should have the heat on. The Board agreed.

Approval of Minutes:

The Board reviewed the minutes from August 19, 2008. ***Linda Wolf made a motion to accept the minutes with correction to page 5 under parking committee "Due to CC&R ruling the chairman will be Linda Wolf". Dale Hammermeister seconded the motion which carried with Paula McDonough, Dale Hammermeister, and Linda Wolf voting YES and Caleb Cage ABSTAINING.***

Acceptance of Financial Statements:

August Financials were not available for the meeting. Item postponed until October 2008 meeting.

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

2009 Proforma Budget

Management presented a budget that was in line with the Reserve Study. Discussion was had. The Board decided, that even though management advised strongly against creating a lean budget since the Park Tower needs additional anchors, needs the windows caulked and sealed, needs painting and stucco repair and needs concrete work, and the windows cleaned, to postpone adoption of the Budget until October 2008. Management was instructed by the Board to decrease the proposed budget income and to only show a five cent per square foot increase which will not cover the recommended allotment to Reserves per the Reserve Study. Management advised again that this was not recommended. Discussion was had that the membership at the Park Tower might have to have another Special Assessment to cover some of the projects described above.

Security:

The issue with the vagrant was addressed in the maintenance report.

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 to do some more testing on the East ramp and draft both specifications for shoring up the ramp and ramp replacement.
- C. ANCHORS (UPDATE):** Management submitted a bid from Truckee Meadows Window Cleaning. The Board asked to see if plans could be secured from Truckee Meadows Window Cleaning and then to have Frank Evans bid the project as well. Tabled to October 2008.
- D. WEST RAMP SEALING (UPDATE):** Management stated that the west ramp sealing project was completed.

New Business:**Management Report:**

Don Lamers presented movie box quote. No interest. He mentioned parking and correspondence with the City of Reno. Terri stated that she had been told by the attorney that a new law may be passed requiring the association to carry fidelity bonds for the board members. She stated it is to cover the association.

Emergency Repair Report:

Dale Hammermeister mentioned that the Washing Machines in the Laundry room sometimes have clothes left in them. He asked that a sign be put in the Laundry Room and information in the newsletter reflect that people should take all items out of washer when cycle is completed. Management to follow up.

Committee Reports:

- A. CONSERVATION COMMITTEE:** Paula McDonough mentioned the recycling company Aaron Green and asked that management contact the company and get more information.
- B. ARCHITECTURAL COMMITTEE:** The front door colors need to be approved by the committee and it must be a fire rated door.

C. PARKING COMMITTEE: Hwa-di Brodhead stated that the Oil Spill at stall24 was still there and getting the ballot finalized is a priority.

Membership Correspondence:

A letter from unit 906 regarding the East Ramp and possible closure was received. Discussion was had.

A letter from 802 was received regarding fixing water damage in the unit. Discussion was had. Management to get proposals to fix issue.

Adjournment:

Paula McDonough made a motion to adjourn the regular meeting to go into Executive session at 8:12 PM. Dale Hammermeister seconded the motion carried with all in favor.

Respectfully Submitted,

Don Lamers
Recording Secretary

Board Secretary