

# Park Towers

## Meeting Minutes of the Board of Directors

### November 18, 2008

#### **BOARD**

Paula McDonough – President  
Dale Hammermeister – Vice President  
Linda Wolf – Treasurer  
Steve McNeel – Secretary

#### **MANAGEMENT**

Don Lamers – Prov. CAM

#### **GUESTS**

List on File

#### **BOARD ABSENT**

Caleb Cage - Director

#### **Call To Order / Roll Call:**

President, Paula McDonough called the meeting to order at 6:35 PM with four of the five Board Members present a quorum was established.

#### **Membership Open Forum:**

Kathy Pfister, Owner of 607 notified the Board that her tenant had informed her that the gate to the Park Tower Garage was open prior to garbage collection time. Dave Tyrer informed everyone that the gate opens at 5:30 – 6:00 AM and is closed at about 10:30 AM.

Paula McDonough, Owner of 1202 mentioned that there had been a burglary of a Jeep in the garage on Sunday night. The Vehicle doors were open but they stole the garage remote. We need to find out how people are getting into the garage.

She mentioned that the camera only shows the ramp and that Andy Kingham might be a good guy to talk to about the security system.

She mentioned that Dr. Eliesque had petitioned for a two year extension for the Wingfield Tower development.

#### **Election of Officers:**

***Linda Wolf made a motion to leave the officers of the Board as per last year with the exception of making Steve McNeel Secretary (meaning Paula McDonough as President, Dale Hammermeister as Vice President, Linda Wolf as Treasurer, Steve McNeel as Secretary and Caleb Cage as Director.) Dale Hammermeister seconded the motion which carried unanimously.***

The Directors for 2009 will be:

**Paula McDonough – President**  
**Dale Hammermeister - Vice President**  
**Linda Wolf – Treasurer**  
**Steve McNeel – Secretary**  
**Caleb Cage - Director**

#### **Maintenance Report:**

Dave Tyrer maintenance person at Park Tower began speaking about the homeless persons that live outside the Park Tower. He mentioned that there was a pile outside that looked like a deceased person. Management stated after the meeting he would go with Dave to see what the situation was. Maintenance stated that the deck had been completed that it wasn't the prettiest job, but its water tight. He stated he had replaced the furniture and potted junipers on the deck.

He stated he was still waiting for the cigarette butt stops. Dave stated that he would need assistance in repairing the lobby ceiling and asked the Board for authorization to use Sam Tyrer to help with the project. ***Linda Wolf made a motion to authorize time for Sam Tyrer to assist Dave Tyrer with the lobby ceiling project. Steve McNeel seconded the motion which carried unanimously.***

Dave stated that the Jockey Pump might be ready to go out. He stated that ADT fixed the new Tamper switches three of which had gone bad from the flood. Dave stated that the lighting in the parking garage should be off during the day. He also asked if unit 807 was paying for the lights in the hall.

**Approval of Minutes:**

The Board reviewed the minutes from October 21, 2008. ***Dale Hammermeister made a motion to accept the minutes as presented. Steve McNeel seconded the motion which carried unanimously.***

**Acceptance of Financial Statements:**

September 2008 and October 2008 financials were reviewed. Linda Wolf asked a question as to why there was a large figure in the "Allotment to Savings" line item and why Income Taxes were so high. Management stated he would look into these items and answer at the next meeting.

***Linda Wolf made a motion to accept the September 2008 and October 2008 Financials as presented pending the answer of the questions presented. Dale Hammermeister seconded the motion which carried unanimously.***

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

**Security:**

The monitor on the security system does not work. It was replaced recently but still is inoperable. Paula McDonough stated that Andy Kingham should provide a quote for security system upgrade at the next meeting. There have been a rash of break-ins in the parking garage and it is a great concern. The basement garage openers had to have the code changed because an opener was stolen from a vehicle. In addition, the front door lock has been repaired as a key was stuck in the front door and broken off in the lock.

**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 is to be removed from future Agendas per the Boards instruction.
- C. EAST RAMP:** Structural Engineer, Kirk Ellis provided specifications for shoring up the ramp and ramp replacement. Frank Evans Construction submitted a bid for \$860.00 to shore up the ramp. Maintenance stated they could seal the ramp with sealing material available from APEX. Dale Hammermeister made a motion to accept the bid from Frank Evans construction and approve the purchase of the sealing material from APEX. Linda Wolf seconded the motion which carried unanimously.
- D. ANCHORS (UPDATE):** Nothing has been received from either Kirk Ellis' office or Truckee Meadows Window Cleaning at this time.
- E. DECK UPDATE:** The deck project has been completed and the potted junipers and deck furniture have been placed back on the deck.

**New Business:**

No new business was discussed at this time.

**Management Report:**

Don Lamers presented his management report stating that the repairs had been done at unit 802. He mentioned there was an elevator OSHA inspection which the elevators passed, but they had to put up new fire exit signage at each floor by the elevator. "In case of fire use stairs". Also, he mentioned that the elevator inspector had asked that the locks on the elevator pits be repaired and re-keyed so that there was one key for both. Dave Tyrer submitted a proposal from Commercial Elevator to this end. ***Linda Wolf made a motion to accept the proposal from Commercial Elevator for the rekeying. Dale Hammermeister seconded the motion which carried unanimously.***

Management mentioned that the Boiler Inspector came by this last month as well and everything passed inspection. Maintenance is to hang the boiler certifications on each boiler per the inspector's instruction.

**Emergency Repair Report:**

No Emergency Repairs were discussed at this time.

**Committee Reports:**

- A. CONSERVATION COMMITTEE:** No information was presented.
- B. ARCHITECTURAL COMMITTEE:** No information was presented.
- C. PARKING COMMITTEE:** No information was presented by the committee.

**Membership Correspondence:**

Owner of 606 left a note to the Board asking whether they would consider increasing the garage lease amounts in lieu of increasing the square footage amounts in preparing the 2010 budget.

**Adjournment:**

***Linda Wolf made a motion to adjourn the regular meeting to go into Executive session at 7:40 PM. Paula McDonough seconded the motion carried with all in favor.***

Respectfully Submitted,

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Don Lamers  
Recording Secretary

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Steve McNeel  
Secretary