

Park Towers
Meeting Minutes of the Board of Directors
January 20, 2009

BOARD

Paula McDonough – President
Dale Hammermeister –Vice President
Linda Wolf – Treasurer
Caleb Cage - Director

MANAGEMENT

Terri Kenyon - CAM
Don Lamers – Prov. CAM

GUESTS

List on File

BOARD ABSENT

Steve McNeel – Secretary (Excused)

Call To Order / Roll Call:

President, Paula McDonough called the meeting to order at 6:08 PM with three of the five Board Members present a quorum was established. Director Caleb Cage arrived at 8:01 PM.

Membership Open Forum:

No membership commented at this time.

Maintenance Report:

Treasurer, Linda Wolf stated there was a screeching noise in the elevator. Commercial Elevator is to be contacted to rectify the problem. Dave Tyrer discussed the issue of overflowing garbage and stated that the Association and management should be more proactive about sending violation notices to owners' whose tenants violate the rules. Terri Kenyon stated that we should take a picture and send out a bill to owners whose tenants violate the trash rule. Linda Wolf asked Dave if he is the one who rotates the garbage bins. Dave Tyrer stated that he is.

Dave Tyrer presented a bid from Reno Iron Works in the amount of \$1,428.25 to install a roof access ladder as required by the last fire inspection. The Board asked management to get a comparable bid.

Dave Tyrer reported that the East Ramp sealing was done and that they now needed to seal 19feet because there is a leak that is leaking into the first floor garage onto the Wolf's vehicle. Dave said he would like to complete this work with the aide of Sam Tyrer and that it could take up to four days to complete. ***Linda Wolf made a motion to have Dave and Sam seal the deck as soon as practical depending on the weather. Dale Hammermeister seconded the motion which carried unanimously.***

Dave Tyrer presented a bid from All American Door in the amount of \$1,176.00 in order to install one 36" x 80" pre-hung door, reusing the existing lockset, and provide a new door closer, to address the issues that existed on the Laundry Room Door to the garage. The Board discussed this, and determined it was a safety issue. ***Linda Wolf made a motion to approve up \$1,176.00 to fix the door. Dale Hammermeister seconded the motion which carried unanimously.***

Water shut off days were discussed and Dave Tyrer stated that a Water Shut Off Day was needed sooner rather than later. Management offered Tuesday, February 10, 2009 as a probable date. Discussion was had. Dave Tyrer mentioned that in the last five years that T&L Heating stated that the boiler requires a ball valve needs to be installed because the solution used to keep the boiler clean has ended up on the Hoses deck. Dave stated that a shut off valve should be installed to isolate it. Tim at T&L can't isolate the boilers so they should have a Water Shut Off Day to retrofit the boilers. Also there is a Big Giant tank that was there when the building was on a well system, they are now on City water and Jerry at D&D Plumbing suggests they bypass the tank and take the tank offline. This can be done on water shut off day. ***Paula McDonough made a motion to schedule water shut off day on Tuesday, February 10, 2009***

beginning at 9:00 AM. Dale Hammermeister seconded the motion which carried unanimously. Management to put out notices in advance for anyone that wants to schedule plumbing during that time.

Dave Tyrer mentioned that there was a leak on the sixteenth floor that originated behind the shower.

Approval of Minutes:

The Board reviewed the minutes from November 18, 2008. **Paula McDonough made a motion to accept the minutes as presented. Linda Wolf seconded the motion which carried unanimously.**

Acceptance of Financial Statements:

November 2008 financials were reviewed. Management answered Linda Wolf's question regarding why there was a large figure in the "Allotment to Savings" line item and why Income Taxes were so high from the last meeting.

Dale Hammermeister made a motion to accept the November 2008 financials as presented. Paula McDonough 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 properly. Andy Kingham of unit 607 gave a presentation of variable options to enhance the surveillance system at the Park Tower. At the end of the presentation he stated that basically eight locations would give sufficient coverage. He stated that there were many options for the security needs at the Park Tower but in order to get the current system online they would need an External Hard Drive with a USB connection and a 19" Flat Screen TV with composite video input.

Linda Wolf made a motion to purchase the External Hard Drive with a USB connection and a 19" Flat Screen TV with composite video input to get the security system back on line. Paula McDonough seconded the motion which carried unanimously.

Old Business:

A. ANCHORS (UPDATE):

Another bill was received from Kirk Ellis' office. The Board reviewed the invoice. They had questions regarding the billing and asked that management contact Mr. Ellis to discuss the invoice and to find out when something tangible would be received. Dave Tyrer stated that he had met with Trevor and Dave of Forbes Dunagan and that they would be providing a scope of work at no cost to the association for their evaluation. Management to follow up with Kirk Ellis to get the memorandum and drawings for the anchors to be presented at the February 2009 meeting.

New Business:

A. DROP SLOT FOR PAYMENTS:

Management asked if a secured drop slot for payments could be purchased and installed by maintenance to ensure that all payments are received when he is not at the Park Tower office. He presented a proposal for \$150.00 to purchase the locking mail box drop slot. **Linda Wolf made a motion to allow for purchase of a locking mail box drop slot up to \$150.00 to be installed by maintenance. Dale Hammermeister seconded the motion which carried unanimously.**

B. WATER STORAGE TANK:

Taking the water storage tank offline during the next water shut off was discussed

under the maintenance report.

C. ANCILLARY PLUMBING ISSUES:

The ancillary plumbing issues were addressed in the Maintenance Report.

Management Report:

Don Lamers presented his management report stating that the owner of 907 has finally come forward to make repairs from the water damage from 2007. Management presented a bid from the Wall Doctor for consideration. Maintenance Dave Tyrer offered to do the work. **Dale Hammermeister made a motion to have Dave Tyrer affect the repairs. Paula McDonough seconded the motion which carried unanimously.**

Management mentioned that the Park Tower insurance was set to expire in April and he was wondering if they wanted to go to bid and that would require the signing of disclosure forms. The board discussed this and decided to stay with the current insurance carrier at renewal time.

Management discussed the year end audit and tax preparation and provided a letter of engagement from Gene Clawson, CPA for consideration. **Linda Wolf made a motion to accept the letter from Gene Clawson. Paula McDonough seconded the motion which carried unanimously.**

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:** Hwa-di Brodhead was given a folder with parking committee contents from management and she stated she would review the contents and advise management of additions/corrections to the Parking Committee Folder as needed. In addition, she mentioned that the Parking Contracts were sent out to Owners second week in January. Also, Hwa-di mentioned that Karen Craig has joined the Parking Committee, and that Management and the Committee are meeting once a month prior to the Board Meeting to discuss the parking issues at the Park Tower.

Membership Correspondence:

Owner of 806 asked to be reimbursed in the amount of \$117.23 for services rendered by ADT back in April 2007. The Board reviewed the Minutes of the April 2007 Board meeting which state, "The Board has agreed to have the Management company bill the homeowners who received a new speaker the amount of \$234.45 and bill the homeowners that had work done, but did not get new speakers \$117.23. The Association will accept the responsibility of the remaining balance." **Linda Wolf made a motion to deny reimbursement based on the April 2007 minutes. Dale Hammermeister seconded the motion which carried unanimously.**

Adjournment:

Dale Hammermeister made a motion to adjourn the regular meeting to go into Executive session at 8:13 PM. Paula McDonough seconded the motion carried with all in favor.

Respectfully Submitted,

Don Lamers
Recording Secretary

Steve McNeel
Secretary