

Park Towers
Meeting Minutes of the Board of Directors
February 17, 2009

BOARD

Paula McDonough – President
Dale Hammermeister – Vice President
Linda Wolf – Treasurer

MANAGEMENT

Terri Kenyon - CAM
Don Lamers – Prov. CAM

GUESTS

List on File

BOARD ABSENT

Steve McNeel – Secretary (Excused)
Caleb Cage - Director

Call To Order / Roll Call:

President, Paula McDonough called the meeting to order at 6:25 PM with three of the five Board Members present a quorum was established.

Membership Open Forum:

906: Ms. Whitney was wondering if Park Tower had an Architectural Review Committee and what exactly the purpose of it is. Paula McDonough informed Ms. Whitney there is an ARC and that it is to advise owners that you can't just tear down walls, etc. Paula explained that there are no existing drawings of the Park Tower so she and Dave Tyrer could advise owners of how to proceed with renovations. Dave Tyrer stated that in some of the walls there are steel plates that run through the walls to stabilize the building.

1002: Ms. & Mrs. McCall are the new owners of 1002 and they want to do some remodeling. They also asked if they could have their dog accompany them into the building as it is not in compliance with the weight restrictions in the Rules. Paula McDonough stated that they could have the dog in the building as a visitor as long as it does not cause a disturbance to other residents and no complaints are received. She stated that the dog could not live in the unit. But during renovations the pet could accompany the owners. Ms. McCall asked what was behind some walls that they might want to tear down in their unit. Paula McDonough stated that if they submitted an Architectural Review Request she could assist them.

1402: Ms. Kliestek wanted to give the Board praise for the creating the Loading Zone. She also offered to become part of the Parking Committee.

Maintenance Report:

Dave Tyrer stated that the leak in the drywall in the lobby ceiling had been repaired and they included a louver vent was installed so that if the leak should reappear it would not impact the sheet rock. Dave Tyrer mentioned that he finished sealing the third floor garage ramp and stated that he would contact Ed because the ramp is very slick when icy and it would be advisable to have a more roughed up surface. Then Dave yielded the floor to Nathan Lowry from D&D Plumbing give a presentation. Nathan Lowry stated that over the years they have talked with Dave about the "Booster Pump" which boosts the pressure so water can reach the upper floors.

He stated that the tank may have to be replaced and is beginning to leak on the top

floor. They decided that rather than fixing the tank D&D would propose an updated energy saving pump system. Nathan explained what is needed for this system would be to maintain 40 lbs of pressure and it will work in a similar fashion to a two pump system with less power usage. If there is no demand on the pump the pump will shut down saving energy. He stated this new pump system would be warranted for 2 years and has an approximate life of 20 years. He stated that an isolation valve has been installed and that if anything is going to fail on the pump it would be the motors.

Linda Wolf asked if the motor pump running at the present time is ready to quit working. Dave Tyrer stated he brought this up 2 months ago. Nathan stated there would be a five to seven day wait to get a replacement motor even on a rushed basis. Linda Wolf asked if the tank served a purpose. Nathan stated that it provides a cushion for the pump now. Nathan explained that they could move more water with smaller pumps that were variable frequency. Linda Wolf stated that the electric bill was not over budget but wanted to know if the current system was about to go offline. Direct Replacement cost would be \$3,654.00 but Nathan stated that would be throwing away money. Dale Hammermeister asked if the two pumps would ever run simultaneously. Nathan stated depending on demand on the system they could.

Terri Kenyon stated that the pump is a reserve item and they would have to get three proposals. Dave Tyrer offered to get the proposals for the March meeting.

Approval of Minutes:

The Board reviewed the minutes from January 20, 2009. Dale Hammermeister made some corrections regarding wording of the last paragraph on page 1 under Maintenance Report. Linda Wolf asked that her name be placed instead of Dave Tyrer regarding reporting of the Elevator Noise Issue. ***Linda Wolf made a motion to accept the January 20, 2009 minutes as corrected. Paula McDonough seconded the motion which carried unanimously.***

Acceptance of Financial Statements:

December 2008 financials were reviewed.

Linda Wolf made a motion to accept the December 2008 financials as presented, pending year end audit. Paula McDonough seconded the motion which carried unanimously.

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

Security:

Dave Tyrer reported that there was a group of kids in the lobby that did not belong there and he had to ask them to leave one Saturday. The Board was concerned and asked that a notice be posted that urged residents to make sure the front door was closed after entering and exiting the building and to be aware not to let strangers into the building. Dave Tyrer also mentioned that on Monday night someone put a newspaper in the door between the 2nd and 3rd floor back door.

Management mentioned that the current DVR needed CD+R media and those were no longer available. Mr. McCall stated he thought he might have some that he could give to Park Tower. Barring that idea, the Board will have to update the DVR if they want to burn data to a DVD or CD.

Old Business:

A. ANCHORS (UPDATE):

Don Lamers mentioned that he had met with Kirk Ellis and that the preliminary drawings were in the board package, along with the Memorandum. In the Board package were designs from Truckee Meadows Window Cleaning and also a detailed bid from Structural Engineer Forbes Dunagan. Management explained that during his meeting with Kirk Ellis he mentioned that the design he made was to minimize the number of anchors requiring installation and that the anchors would be good for single line access only. The board was concerned that this did not meet the intent of the project. The Ellis contract was reviewed. Discussion was had. The Board reviewed the proposal from Forbes Dunagan and asked that a meeting be set up with Trevor Card and Dave Pasco to discuss their proposal. Subsequent to that the board would like to schedule a meeting with Kirk Ellis to discuss the product he provided. Management will schedule both meetings.

B. WATER TANK STORAGE TANK:

Discussion was had about taking the tank offline and replacing it with two variable speed pumps as per the presentation given by Nathan Lowry of D&D Plumbing in the Maintenance Report.

C. ANCILLARY PLUMBING ISSUES:

Unit 305 has a leak in the downstairs bathroom. Management and maintenance will follow up with unit owner at 405 and 305 to try to get this resolved.

New Business:

A. INSULATION OF EXTERIOR PIPES:

Paula McDonough mentioned that the exterior pipes were exposed in the two levels of the garage. The 02 Units have kitchen pipes that run along the outside walls. She suggested that some insulation be piped in, in order to insulate the pipes. She stated no other units have plumbing in the exterior walls. She suggested that a contractor drill a hole and blow the insulation in. Dave Tyrer stated he did not know how high up that this would have to be and he would consult Jerry at D&D Plumbing to get his opinion and share the information with management so that bids could be secured.

Management Report:

Don Lamers presented his management report. The next newsletter was discussed. Topics to include: Insurance Contact Information, Security Issues, Don't throw trash in the Laundry Room Trash Can, Refrain from throwing cigarette butts and peanut shells from the balconies.

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.

Terri Kenyon noted that AB 396 was voted down in the Nevada Assembly.

Emergency Repair Report:

Dave Tyrer stated that he had to have D&D Plumbing replace a back flow valve. ***Linda Wolf made a motion accept the bid from Reno Iron Works to install a roof access ladder in the amount of \$1,428.25 as required by the last fire inspection. Paula McDonough seconded the motion which carried unanimously.***

Committee Reports:

- A. CONSERVATION COMMITTEE:** No information was presented.
- B. ARCHITECTURAL COMMITTEE:** No information was presented.
- C. PARKING COMMITTEE:** Hwa-di Brodhead stated that new stencils were purchased so the garages could be numbered accordingly. Also she stated that Karen Craig offered to do a usage study to see how many spaces went unoccupied for a months period after the stenciling was accomplished. In addition, management mentioned that Karen Craig was talking with nearby lot owners to see if she could arrange an agreement with them in order to secure more parking for the residents. Helen Kliestek offered to join the Parking Committee. Hwa-di also stated a violation walk took place and that a car was now leaking oil in space 19.

Membership Correspondence:

No Correspondence was received.

Adjournment:

Dale Hammermeister made a motion to adjourn the regular meeting to go into Executive session at 8:22 PM. Paula McDonough seconded the motion carried with all in favor.

Respectfully Submitted,

Don Lamers
Recording Secretary

Steve McNeel
Secretary