

**Park Towers  
Meeting Minutes of the Board of Directors  
March 17, 2009**

**BOARD**

Paula McDonough – President  
Dale Hammermeister – Vice President  
Linda Wolf – Treasurer  
Caleb Cage – Director (7:05 PM)

**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 6:12 PM with three of the five Board Members present a quorum was established. Director Caleb Cage joined the quorum at 7:05 PM.

**Membership Open Forum:**

None at this time.

**Maintenance Report:**

Dave Tyrer discussed the recent break-ins at the Park Tower and stated that Sam Tyrer learned how to utilize the surveillance system this past month. He stated that the west wall should be heightened and some screening added.

**Approval of Minutes:**

The Board reviewed the minutes from February 17, 2009. ***Linda Wolf made a motion to accept the February 17, 2009 minutes as written. Dale Hammermeister seconded the motion which carried unanimously.***

**Acceptance of Financial Statements:**

Linda Wolf gave the Treasurer's Report and asked why the Fire Protection Services and Management costs were over budget. Terri Kenyon stated that copy costs from the Parking Agreements and other notices that were not standard copy costs attributed to the increased management costs. Dave Tyrer explained that the Fire Protection Services were complete for 2009 and the overages were required to pass fire code.

***Linda Wolf made a motion to accept the January 2009 and February 2009 financials as presented. Dale Hammermeister 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 a bike was stolen from the basement and that he had seen on the video a person jump the second floor garage fence. In addition, a homeless man had a garage clicker and was trespassing. Discussion was had as to what media would be needed to burn a copy of the security incidents. Dave stated that he and Sam Tyrer had met with the Spy Shop representative and they carry the media. If the media is unable to be purchased the board was asked to make a motion to update the security DVR system. ***Linda Wolf made a motion to purchase the 16 Channel Triplex DVR WI for \$1,756.40 if the media for the old system could not be purchased. Dale Hammermeister seconded the motion which carried unanimously.***

Dave Tyrer mentioned that the gate at the west garage where the Trash Can is picked up by

Waste Management being open gives people an opportunity to enter the garage between 6:00 AM and 10:00 AM on trash pick up days. To alleviate this attractive nuisance, Dave recommended that a Gate Key Pad be installed only giving Waste Management the ability to enter the code when they are actually on site to pick up the garbage. A quote was presented in the amount of \$385.00 from Thompson Garage Door. ***Dale Hammermeister made a motion to accept the bid from Thompson Garage Door to install the Gate Key Pad. Linda Wolf seconded the motion which carried unanimously.***

**Old Business:**

**A. ANCHORS (UPDATE):**

Two meetings were held prior to the Board Meeting, one with Trevor Card of Forbes Dunagan and one with Kirk Ellis of Kirk N. Ellis Structural engineering. Forbes Dunagan suggested that 45 anchors were required while Kirk Ellis' original proposal minimized the number of anchors at 22. The Board decided to have Kirk Ellis redraft the drawings to accommodate additional anchors, believing that there would be no additional charges incurred for the redraft. Concrete Scanning was discussed as being important prior to the installation of the anchors, per the recommendation of Kirk Ellis. To date the drawings have not been received by management.

**B. WATER TANK STORAGE TANK:**

This item was mistakenly left on the agenda. No action was taken.

**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. Insurance Renewal D&O:**

***Caleb Cage made a motion to bind insurance for D&O with Wells Fargo Insurance in the amount of \$1,618.00. Paula McDonough seconded the motion which carried unanimously.***

**B. Insurance Renewal General Liability / Structure:**

***Dale Hammermeister made a motion to bind insurance with CIBA for the General Liability/Structure insurance in the amount of \$15,049.00. Caleb Cage seconded the motion which carried unanimously.***

**C. Insurance Renewal Flood:**

***Dale Hammermeister made a motion to bind the flood insurance with American Bankers Insurance Company of Florida. Caleb Cage seconded the motion which carried unanimously.***

**D. Pump Repair – Bids:**

Dave Tyrer explained that the bid from D&D Plumbing in the amount of \$21,697.00 was the best deal and that D&D have experience in the Park Tower. Terri Kenyon explained that this item is a Reserve Item that should have been replaced two years ago. ***As such, Linda Wolf made a motion to accept the bid from D&D Plumbing to install the two multi speed pumps at a cost of \$21,697.00 to be paid from the Reserve Account. Dale Hammermeister seconded the motion which carried unanimously.***

**E. Driveway Repair:**

Management explained that this was in the Reserve Study for 2009 and asked if the Board would like any quotes with regards to this item. This item is to be postponed indefinitely.

**Management Report:**

Don Lamers presented his management report. Discussion was had as to the fire extinguisher and inspection costs from ABC Fire, including the purchase of one new fire extinguisher and the inspection of all other extinguishers in the building.

**Emergency Repair Report:**

Dave Tyrer stated that he had to have Overhead Sprinkler install nine gauges at a cost of \$340.00 as the gauges were in non working order. Dave demonstrated that some of the removed gauges were still reading a pressure. ***As such, Linda Wolf made a motion to approve the charges from Overhead Sprinkler in the amount of \$340.00. Dale Hammermeister seconded the motion which carried unanimously.***

**Committee Reports:**

- A. CONSERVATION COMMITTEE:** No information was presented.
- B. ARCHITECTURAL COMMITTEE:** Paula stated that the McCalls had yet to submit plans to her for review.
- C. PARKING COMMITTEE:** Hwa-di Brodhead stated she was concerned at the number of break-ins that had occurred recently in the parking garage. Discussion was had on extending the fence and putting up mesh. She was glad to see that the key pad was approved. She stated that she was in favor of keeping the duration the gate is left up to a minimum. Hwa-di also stated that the Parking Agreement Data should be compiled by next meeting.
- D. CREATION OF SAFETY COMMITTEE:**  
Member Jere' Whitney asked that this item be place on the Agenda. No one volunteered to serve on the committee and Ms. Whitney was not present.

**Membership Correspondence:**

No Correspondence was received.

**Adjournment:**

***Dale Hammermeister made a motion to adjourn the regular meeting to go into Executive session at 7:32 PM. Caleb Cage 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