

**Park Towers
Meeting Minutes of the Board of Directors
May 19, 2009**

BOARD

Paula McDonough – President
Linda Wolf – Treasurer
Steve McNeel – Secretary

MANAGEMENT

Don Lamers- Prov. CAM

GUESTS

List on File

BOARD ABSENT

Caleb Cage – Director (Excused)
Dale Hammermeister –Vice President (Excused)

Call To Order / Roll Call:

President, Paula McDonough called the meeting to order at 6:20 PM with three of the five Board Members present a quorum was established.

Membership Open Forum:

Unit Owner 807: Owner discussed burglary of her unit on Thursday night. She has pictures of how the burglar got in. She would like to see an awareness program in place. She mentioned that she would like to have the pictures posted on the front door and around the property. She asked that a flyer be posted on each door informing the residents how to "Keeping Park Tower Safe". She discussed the log that has been posted on each bulletin board for residents to log occurrences. She stated that she believed on site security during the summer event calendar would be prudent.

Maintenance Report:

Dave Tyrer discussed water shut off and stated the new pumps were in and functioning great. He stated that a filter screen is needed similar to the one on the chiller system in order to prevent sediment from causing issues with homeowner plumbing. He stated he would get an estimate from D&D Plumbing for the Board's consideration at the June 2009 meeting. In addition he stated that ABC Fire had detected a leak in the sprinkler system and they would be out this week to address the issue. There was a \$650.00 bill from ABC Fire for work on the fire system and service to the fire extinguishers.

Linda Wolf made a motion to approve the expenditure in the amount of \$650.00 for ABC Fires work. Paula McDonough seconded the motion which carried unanimously.

Dave Tyrer mentioned that now that the window washing anchor stamped plans from Kirk N. Ellis had been received it would be a good idea to have multiple window washing companies review the plans to see if they meet the requirements for window washing. Management to follow up.

Approval of Minutes:

The Board reviewed the minutes from April 21, 2009. ***Linda Wolf made a motion to accept the April 21, 2009 minutes as written. Steve McNeel seconded the motion which carried unanimously.***

Acceptance of Financial Statements:

Linda Wolf asked why the financials were one month behind. Management explained. Linda Wolf asked why the bank charges were so high and if the Parking Fees were being coded properly. She also asked that the Elevator maintenance and Fire Protection Service coding be looked into. Management stated he would look into it.

Linda Wolf made a motion to accept the March 2009 financials and review of banks statements as required by NRS 116. Paula McDonough seconded the motion which carried unanimously.

Security:

Linda Wolf made a motion to post the pictures on the front door and around the property and to have the "Keeping Park Tower Safe" flyer distributed to the residents. Paula McDonough seconded the motion which carried unanimously.

Linda Wolf made a motion to print up signage that reminds residents to not let strangers enter and to ensure the door is firmly closed behind them on entrance or exit of the building. Steve McNeel seconded the motion which carried unanimously.

Paula McDonough stated she would like to have signage for the elevator instructing to push the emergency call button in case residents got stuck in the elevator. Dave Tyrer to follow up with Commercial Elevator to see if this can be accomplished.

Linda Wolf asked about having an onsite uniformed security person present on a trial basis from 8:00 PM to 3:00 AM for Friday and Saturday for the months of July – September 2009. Management to present bids at June 2009 meeting.

Old Business:

A. ANCHORS (UPDATE):

1. Anchor Construction
A bid from Reno Iron Works was submitted. Item postponed pending drawing review.
2. Concrete Scanning
An email from Digital Concrete Scanning was presented. Item postponed pending drawing review.
3. Window Hatch Installation
J&L Windows has done an evaluation of the hatches and will provide a bid for the June 2009 meeting. Item postponed pending drawing review.
4. Anchor Installation
Reno Iron Works submitted a bid. Item postponed pending drawing review.
5. Anchor Testing
An email from NorTech was presented. Item postponed pending drawing review.

New Business:

A. ANCILLARY PLUMBING ISSUES:

Unit 305 has a leak in the bathroom. Management will get a bid to repair the damage.

B. WEST RAMP RE-TREADING:

A bid from surface systems in the amount of \$368.58 was issued in order to provide the necessary product to re-tread the west ramp in order to make it have more traction. ***Linda Wolf made a motion to purchase the material for the west ramp re-treading and to have maintenance install the product. Steve McNeel seconded the motion which carried unanimously.***

Management Report:

Management reported that the City of Reno, Sewer Division had after many years of sending bills to the HOA per the Governing Documents begun sending bills to individual homeowners at the Park Tower. He stated that each owner at the Park Tower should sign a change of address form and return it to him or the City of Reno so the Association could pay the sewer bills. Linda Wolf suggested that a letter be placed on the welcome package indicating that the sewer bill is part of HOA Assessments and have a copy of the change in address form attached. Management presented the contract from Waste Management

and explained that the recycle portion of the contract could be stricken from the contract. **Linda Wolf made a motion to accept the contract with Waste Management as revised. Paula McDonough seconded the motion which carried unanimously.**

Emergency Repair Report:

Nothing was discussed at this time.

Committee Reports:

- A. **CONSERVATION COMMITTEE:** Nothing was discussed at this time.
- B. **ARCHITECTURAL COMMITTEE:** Paula McDonough mentioned the electrical issue with unit 1002. She stated she is working with the unit owner to alleviate any issue. The junipers on the deck were discussed and how the saucers were not working for proper drainage. It was also mentioned that Dave and Nora saved the dying plants and had set the plants up on make shift stands in order to allow for proper drainage.
- C. **PARKING COMMITTEE:** Hwa-di Brodhead gave a report encouraging the board to change the garage clicker system at the Park Tower. A bid was submitted for consideration. Hwa-di stated the Final Notice of the Parking Contract was mailed and they were due on June 13, 2009. Anyone that has not returned a contract by then will forego their parking spot. Hwa-di also stated that the basement garage needs to be swept every now and then. Dave Tyrer stated he would have to buy a pressure washer to accomplish this task and he would look into pricing. Management suggested getting quotes for quarterly sweeping of the garages.

Correspondence:


The rebate letter from NV Energy was read. Park Tower is on a wait list should more rebate funds become available.


Email was received from Mike Fuess Unit 306 regarding putting a filter in the water line to alleviate sediment getting into the water lines after water shut off. The Board asked this item to be agendized for June 2009.

Adjournment:

Steve McNeel made a motion to adjourn the regular meeting to go into Executive session at 8:10 PM. Paula McDonough seconded the motion carried with all in favor.

Respectfully Submitted,


Don Lamers
Recording Secretary


Steve McNeel
Secretary