

Park Towers
Meeting Minutes of the Board of Directors
June 16, 2009

BOARD

Paula McDonough – President
Linda Wolf – Treasurer
Steve McNeel – Secretary
Caleb Cage – Director (Arrived 7:09 PM)
Dale Hammermeister –Vice President (Arrived 6:08 PM)

MANAGEMENT

Don Lamers- Prov. CAM
Terri Kenyon - CAM

GUESTS

List on File

Call To Order / Roll Call:

President, Paula McDonough called the meeting to order at 6:07 PM with three of the five Board Members present a quorum was established. (Director, Caleb Cage arrived at 7:09 PM and Secretary, Steve McNeel arrived at 6:08 PM)

Membership Open Forum:

Unit Owner 305: Owner discussed the bathroom leak from unit 405 and stated that they would like to have the issue resolved this month.

Unit Owner 307: Owner discussed the possibility of turning the lobby office into a community fitness room. He mentioned that maybe an alarm system or motion detector alarm on the west garage wall might be appropriate. He mentioned that Scotland Yard might have something available for around \$200.00 to get them started.

Maintenance Report:

Dave Tyrer mentioned that the Fire Alarm testing would take place on June 17, 2009. He mentioned that work on a common area pipe needed to be addressed in Unit 202. The Board asked that the fire stairwells be cleaned and pressure washed and painted. Maintenance mentioned that there is a severe draft in the garbage chute and this should be placed on the Agenda in order to fix. Maintenance mentioned that the leaking washing machine hose that caused damage to unit 201 and the lobby had been fixed. The Board asked who would be responsible to fix the damage in the lobby. Maintenance volunteered to fix the damage.

Approval of Minutes:

The Board reviewed the minutes from June 16, 2009. ***Paula McDonough made a motion to accept the June 16, 2009 minutes as amended. Linda Wolf seconded the motion which carried unanimously.***

Acceptance of Financial Statements:

Linda Wolf made a motion to accept the April 2009 financials and review of banks statements as required by NRS 116. Paula McDonough seconded the motion which carried unanimously. It was noted that the line item for phone was over budget and maintenance supplies was highly over budget.

Security:

A police report was filed for trespassing (case #09-19360). Terri Kenyon advised that if management is to file police reports that he may only file Trespassing unless something was damaged or stolen from the Association. The victim of a crime should be the person that files the police report, which can be done online. Maintenance asked management why he did not file a police report timely. Management questioned the legitimacy of why maintenance was asking this question. Discussion was had. It was mentioned again that if members are victim of a crime it is their responsibility to fill out the log and to file a police report. Dale Hammermeister mentioned that the TV for the surveillance system no longer worked. Management was instructed to purchase a replacement monitor. Dale Hammermeister mentioned that a wireless router would aid in the updating of the security system and could be purchased for \$100.00. ***Dale***

Hammermeister made a motion to buy a wireless router in the amount of \$100.00. Steve McNeel seconded the motion which carried unanimously.

Old Business:

A. ANCHORS (UPDATE):

Both Truckee Meadows Window Cleaning and Dave Pasco reviewed the finalized plans from Kirk N. Ellis' office. Discussion was had as to the viability of the finalized plans. Discussion was had with regards to the modifications that may need to take place prior to actual commencement of the project. Dale Hammermeister and Don Lamers were advised to set up a meeting with Kirk N. Ellis so he could make the suggested modifications to the final drawings. Management to contact Dale Hammermeister with a schedule for the meeting. All items under this project were postponed to July 2009 pending the revisions from engineer, Kirk N. Ellis.

1. Anchor Construction
Item postponed pending drawing review.
2. Concrete Scanning
Item postponed pending drawing review.
3. Window Hatch Installation
Item postponed pending drawing review.
4. Anchor Installation
Item postponed pending drawing review.
5. Anchor Testing
Item postponed pending drawing review.

New Business:

A. ANCILLARY PLUMBING ISSUES:

There is a common area pipe leak affecting Unit 202. Unit 305 would be required to have part of the wall opened up in order to fix the issue. Unit Owner of 305 was notified. Management was directed to follow up in writing in order to notify them that on June 23rd, 2009 during water shut off, the plumbers would have to work inside the unit. Management was instructed to post notices regarding the water shut off.

B. SCREEN FILTRATION FOR PIPES - BID:

Dale Hammermeister made a motion to accept the bid from D&D Plumbing to install a screen at the backflow preventer in the amount of \$2,806.00. Steve McNeel seconded the motion which carried unanimously.

C. SECURITY CAMERA UPGRADE – BID:

No action was taken. This item was postponed indefinitely.

D. ON SITE SECURITY – BID:

Proposals were reviewed in order to have onsite security for Fridays and Saturdays during the month of July from 7:00 PM to 3:00 AM to deter security incidents at the Tower. ***Dale Hammermeister made a motion to approve the contract with Priority 1 Security for a month of service beginning July 3, 2009. Linda Wolf seconded the motion which carried unanimously.***

Management Report:

Management 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. Management stated a draft audit for 2008 would be presented at the July 2009 meeting. President, Paula McDonough stated that the purchase of a unit for a clubhouse did not have support from the Board so it should be removed from the Agenda. Terri Kenyon mentioned that a legislative update class would be held at the Peppermill on July 17,

2009 at 1:00 PM and encouraged all board members to attend. She emphasized some changes in NRS 116 that would definitely impact Park Tower HOA. She mentioned that there would now be two Open Forums and that Bids would have to be opened at meetings. Management was asked about bids for cleaning the garages quarterly and he stated he would have them at the July 2009 meeting.

Emergency Repair Report:

The Fire Suppression System was leaking. ***Dale Hammermeister made a motion to approve the bid from ABC Fire in the amount of \$825.00 in order to fix the leak. Paula McDonough seconded the motion which carried unanimously.***

Committee Reports:

- A. CONSERVATION COMMITTEE:** Paula McDonough stated that she had a discussion with an engineer sales representative from Mariah Wind to discuss the possibility of placing a wind spire on the roof. She stated that perhaps the best place for the installation of the spire would be at the southwest corner of the mechanical room. She stated a 3'x3' wind spire would cost about \$7,000 - \$8,000. She mentioned that the noise level of the spire is about 20 decibels.
- B. ARCHITECTURAL COMMITTEE:** Paula McDonough mentioned the electrical issue with unit 1002. She stated that Action Electric would be working to resolve the issue.
- C. PARKING COMMITTEE:** Hwa-di Brodhead noted that the curb at Dr. Eliesque's building has been painted white. It was reported that all Parking Contracts should have been received by now. Management noted that one member had not paid parking fees in three months and asked the Board's permission to release the spot to the next person on the Parking List. ***Steve McNeel made a motion to release the spot for non-payment. Paula McDonough seconded the motion which carried unanimously.*** Discussion was had about re-coding the garage with up to date openers. Bids to be presented at the August 2009 meeting.

Correspondence:

No correspondence was received.

Adjournment:

Steve McNeel made a motion to adjourn the regular meeting to go into Executive session at 8:27 PM. Paula McDonough seconded the motion carried with all in favor.

Respectfully Submitted,

Don Lamers
Recording Secretary

Steve McNeel
Secretary