

**Park Towers
Meeting Minutes of the Board of Directors
July 21, 2009**

BOARD

Paula McDonough – President
Linda Wolf – Treasurer
Steve McNeel – Secretary
Dale Hammermeister –Vice President

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 6:05 PM with all four Board Members present a quorum was established.

Membership Open Forum – Agenda Items Only:

No membership wished to comment at this time.

Appointment of New Board Member (1 Vacant Position):

Director, Caleb Cage tendered his resignation in writing. Helen Kliestek of Unit 1402 submitted a letter volunteering to serve out the Directors term. ***Paula McDonough made a motion to appoint Helen Kliestek to the Board of Directors to fill the Director position vacated by Caleb Cage. Steve McNeel seconded the motion which carried unanimously.***

Approval of Minutes:

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

Posting of Minutes on the Website:

Dale Hammermeister stated that the website needs updating and that the minutes from the past quarter have not been posted. Management to follow up with Mike Fuess to see that the minutes and agendas are updated.

Dale Hammermeister stated that the Rules and Regulations on the website needed to be updated and that Susy Hammermeister had developed a “Park Tower Resident Fact Sheet” to be delivered to the Owners and Residents of the Park Tower. ***Linda Wolf made a motion to have Susy Hammermeister be an ad hoc committee of one to retype the fact sheet and present it to the board highlighting the Rules and Regulations of the community highlighting obsolete and incorrect information. Paula McDonough seconded the motion which carried unanimously.*** The Board thanked Susy Hammermeister for her contributions to the community.

Acceptance of Financial Statements:

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

Committee Reports:

- A. **Conservation Committee:** There was nothing to report at this time.
- B. **Architectural Committee:** Paula McDonough mentioned that unit 307 had mentioned they would be replacing a glass door.
- C. **Parking Committee:** John Aguilar stated that he was interested to see what the board would decide with regards to the garage remote bid. Management mentioned that he had spoken to Karen Craig and that she had decided not to conduct the study as previously she had offered but rather that she had contacted Ed Frisch of the lot next door to see if he would provide night time parking for some residents at the Park Tower.

Old Business:

- A. **Anchors (Update):**
During the course of the month the finalized drawings were received from Kirk N. Ellis. Subsequently, management had discussions with unit owner of 1502 and he and the unit

owner of 1801 had submitted letters to the board addressing their concerns with the placement of the anchors and how that might affect their decks. Unit owner of 1501 had met with management to review the plans. Unit owner of 1502 asked that a legal opinion be garnered in order to show that the Association had a right to place anchors on his limited common area deck. **Steve McNeel made a motion to get a legal opinion to determine if the deck is private property or common area. Paula McDonough seconded the motion which carried unanimously.**

1. **Anchor Construction**
Item postponed pending legal opinion
2. **Concrete Scanning**
Item postponed pending legal opinion
3. **Window Hatch Installation**
Item postponed pending legal opinion
4. **Anchor Installation**
Item postponed pending legal opinion.
5. **Anchor Testing**
Item postponed pending legal opinion.

New Business:

A. Ancillary Plumbing Issues:

There is a leak coming from the deck of unit 1502 into unit 1406 interior wall. Dave Tyrer stated that the deck when they sealed the drain was only partially sealed. The water could be coming from when Owner at 1502 is watering the plants on his deck. He recommended that the whole deck be sealed. Dave Tyrer stated he could do the job, but it would require the assistance of another part time helper. Linda Wolf asked management to contact unit owner of 1502 to ask that the plants not be watered so frequently and so much.

B. Audit Draft Approval:

The draft audit was received from Gene Clawson. The Board reviewed the Management Representation Letter and the Draft Audit. On page 8 of the "Park Towers Homeowners Association Notes to Financial Statements" there was a question on section 3. The draft stated "Monthly assessments to owners were \$34,745 "per unit" in 2008." Paula McDonough stated that this did not reflect the actual amount charged per unit and would like that paragraph modified to delete "per unit". Linda Wolf wanted it clarified on page 38 where it stated administrative as opposed to management, why that was the case. She also mentioned that on page 37 the remaining useful life of the paint is 3 years. Linda Wolf made a motion to approve the draft audit pending the corrections and clarifications. Dale Hammermeister seconded the motion which carried unanimously.

C. GARAGE SWEEPING/CLEANING BID:

Dale Hammermeister asked management why he had three bids for the garage sweeping/cleaning in the board package. Management stated that he was asked to get these bids by the Board from a suggestion made by Hwa-di Brodhead at the May 2009 meeting. Dave Tyrer stated that they used to have no water available in the basement but that when D&D installed the screen they hooked up access to water in the basement. Dave Tyrer stated that the drain goes to a pump. Two main floor drains go to the pump and the pump goes to the sewer. Linda Wolf stated she would like to have maintenance clean the garages at least quarterly. Paula McDonough agreed. Dave Tyrer stated that he could clean the garages. He stated that Space 23 was really bad with oil. Terri Kenyon stated that the Garage Sweeping/Cleaning bid will be removed from future agendas and that a walk through should be scheduled with the Parking Committee to address violations in the garage. The Board agreed.

D. GARAGE REMOTE SYSTEM:

The Board of Directors asked Management to get a bid from NV Overhead Door and Maintenance to get a bid from Thompson Garage Door to be reviewed at the August 2009 meeting.

Maintenance Report:

Maintenance (Dave Tyrer) stated that the hot water was taking over the cold water and the heater thermometer panel was broken. He stated that they borrowed a panel from the heater, but it was broken too. Dave stated that he ordered two panels at a cost of \$350.00 each for this "brain" **Linda Wolf made a**

motion to purchase the new panels in the amount of \$700.00. Dale Hammermeister seconded the motion which carried unanimously.

Maintenance stated that the fire pump still has issues and the 2nd line tested showed that the upper line is clogged. The Motor was replaced in 1997. ABC Fire and maintenance are looking for that part. Maintenance stated that one of the fire doors was not in compliance and needed to be replaced. ***Dale Hammermeister made a motion to purchase the fire door in the amount of \$1,000.00. Steve McNeel seconded the motion which carried unanimously.*** Maintenance stated that the pressure gauges in the fire stairwell were not working properly. He said some read 300 PSI and they should all read 150 PSI.

Maintenance offered to take the board and members on a tour of the building to show some of the important maintenance features at the Park Tower. ***Dale Hammermeister made a motion to for an ad hoc committee of board members to have Dave Tyrer take them on a tour so they could get better acquainted with the building. Steve McNeel seconded the motion which carried unanimously.*** Maintenance volunteered to give two and a half hours to the tour. The first half hour the Board would be educated regarding the major pieces of equipment. He would show them the major gas shut offs and general things so that if maintenance was not on property the issues could still be handled. Following that meeting maintenance volunteered to take members on a tour to show the heating and cooling systems.

Security:

A. Motion Sensors:

Dale Hammermeister stated that the burglar that climbed over the second floor garage might have been deterred if motion sensors were installed on that wall. He stated that he spoke to Steve at Scotland Yard and that the sensors could be purchased for \$70.00. ***Dale Hammermeister made a motion to purchase heat sensor motion detectors from Scotland Yard at \$70.00 and have maintenance install them on the second floor garage wall. Steve McNeel seconded the motion which carried unanimously.***

B. Priorities for Weekend Security:

Dale Hammermeister stated that after a month of onsite security that they should cancel the contract with Priority "1" effective immediately. He stated the security guard leaves the premises prior to any of the real issues which begin at 3:00 AM. He stated he reviewed the reports from security and noted that the Park Tower has a lot of common area lighting out. ***Dale Hammermeister made a motion to cancel the security contract effective immediately. Linda Wolf seconded the motion which carried unanimously.***

C. Common Area Lighting:

Paula McDonough stated that the lighting on the deck was kind of scarce and she would like to have a set of rope lights strung along the deck. She mentioned perhaps solar lighting. ***Linda Wolf made a motion to approve \$100.00 for the deck lighting project. Dale Hammermeister seconded the motion which carried unanimously.***

Dale Hammermeister stated that the common area lighting was in need of replacement. Dave Tyrer stated that there are ballasts behind the sockets going out at \$40.00 per ballast. He stated that Action Electric could double check on 120 V direct wired in lighting and provide a proposal to update the lighting. The electrician would wire the new ballasts in with new bulbs at about \$80.00 per light. Linda Wolf stated that not only should the new lights be green and efficient but should have some aesthetic value. John Brown offered that LED lights are a good alternative. Management was instructed to get three bids with regards to replacement of the common area lighting.

Emergency Repair Report:

Water Shut Off Days:

Dale Hammermeister stated that there is a problem that Water Shut Off Day was scheduled at the last board meeting and management did not get notices to the residents in a timely fashion. He stated that the residents needed at least two weeks notice prior to any scheduled Water Shut Off Day. These notices should be posted in both elevators and on the 1st and 2nd story garage doors. Dale would like to have notices sent to the residents / owners of the Park Tower on July 24th for the scheduled August 11, 2009 Water Shut Off Day. If no requests are received the Water Shut Off Day will be postponed.

Management Report:

Terri Kenyon gave a brief overview of the Legislative Update class that Paula McDonough attended. She highlighted the majority of the changes including taping of all meetings, opening bids at the meeting, political signage, and the new fine procedure.

Discussion was had on whether to scale down the management office in the lobby of the Park Tower in order to create an Exercise Room. ***Dale Hammermeister made a motion to send out a survey to the membership to get feedback from them regarding this idea. Paula McDonough seconded the motion which carried unanimously.***

Membership Correspondence:

Correspondence was received from Mr. Brown at Unit 1401 regarding past due assessments. This item will be addressed in Executive Session.

Membership Open Forum – Any Other Items:

Unit 607: Owner stated she was wondering the status of the release of lien payment for the sewer charges that was placed against her unit.

Unit 606: Owner stated that management has to do something about renters. She suggested that management require a \$500.00 deposit for a front door key and that these keys must be returned upon vacating a unit.

Unit 305: Owner stated that she was pleased with the way that everything turned out regarding the damage in her unit caused from unit 405 and the common area pipe repair and thanked management for ensuring the work was completed. She also mentioned that a Rental Marquee with some information on Rentals might be a good idea for the outside of the Park Tower.

Unit 1203: Owner stated that the Laundry Room is being utilized by many new tenants and that a sign with rules for the Laundry Room should be posted. It should state "Notice: If you don't pick up laundry within ten minutes after the dryer has completed that your clothes can be taken out and put on top of the dryer."

Unit 703: Owner stated that she had a renter that took her TV and the keys and garage remotes. The tenant left with no forwarding address and skipped out on the rent. She asked how to get replacement keys and garage door opener and stated that she likes the idea to get the garages updated with key chain remotes.

Unit 702: Owner stated that he is a fire safety engineer. He stated that the fire pump and sprinkler system at the Park Tower needed to be maintained. He stated that he would be willing to offer his assistance to the board to look at the fire pump. He stated that sometimes fire inspectors go overboard and cause undo financial hardship on communities and offered to form a Fire Safety Committee that would report to the Board on all Fire Safety issues at the Park Tower. He also asked if the Board was considering an overhaul of all the plumbing at the Park Tower.

Adjournment:

Dale Hammermeister made a motion to adjourn the regular meeting to go into Executive session at 8:37 PM. Steve McNeel seconded the motion carried with all in favor.

Respectfully Submitted,

Don Lamers
Recording Secretary

Steve McNeel
Secretary