

Park Towers
Meeting Minutes of the Board of Directors
September 15, 2009

BOARD PRESENT

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

MANAGEMENT

Don Lamers- Prov. CAM

GUESTS

List on File

BOARD ABSENT

Helen Kliestik - Director
Dale Hammermeister –Vice President

Call To Order / Roll Call:

President, Paula McDonough called the meeting to order at 6:06 PM with three of the five Board Members present a quorum was established.

Membership Open Forum – Agenda Items Only:

Unit 906: Owner asked for clarification regarding the proposed 2010 budget.

Approval of Minutes:

The Board reviewed the minutes from August 18, 2009. ***Linda Wolf made a motion to accept the August 18, 2009 minutes as written. Paula McDonough seconded the motion which carried unanimously.***

Posting of Minutes on the Website:

Management stated that all minutes had been forwarded to the webmaster for posting on the website.

Acceptance of Financial Statements:

A. Bank Statements Reviewed:

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

B. 2010 Draft Budget:

Management presented the revamped draft 2010 budget which included a special assessment for 2010 while keeping the assessments at .50 cent per square foot for the board to review. Discussion was had. ***Linda Wolf made a motion to adopt the draft 2010 budget as presented including the special assessment for 2010, while keeping the monthly assessments at .50 cent per square foot. Steve McNeel seconded the motion which carried unanimously.***

C. Approval of Final 2008 Audit:

Final Audit was not received from the accountant. Item postponed to October 2009.

Committee Reports:

A. Conservation Committee: Paula McDonough she had contacted Aaron Green and that they were now out of business. She had no update on wind spires at this time.

B. Architectural Committee: Paula McDonough stated that she met with Mats and Judith Scharin and they had stated that the Park Tower needed to have more oversight when anything construction-wise was done in the building. She stated that a Letter should be submitted to the Board and go through the review process. Paula would like an Architectural Review form drafted. Jere' Whitney stated that she would like to join the committee.

C. Parking Committee: Hwa-di Brodhead gave the committee report stating that she had walked the garage with management. She stated that she wondered when maintenance would finish painting the walls in the garages.

Old Business:

A. Anchors (Update):

Item postponed due to reconsideration of engineering plan.

1. Anchor Construction

Item postponed due to reconsideration of engineering plan.

2. Concrete Scanning

Item postponed due to reconsideration of engineering plan.

3. Window Hatch Installation

Item postponed due to reconsideration of engineering plan.

4. Anchor Installation

Item postponed due to reconsideration of engineering plan.

5. Anchor Testing

Item postponed due to reconsideration of engineering plan.

- B. GARAGE REMOTE SYSTEM: *Paula McDonough made a motion to accept the bid to purchase two new garage gate openers with key chain remotes from Thompson Garage Door in the amount of \$2,887.00 to be paid out of contingency. Linda Wolf seconded the motion which carried unanimously.* Anyone without a garage door clicker to exchange would be charged \$50.00.**

New Business:

A. Ancillary Plumbing Issues:

Unit 1406 hammered a nail into a main building plumbing line during unit renovation. Unit owner asked that she only be responsible for exact charges that were incurred to shut the building water down. *Linda Wolf made a motion to approve charging unit owner of 1406 exact cost to shut the building water down including HOA maintenance time. Steve McNeel seconded the motion which carried unanimously.* It was suggested that in unit 904 the wax ring on the toilet was bad and that possibly this leak could be the origin of the damage in unit 804.

B. Governing Documents:

It was discussed whether to engage Gayle Kern, to restate all of the Governing Documents for the Park Tower Condominium Association. Linda Wolf stated that she approved of the changes that were made in committee to the Rules and would like management to finish typing them so they can be posted to the Park Tower website.

C. Reserve Study Update:

Linda Wolf made a motion to approve the contract with Resource 1, LLC to conduct an onsite update of the Reserve Study in the amount of \$2,495.00. Paula McDonough seconded the motion which carried unanimously.

D. Collection Policy:

Steve McNeel made a motion to adopt the collection policy modifying the language to may rather than shall in certain paragraphs. Paula McDonough seconded the motion which carried unanimously.

Maintenance Report:

Maintenance (Dave Tyrer) was not present. No report was given.

Security:

A. Security Cameras:

Dale Hammermeister and Dave Tyrer are working on getting bids to update the security cameras in the Park Tower. Item postponed to October 2009.

Emergency Repair Report:

No action was taken.

Management Report:

Management stated that there was water damage in unit 1406. Maintenance stated the water is believed to be coming from the deck at 1502. *Linda Wolf made a motion to have*

maintenance seal the deck at 1502. Steve McNeel seconded the motion which carried unanimously. Management stated that he emailed the City of Reno with regards to the change of address for the sewer bills on August 12, 2009 requesting that all accounts at 280 Island Avenue be changed over to Park Tower HOA. Management asked for authorization to expend funds to repair the vacuum cleaner. ***Linda Wolf made a motion to approve the funds required to repair the vacuum cleaner. Paula McDonough seconded the motion which carried unanimously.***

Membership Correspondence:

Unit 1602: A letter was received from the Owner of 1602 asking to be able to have a private party on the deck on October 22, 2009.

Membership Open Forum – Any Other Items:

Unit 804: Owner stated that there was a leak in his unit possibly from 904 and stated also that unit 803 had some odor coming from it.

Unit 906: Owner stated that the water in the building is very hot. She stated that the HOA should post a notice in the building should the HOA become aware of any building emergency or issue that the residents should be advised.

Adjournment:

Linda Wolf made a motion to adjourn the regular meeting to go into Executive session at 7:45 PM. Steve McNeel seconded the motion carried with all in favor.

Respectfully Submitted,

Don Lamers
Recording Secretary

Steve McNeel
Secretary