

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

**BOARD PRESENT**

Paula McDonough – President  
Linda Wolf – Treasurer  
Dale Hammermeister –Vice President  
Helen Kliestik - Director

**MANAGEMENT**

Don Lamers- Prov. CAM

**GUESTS**

List on File

**BOARD ABSENT**

Steve McNeel – Secretary

**Call To Order / Roll Call:**

President, Paula McDonough called the meeting to order at 6:05 PM with four of the five Board Members present a quorum was established.

**Membership Open Forum – Agenda Items Only:**

No one spoke at Membership Open Forum for Agenda Items.

**Approval of Minutes:**

Items postponed the approval of the September 15, 2009 and October 20, 2009 minutes until the January 2010 meeting.

**Election of Officers:**

*Linda Wolf made a motion to appoint Dale Hammermeister as President. Paula McDonough seconded the motion which carried with Linda Wolf, Paula McDonough, and Helen Kliestik voting YES and Dale Hammermeister ABSTAINING.*

*Linda Wolf made a motion to appoint Paula McDonough as Vice President. Dale Hammermeister seconded the motion which carried unanimously.*

*Dale Hammermeister made a motion to appoint Linda Wolf as Treasurer. Paula McDonough seconded the motion which carried unanimously.*

*Linda Wolf made a motion to appoint Helen Kliestik as Secretary. Dale Hammermeister seconded the motion which carried unanimously.*

*Linda Wolf made a motion to appoint Steve McNeel as Director. Paula McDonough seconded the motion which carried unanimously.*

The Board of Directors for the Park Towers Condominium Association is as follows:

*Dale Hammermeister – President  
Paula McDonough – Vice President  
Linda Wolf – Treasurer  
Helen Kliestik – Secretary  
Steve McNeel – Director*

**Possible Guest Speaker – Jerry of D&D to Explain the Hot Water in the Building:**

No guest speaker was in attendance.

### Acceptance of Financial Statements:

#### **A. Bank Statements Reviewed:**

Linda Wolf asked that the August 2009 financials acceptance be postponed to January 2010 meeting.

### Committee Reports:

**A. Conservation Committee:** Nothing was discussed at this time.

**B. Architectural Committee:** Nothing was discussed at this time.

**C. Parking Committee:** John Aguilar stated that there were still storage cabinets next to space 11. He stated that at space 13 all the stuff had been cleared. Mr. Aguilar stated that all the new clickers were exchanged without issue.

### Old Business:

#### **A. Anchors (Update):**

Bids were reviewed and discussed, for window hatch installation from J&L Windows, concrete scanning, engineering, anchors, anchor installation, anchor testing, and anchor log books from Forbes Dunagan. Lengthy discussion was had. Management stated that unit owner at 1802 and 1501 requested to review the contract prior to the Association executing the contract. The goal for the association is to have the building installed with OSHA compliant anchors for the ability to have window washing conducted and painting of the building accomplished. *Dale Hammermeister made a motion stating contingent upon the bid being approved and reviewed by unit 1802 and 1501, and 1502 with the exception of items 3 and 4 and Paula McDonough's review with engineer and where platforms may be used from Forbes & Dunagan in the amount of \$32,200.00. Linda Wolf seconded the motion which carried unanimously.*

#### **A. Ancillary Plumbing Issues:**

No action was taken at this time.

#### **B. Lobby/Office Light Fixtures:**

Paula McDonough brought the catalog back. Dale Hammermeister took the catalog and stated the Board would report back to management which style lighting they wished to have installed in the lobby. Item was postponed to January 2010.

### New Business:

#### **A. Lobby Repair – Bid- Ratification:**

*Dale Hammermeister made a motion to approve the cost to repair the large hole in the lobby ceiling that was open in the amount of \$1,425.00. Linda Wolf seconded the motion which carried unanimously.*

### Maintenance Report:

Maintenance gave a report regarding the deck at 1502. He stated that the cracks would have to be sealed or there would be a leak to the 14<sup>th</sup> floor unit. Dave stated that he put the final coat on today and it should be redone every three years. Linda Wolf stated that the limited common area should be repaired by the Association. Dave Tyrer stated that every three years the deck at 1502 should be sealed. Dale Hammermeister asked if the wood planks on the deck contributed to the damage on the deck. Dave Tyrer stated that the planks should be vacuumed out frequently to allow for proper drainage on the deck. Linda Wolf wondered if the Association could ask the owner that the planking could not be screwed down to the deck. Dave Tyrer stated that the 16<sup>th</sup> floor deck needs to be repaired, as well. Management stated any improvement on a deck would not be the liability of the Association. Linda Wolf

asked if any improvement that actually caused damage to the integrity of the building would be the liability of the person placing the improvement. Management stated that might be the case if it could be proven that the improvement caused the damage. Linda Wolf would like to clarify with owners that if they cause a liability by improvement on limited common area then they would be liable for repairs. Management stated that it would require a legal opinion. Linda Wolf would like a letter to the owners of decks that state if you do a structural improvement to the deck there could be damage to the building common area. Dale Hammermeister would like that letter to go out to 1501, 1502, 1601, 1602, 1702, & 1802 explaining this. Kathy Pfister stated that perhaps this issue would be resolved if an Architectural Committee with an ARC form were required.

Dave Tyrer stated that unit 304 toilet leaked due to a crack underneath on the bottom and there was water damage to 202. The unit owner stated that she had hired D&D Plumbing to install the new toilet.

Dave Tyrer stated that the west garage gate was slow. Now there is a brake on the west garage gate that he had installed.

ABC fire certified Dave Tyrer to run the pump in the basement. This pump has to be tested every week, ADT must be called to put the fire panel on "Test Mode" while the pump is being tested. Now Dave Tyrer can test the pump himself. The Board thanked Dave for his accomplishment. Dave Tyrer stated that Susy Hammermeister made a log for him to keep his records. Dave Tyrer stated that if the fire panel is on "Test Mode" then a person must be present at all times.

Dave Tyrer stated that Sam Tyrer could fix the big hole at 302. Paula McDonough would like to blow some insulation in the area prior to repairing the damaged area. The board agreed to have Sam Tyrer fix the big hole at 302.

It was mentioned that the hole in the lobby was repaired.

Dave Tyrer asked if he was responsible for wrapping the homeowner's pipes in the garage. Management stated that it would be prudent for the Association to do so.

Water shut off day was discussed. Dave Tyrer stated that water shut off day should be scheduled only when people request that they need repairs. Discussion was had. Linda Wolf stated that people should not be doing remodeling prior to speaking to the Architectural Committee. Mike Fuess stated that the lines get clogged with rust and junk each time water shut off in the building takes place.

Dale Hammermeister would like to have Sam Tyrer clean and repair and paint the fire stairwells for 2010, and to include it on the upcoming Agenda.

**Security:**

**A. Security Cameras:**

Dale Hammermeister stated that people are still throwing cigarettes off the balconies. He would like a letter to the 01 and 07 units from the 4<sup>th</sup> to the 14<sup>th</sup> floor advising them to refrain from that activity. Dave Tyrer noted that someone is smoking on the 15<sup>th</sup> floor in the fire stairwells and the breezeways.

**Emergency Repair Report:**

No action was taken.

**Management Report:**

Management stated that he was working with Maintenance to make up a list of Objectives for 2010. He stated this would allow for more accountability with regards to projects that maintenance and management and the Board agreed to accomplish during 2010. Management will forward the Rule and Regulations to Susy Hammermeister to edit. Management stated that Mike Fuess would allow Susy Hammermeister to take over administration of the website if she wanted to.

**Membership Correspondence:**

**Unit 1502:** Correspondence was received from unit Owner at 1502 thanking management and maintenance for their work and diligence in assisting him during the process of the sale of his unit.

**Membership Open Forum – Any Other Items:**

**Unit 1203:** Unit Owner asked how the Special Assessment should be paid. Management stated that the Special Assessment would be due quarterly.

**Unit 306:** Unit Owner asked if the Special Assessment was for all capitol improvement projects and asked if a list could be provided so he could take it off on his taxes. Management stated that he should email a request for this info and a list will be provided.

**Unit 607:** Unit Owner asked if the Special Assessment would be by square foot. Management stated it would be .87 cents per square foot.

**Adjournment:**

*Dale Hammermeister made a motion to adjourn the regular meeting to go into Executive session at 7:23 PM. Linda Wolf 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