

Park Towers
Meeting Minutes of the Board of Directors
January 19, 2010

BOARD PRESENT

Dale Hammermeister – President
Paula McDonough – Vice President
Helen Kliestik – Secretary

MANAGEMENT

Don Lamers- Prov. CAM

GUESTS

List on File

BOARD ABSENT

Steve McNeel – Director
Linda Wolf – Treasurer

Call To Order / Roll Call:

President, Dale Hammermeister called the meeting to order at 6:00 PM with three of the five Board Members present a quorum was established.

Membership Open Forum – Agenda Items Only:

506: Owner stated she was in favor of maintaining the multi-color pallet of the building as it suits the architecture of the building.

Approval of Minutes:

Dale Hammermeister had corrections to the September 2009 and Paula McDonough had corrections to the October 2009 minutes. Approval of minutes was postponed to February 2010. Approval of November 2009 and January 2010 Minutes were postponed to February 2010.

Acceptance of Financial Statements:

A. **Bank Statements Reviewed:**

Dale Hammermeister stated that since Linda Wolf was not present, and so the November 2009 financial statement approval should be postponed. This item was postponed to February 2010.

Committee Reports:

A. **Conservation Committee:** Paula McDonough had nothing to report.

B. **Architectural Committee:** Paula McDonough welcomed Jere' Whitney to the Architectural Committee.

Management stated that he was in the process of drafting an Architectural Committee Charter and hoped it would be available for the February 2010 meeting. Additionally, an Architectural Committee Form is to be drafted and reviewed by the Board.

C. **Parking Committee:** 2010 Parking Lease Agreements were sent out and 22 were received back and 29 were still outstanding. Someone was parking in LaForce's parking space. Dale Hammermeister asked what the Parking Lease Agreement was. Management explained the contract.

Dale Hammermeister asked that Maintenance Report be moved up. Management explained that the reason for moving the maintenance report to the end of the meeting is that the bulk of the action of the meeting should be addressed prior to the report from maintenance, but that the Board sets the agenda.

Old Business:

A. **Anchors / Windows / Easement (Update):**

Another assessment from J & L windows was conducted. We are waiting on new bid pricing. Both easement documents were received from units 1501 and 1502, they still require notarization. At this time the check and the signed contract with Forbes & Dunagan can be executed and the project will be underway. Dale Hammermeister stated that the language in

the easement was confusing and he could understand why the unit owner at 1501 had questions.

B. Ancillary Plumbing Issues:

An emergency water shut off took place this month to change out a frozen valve. D&D Plumbing was hired to replace the valve.

C. Lobby/Office Light Fixtures:

Item was postponed to February 2010.

New Business

A. Drop Ceiling 2nd Floor Parking Garage – Bid:

Dave Tyrer and Management worked to get bids. One contractor stated that it was not a viable option, that a mechanical engineer would have to draw up plans, and it would have to be inspected by the City of Reno. Dave Tyrer stated that wrapping of the pipes and heat tape might address the issue. D&D gave a price of about \$11,000.00 to install the wrapping and heat tape. The Board asked if perhaps the membership could volunteer to wrap the pipes. All the P-traps are owned by the owners according to Dave Tyrer.

B. Windscreen 2nd Floor Parking Garage – Bid:

Item postponed to February 2010 after measurements are done.

C. Exterior Building Painting – Colors – Bids:

Paula McDonough gave a presentation stating that the Park Tower was originally inspired by Piet Mondrian. Discussion was had. Management mentioned it would be a good idea to poll the membership before choosing a color pallet. Item postponed to February 2010. The architectural committee volunteered to come up with color specification. Management asked the board for what specifications they want. Dale Hammermeister stated to get all options included in bids (i.e. to have one color scheme, elastomeric paint, regular paint, two coats,

D. “Help Yourself – Swap Box”:

Dale Hammermeister presented an idea from Susy Hammermeister regarding putting a “Swap Box” in the Laundry room where the community could put used items they no longer wanted for free exchange with others in the building. Dale Hammermeister stated that Susy Hammermeister would be willing to check on the box once a week and dispose of items that have not been reclaimed.

Maintenance Report – Dave Tyrer:

Dave Tyrer reported that unit 1006 has a leak that was caused by someone trying to do remodeling in the unit. He stated this was caused by the Property Management firm.

Public Works of Reno met with Dave and stated that the curb and gutter and sidewalk is owned by Park Tower and that some paperwork from the City of Reno should be received showing what product needs to be used in order to seal and patch. Dave Tyrer will follow up and report at a later date when the paperwork is received.

There was an emergency water shut off in the building in order to replace a frozen valve. Everything had been fixed. Dave Tyrer asked when the next non-emergency water shut off would be scheduled.

Dave Tyrer explained that there are holes in the building that require repair prior to painting. He stated he rode up on Dave Pasco’s lift which reached ten feet from the top and took sixty pictures and that the drain pipes along the side of the building are split and in need of repair. Dave Tyrer stated that D&D could patch the drain pipes and that he looked at them already and Dave Tyrer would get a bid from Jerry at D&D Plumbing to repair the drain pipes.

Dave Tyrer stated he and Dave Pasco could patch the building on the weekend to save cost.

Security:

A. Security Cameras:

Dave Tyrer gave a report about someone trying to enter the building. One guy went up to 1802 and tried to enter the unit. The camera system is working great. The man that robbed Susy Hammermeister was caught and sentenced.

A bid was received to add new cameras and upgrade the security system. *Dale Hammermeister made a motion to approve purchase of four new cameras and installation for \$1,561.00 and not to exceed \$1,400.00 for installation cost. Paula McDonough seconded the motion which carried unanimously.*

Emergency Repair Report:

There was an emergency water shut off in the building in order to replace a valve froze. Everything had been repaired.

Management Report:

Management presented the 2010 Goals and Objectives list to the Board. Management stated that he had forwarded to the webmaster all the information to date to be updated on the website. Management stated that he had sent out all the 2010 Parking Contracts and that he had updated the Front Door Marquee and removed quite a few names from the Marquee. Hwa-di Broadhead asked if space 38 had been reassigned since it became open. Management asked if the spot at the front of the building could be the Maintenance and Management space. Discussion was had and the Board agreed. *Dale Hammermeister made a motion to assign parking space 38 to a Management Maintenance Space. Paula McDonough seconded the motion which carried unanimously.*

Membership Correspondence:

No correspondence was received.

Membership Open Forum – Any Other Items:

No comments were made.

Adjournment:

Dale Hammermeister made a motion to adjourn the regular meeting to go into Executive session at 7:30 PM. Paula McDonough seconded the motion carried with all in favor.

Respectfully Submitted,

Don Lamers
Recording Secretary

Helen Kliestik
Secretary