

Park Towers
Meeting Minutes of the Board of Directors
February 16, 2010

BOARD PRESENT

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

MANAGEMENT

Don Lamers- Prov. CAM

GUESTS

List on File

Call To Order / Roll Call:

President, Dale Hammermeister 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:

906: Owner asked if the new security cameras that were installed would cover her parking stall area. The Board shared a diagram with the membership.

Approval of Minutes:

Dale Hammermeister made a motion to approve the September 2009 and October 2009 minutes as corrected. Steve McNeel seconded the motion. Motion carried with Paula McDonough, Steve McNeel, Helen Kliestik, Dale Hammermeister voting YES and Linda Wolf abstaining. Approval of the November 2009 and January 2009 minutes were postponed to March 2010.

Acceptance of Financial Statements:

A. Bank Statements Reviewed:

Linda Wolf commented on the December 2009 financial statements. She noticed that the parking fees were decreased by \$1,600.00. Management explained that \$720.00 of that was because of the agreement that maintenance could use Barkman's space. In addition, others were behind in payment, but at this time all monies have been collected. Linda Wolf asked about the legal charges. Management explained that there were two legal projects, the Common Area Deed Update and the 4th Amendment to the CC&R's along with the collection costs that would account for the legal expenditures. Linda Wolf asked about miscellaneous administrative expenses. Management explained he would report back next month. She also asked about the insurance costs. Management read the balance of the Operating Fund balance totaled \$28,678.41 and the Reserve Fund totaled \$239,629.08 at the end of 2009. ***Linda Wolf made a motion to approve the financials for December 2009 as presented noting that questions be answered and subject to year end audit. Paula McDonough seconded the motion which carried with Paula McDonough, Linda Wolf, Helen Kliestik, Steve McNeel voting YES and Dale Hammermeister ABSTAINING.***

Maintenance Report – Dave Tyrer:

Maintenance discussed that the lights were changed in the fire stairwells and the painting and repair of the fire stair well has been completed. Discussion was had regarding the east ramp and shoring it up permanently. Anchors arrived Friday night and the windows have been installed. The gutter over 1502 and 307 can now be fixed. Dale Hammermeister thanked Dave Tyrer for a great job. Discussion was had whether the stairwells should be painted red. Discussion was had regarding the garbage chute. It might be a good idea to open up the chute, clean it and fill it. The Public Works officer will be in contact with Dave Tyrer to inform us of the water sealant for the sidewalk in the front of the Tower. Dave Tyrer stated that there was a fire at the same time the elevator doors were jammed, and ADT had to reset the fire panel. The resident of 702 stopped in to address the faucet leaking below his sink.

Committee Reports:

- A. Conservation Committee:** Paula McDonough reported that she and Jere' Whitney met with Patrick Baldwin of Clean Energy Resources to discuss the option of getting a wind spire to

generate power. Paula McDonough stated that Clean Energy Resources also provides Solar Panels and she suggested that the solar panels could maybe be used to heat the water. Jere' Whitney was appointed to the Conservation Committee.

- B. **Architectural Committee:** Jere' Whitney submitted a written report regarding the Exterior Painting of the Park Tower. It was noted that 220V would need to be available in order to have the stage functioning. Dave Tyrer stated that he would check with Action Electric to see if 220V is available. Sealed bids for the Exterior Painting of the Park Tower were received. Jere' Whitney stated it would be cheaper to paint with the current color pallet than to go with a single color. The original colors were desert green, terracotta and gold. Elastomeric paint was quoted. A letter from Unit Owner of 305 submitted a letter stating she wanted to maintain the original color pallet.

Management stated that it might be prudent to survey the membership with regards to their preference as to what the color of the Building should be. Dale Hammermeister stated he believes it should be a board decision and no survey would be required.

Dale Hammermeister would like to have a summary of the bids. The committee offered to do so. Discussion was also had with regards to building repair and that the Park Tower had already authorized a contract for repair.

- C. **Parking Committee:** Hwa-di Brodhead discussed the trash in the garage. She stated that the garbage in the garage needs to be removed prior to fire inspection. Helen Kliestik was appointed to the Chair of the Parking Committee. Hwa-di stated that we need keys to all locked cabinets. Management asked Hwa-di for a list.

Old Business:

- A. **Anchors (Update):**
The windows have been installed and the Anchors arrived on Friday. The project is in process. Status update will be given in March of 2010.
- B. **Ancillary Plumbing Issues:**
No action was taken at this time.
- C. **Lobby/Office Light Fixtures:**
Item was postponed to March 2010. Paula McDonough stated that she and Jere' Whitney would like to update the lobby and perhaps they can tie the lighting into the lobby decoration update.
- D. **Exterior Building Painting – Colors – Bids:**
Item postponed to April 2010.
- E. **Drop Ceiling 2nd Floor Parking Garage – Bid:**
Dave Tyrer offered to get information from the City Inspector pertaining to permits required to build a drop ceiling.
- F. **Windscreen 2nd Floor Parking Garage – Bid:**
Materials can be purchased from Tholl Fence for around \$700.00. ***Dale Hammermeister made a motion to purchase the material from Tholl Fence in the amount of \$700.00 and have Dave Tyrer install. Linda Wolf seconded the motion which carried unanimously.***

New Business:

- A. **Ratify 2009 Tax Preparation / 2009 Audit –Bid:**
Linda Wolf made a motion to ratify the letter of engagement for the 2009 Tax Preparation on form 1120-H and 2009 Audit preparation using Gene Clawson, CPA. Steve McNeel seconded the motion which carried unanimously.
- B. **Hallway/Lobby Carpet Cleaning – Bid:**
Item postponed to March 2010.
- C. **Basement Ramp Repairs:**
Item postponed to March 2010.

D. Flood Plan –Creation/Modification/Purchase Bags:

Management discussed that it would be prudent to have a written plan available should a flood occur at the Park Tower. Dave Tyrer stated that at Basalite sand bags could be purchased for \$3.69 per bag. ***Dale Hammermeister made a motion purchase the required bags from Basalite. Helen Kliestik seconded the motion which carried unanimously.***

E. Fire Building Evacuation Written Plan:

Dale Hammermeister presented drawings / plans for Park Tower Evacuation which Susy Hammermeister created. The Fire Evacuation plan should be posted on the website.

F. Adoption of Architectural Committee Charter:

Architectural Committee charter was presented for review. ***Dale Hammermeister made a motion to approve the Architectural Committee Charter. Paula McDonough seconded the motion which carried unanimously.***

G. Adoption of Architectural Committee Review Form:

Item postponed to March 2010.

H. Basement Garage Lighting Covers:

Item postponed to March 2010.

I. “Swap Box” – Update:

The “Swap Box” is being used and is a success. It is located in the Laundry Room. Thanks to Susy Hammermeister for the great idea and follow through.

Security:

A. Security Cameras:

Dale Hammermeister made a motion to approve expending \$945.00 more to install additional cameras. Steve McNeel seconded the motion which carried unanimously. Maintenance demonstrated the use of the security cameras for the membership.

Emergency Repair Report:

No action was taken.

Management Report:

Management stated that all the NRS 116 statute books were distributed to the Board and that at the March 2010 meeting Board Certification must be signed.

Membership Correspondence:

Unit 305: Correspondence was received from unit Owner at 305. She would like to keep the exterior paint colors as they are.

Unit 1601: Correspondence was received from unit Owner at 1601 stating that there is damage to his unit do to water leaks. He would like them to be repaired after the windows are sealed and washed. Board acknowledged receipt of the letter.

Membership Open Forum – Any Other Items:

No one spoke at Open Forum.

Adjournment:

Dale Hammermeister made a motion to adjourn the regular meeting to go into Executive session at 7:43 PM. Paula McDonough seconded the motion carried with all in favor.

Respectfully Submitted,

Don Lamers
Recording Secretary

Helen Kliestik
Secretary