

**Park Towers**  
**Meeting Minutes of the Board of Directors**  
**March 16, 2010**

**BOARD PRESENT**

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

**MANAGEMENT**

Don Lamers- Prov. CAM

**GUESTS**

List on File

**BOARD ABSENT**

Steve McNeel – Director

**Call To Order / Roll Call:**

President, Dale Hammermeister called the meeting to order at 6:04 PM with four of the five Board Members present a quorum was established. Dale Hammermeister called for a flexible agenda to allow for the guest speaker, Scott Johnson from Wells Fargo Insurance to be allowed to speak. Everyone in attendance was amenable.

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

No one spoke.

**Guest Speaker – Scott Johnson of Wells Fargo Insurance:**

Scott Johnson reviewed the D&O, Liability, Property and Worker's Compensation coverage for the Park Tower with the Board. Scott Johnson stated that the Flood Insurance policy is due for renewal on February 11, 2011. Scott Johnson stated that he had competitive bids with the lowest being a premium of \$15,411.00 from CIBA which includes liability coverage for \$2M aggregate \$1M per occurrence, and Building Coverage for the building itself with a \$10,000.00 deductible, it covers from the outside wall to the inside wall. He stated that the D&O policy is also \$1M with a \$2M aggregate. Management stated that he would like Scott Johnson to explain the Insurance Coverage to the Association Board. Commercial Liability, Worker's Compensation, Property Coverage, and D&O coverage. Management stated that -it is important to have the experts attend the board meetings on a regular basis.

**Approval of Minutes:**

Linda Wolf noted some corrections on the February 16, 2010 Minutes. This item was postponed to April 2010.

**Acceptance of Financial Statements:**

A. **Bank Statements Reviewed:**

January 2010 Financial Statements were presented. Linda Wolf stated that the operating account had \$25,048.23 and that the Reserve Fund had a balance of \$265,148.26 as of January 30, 2010.

Management informed the board with regards to the questions from February including miscellaneous administrative expense noting that it consisted of reimbursement of garage door keys, reimbursement of sewer bills, and reimbursement of Nora Puga Garcia's tax preparation. With regards to insurance it was noted that one of the payments was reversed. Linda Wolf commented that the issue was corrected in the January 2010 statement. Linda Wolf commented that payroll is over budget from where it should be and that is of concern.

***Linda Wolf made a motion to accept the January 2010 financials as presented subject to year end audit. Paula McDonough seconded the motion which carried unanimously.***

The original bank statements were presented for Board Review at this time.

Management presented the 2009 Tax Return to the Board for signature stating that a five month extension was filed timely.

**Maintenance Report – Dave Tyrer:**

Dave Tyrer joined the Board of Directors at the Board table and took part in discussion of every item on the agenda. Dale Hammermeister thanked Dave Tyrer for all his hard work around the community.

**Committee Reports:**

- A. **Conservation Committee** Paula McDonough reported that she would still like to follow up with Patrick to investigate the idea of getting solar panels on the roof in order to heat the water. She stated that the wind spires would not be effective for the building. Dale Hammermeister stated that the "Swap Box" is working out well and it will be continued. Paula McDonough would like to expand the area for furniture and larger items. Management stated that this might be against fire code.
- B. **Architectural Committee:** Jere' Whitney stated that Dave Tyrer and Dan Warren (Custom Painting) spoke and it is understood that 220v must be available in order to paint the building per Custom Paintings submitted proposal. Jere' Whitney presented an alternative to the original bid from Dan Warren for the Board's consideration. Dale Hammermeister stated that the Board should require that anyone working on the Building for painting must adhere to OSHA requirements, and it be part of any contract executed at the Park Tower. Management asked that any committee members and board members share information with him prior to the board meeting as clear communication is essential to successful team building. Jere' Whitney stated that the cleaning that Dan Warren (Custom Painting) would do prior to painting would be concentrated and effective. Paula McDonough wondered if Elastomeric Paint was quoted in the bid pricing. Jere' Whitney stated YES, but elastomeric paint fades quicker than regular paint. Management stated that he would get a specification of paint for the Park Tower from Sherwin Williams and present it to the Board. Terri Kenyon stated it was her understanding that elastomeric paint lasted longer than standard paint. Linda Wolf asked if railings and window trims were included in the bid. Paula stated that she was going to give the Board a Spreadsheet of comparison of painters for the April 2010 meeting. Management stated that he understood that Dan Warren (Custom Painting) was the last vendor who painted the Tower. Management thanked Jere' Whitney for her written report.
- C. **Parking Committee:** Management presented the Parking Committee Charter, the last three updated parking lists and parking garage maps and updated parking agreement statistics. Management stated he would like to publish the wait list on the website. It was stated that it would be prudent to get a legal opinion with regards to publishing the Wait List on the website. *Dale Hammermeister made a motion to get a legal opinion with regards to the Parking List. Helen Kliestik seconded the motion which carried unanimously.* John Aguilar would like to have Susy Hammermeister redo the garage maps. Dale Hammermeister stated he would ask her to make computer drawings, and believes she would be willing to do so. Management reiterated that it is important for committees to communicate with the Board and Management. Management stated that all non registered vehicles were removed from the garage.

**Old Business:**

- A. **Ancillary Plumbing Issues:**  
Water shut off day was discussed. *Dale Hammermeister made a motion to schedule water shut off on 4/7/2010. Linda Wolf seconded the motion which carried unanimously.* Maintenance instructed management to post notices at each door and to mail notices to each owner.
- B. **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.
- C. **Exterior Building Painting – Colors – Bids:**  
Discussion was had and correspondence from the membership reviewed. The Board decided they would retain the Mondrian inspired colors when repainting the Tower. (At the April meeting it was decided to poll residents opinion on a color scheme.)

- D. **Drop Ceiling 2<sup>nd</sup> Floor Parking Garage – Bid:**  
Item is postponed to April 2010 as no information was presented.
- E. **Fire Building Evacuation Written Plan (Update):**  
Susy Hammermeister drew up new maps for the fire evacuation that have been posted around the building at the elevator. Linda Wolf asked if where the old signs were removed that Dave Tyrer should fix the areas to remove the tape and touch up paint. Management asked that Dale Hammermeister ask Maintenance to do so.
- F. **Hallway/Lobby Carpet Cleaning – Bid:**  
No bids were available at this time. Item was postponed to April 2010. Linda Wolf mentioned that the pipes for the sprinklers should be cleaned prior to carpet cleaning. Paula McDonough wanted to know if or when the hall carpet would be replaced. Management stated all that information is in the Reserve Study, but that the Board could determine their priorities.
- G. **Basement Ramp Repairs:**  
Dale Hammermeister stated that he agrees with Dave Tyrer's recommendation to leave this item alone as Dave Tyrer inspects the ramp regularly. Management asked if Dave Tyrer was qualified to do this. Dale Hammermeister stated that the item is under control and that maintenance reported that the supports are tight again and it's under control and instructed management to take the item off the agenda.
- H. **Flood Plan – Creation/ Modification / Purchase Bags:**  
No progress was made though monies were allotted in February 2010. Maintenance was to follow up and purchase sand bags, but other projects were a priority.
- I. **Adoption of Architectural Review Form:**  
Item postponed to April 2010.
- J. **Basement Garage Lighting Covers – Purchase:**  
Management was informed that Maintenance had already purchased these items with operating funds under maintenance supplies.

**New Business:**

- A. **Sprinklers Repair Cost – Approval:**  
Dave Tyrer discussed that the hallway sprinklers and those sprinklers in units need to be updated with temperature sensitive sprinkler heads. It was discussed that the Association needs to inspect each unit to ensure that all sprinkler heads are not compromised. Dale Hammermeister asked that management coordinate entry into all units to inspect the sprinkler heads. Dave Tyrer volunteered to inspect the sprinklers in each unit. Paula McDonough stated she wanted to have ABC fire conduct the inspection. Dale Hammermeister stated that he felt Dave Tyrer was qualified to do the inspection. Dave Tyrer stated he would be willing to inspect the sprinklers if ABC fire authorized him to do so. Terri Kenyon stated that this item is of prime importance to have accomplished.
- B. **Fire Pump Repairs Cost - Approval:**  
*Dale Hammermeister made a motion to approve the bid from ABC Fire for the repairs to the fire pump in the amount of \$2,295.00. Paula McDonough seconded the motion which carried unanimously.*
- C. **Modification of Forbes and Dunagan (Window Anchor) - Bid:**  
Forbes Dunagan submitted a change order in writing to authorize an additional \$1,295.00 to install two stainless steel pipe wrap anchors on the 15<sup>th</sup> floor deck because there is a hollow wall on the 15<sup>th</sup> floor and the removal of the yellow colored anchors on the 18<sup>th</sup> floor. Dale Hammermeister stated that Dave Tyrer volunteered to remove the old anchors and then just have the roofing repaired. *Dale Hammermeister made a motion to approve the \$1,295.00 for the change order to the Forbes Dunagan bid and the bid from Kodiak Roofing for \$1,000.00 to patch the holes after Dave Tyrer removes the old anchors. Helen Kliestik seconded the motion which carried unanimously.*
- D. **Lobby Decoration Update:**

Material was picked out and Paula McDonough and Jere' Whitney in order to reupholster the furniture. They were in the process of picking out light fixtures, and a bid will be submitted at the April 2010 meeting.

**E. Insurance, D&O, Liability, and Property (Guest Speaker):**

*Linda Wolf made a motion to approve renewal of the current CIBA insurance policy in the from Wells Fargo Insurance Brokerage. Dale Hammermeister seconded the motion which carried unanimously.*

**Security:**

**A. Security Cameras:**

Unit owner at 1205 has children that tipped over the potted plants in the lobby and caused a big mess. Terri Kenyon stated to bill back one hour for the mess caused.

**Emergency Repair Report:**

*Dale Hammermeister made a motion to approve up to \$400.00 for patch material from Kelley Moore. Paula McDonough seconded the motion which carried unanimously.*

**Management Report:**

Discussion was had with regards to how late the Board Packages were being received. Management stated that Maintenance should provide a report in writing. Board Certification forms for the Ombudsman were signed by the Board. Management stated that he is constantly frustrated with the lack of direction given to him by the Park Tower board of directors.

**Membership Correspondence:**

No Correspondence was received.

**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 8:00 PM. Paula McDonough seconded the motion carried with all in favor.*

Respectfully Submitted,

---

Don Lamers  
Recording Secretary

---

Helen Kliestik  
Secretary