

**Park Towers**  
**Meeting Minutes of the Board of Directors**  
**April 20, 2010**

**BOARD PRESENT**

Dale Hammermeister – President (Via Telephone)  
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 via telephone at 6:00 PM with four of the five Board Members present a quorum was established. *Linda Wolf called for a flexible agenda to allow for Dave Tyrer to speak when he arrives. Paula McDonough seconded the motion which carried unanimously.* Membership in attendance was amenable.

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

No one spoke. No Action was taken.

**Approval of Minutes:**

Dale Hammermeister made a change under the title of President under call to order. *Linda Wolf made a motion to approve the February 16, 2010 minutes as corrected. Paula McDonough seconded the motion which carried unanimously.*

**Acceptance of Financial Statements:**

**A. Bank Statements Reviewed:**

February 2010 Financial Statements were reviewed. Linda Wolf stated that the Operating Account had a balance of -\$2,419.37 and that the balance of the Reserve Account was \$273,711.92 as of February 28, 2010.

March 2010 Financial Statements were presented. Linda Wolf stated that the Operating Account had -\$4,767.87 and that the balance of the Reserve Account was \$287,522.63 as of March 30, 2010.

*Linda Wolf made a motion to accept the February 2010 and March 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.

**Maintenance Report – Dave Tyrer:**

Dave Tyrer joined the Board of Directors at the Board table and informed the board that the sensor (pressure sensor on the fire pump system???) had been damaged by water and is in need of repair. This is the sensor that was setting off the ADT alarm and required maintenance to have to stay overnight to monitor as the alarm was on test. Dave Tyrer cautioned the Board that whenever the ADT alarm system is on test someone must be there to monitor it. Maintenance mentioned that management still needed to get in touch with nine people to complete the sprinkler evaluation. *Linda Wolf made a motion to charge those units who need sprinkler replacement back as it is not an Association responsibility. Dale Hammermeister seconded the motion which carried unanimously.* Dave Tyrer stated that the fire inspection for the building was scheduled to occur in the next couple weeks.

**Committee Reports:**

- A. Conservation Committee** Paula McDonough reported that she had nothing more to report on the wind turbine / solar power installation at this time, but that she would still like to pursue

the installation of solar power.

- B. **Architectural Committee:** Paula McDonough presented a proposal for redecoration of the lobby from M. C. Breitenbucher in the amount of \$989.00 to include window box, two vases, upholstery and window box material (labor to be volunteered as no insurance was available). This item will be discussed under item 8. New Business. Estimated completion date would be 5 days. Paula McDonough also brought samples of fabric that would be used for re-upholstering.

Management read a report from Jere' Whitney on behalf of the Architectural Committee. Dale Hammermeister asked what the cost of the rest of the lighting in the lobby would cost. Management stated that back in December 2009 that a catalog was given to the board in order to select light fixtures for the lobby, but that the Board never gave clear direction on what style lighting they wanted. Thus, management never solicited pricing for fixtures. Helen Kliestik mentioned that the lobby should be done first and then the office upholstery could be addressed subsequently. She stated that the lobby makes a large first impression on all visitors and residents. Paula McDonough mentioned that the plastic plants will be removed and a window box bench will be constructed in the front of the lobby.

- C. **Parking Committee:** Helen Kliestik stated that she had met with Hwa-di Brodhead to discuss issues with regards to Parking at the Park Tower. Helen Kliestik stated that she believes it is inappropriate for owners of rental units to have parking when they are not residents of the building. She suggested that an amendment to the CC&R's be drafted to state that owner residents will have priority in being provided parking, and that tenants are not eligible for parking. Management stated that he did not believe the membership would support the measure, but that he believes that the board can give it a try. Helen Kliestik stated that perhaps two waiting lists could be approved one with Resident Owners and one with Renters, with the Owner Residents being given priority in parking. Management stated that the amendment would have to be presented to the membership for approval. Helen Kliestik thanked Hwa-di for her participation in the Parking Committee.

Paula McDonough asked if the board could meet in a workshop to craft the proposed amendment. Management advised that a 10 day notice would be required to the membership if a quorum of the board is holding a work shop. Management presented the current list of vehicles to the Board and the Parking Committee. Linda Wolf mentioned that two cars may not be parked in space 38 in tandem and they may not park over the sidewalk.

#### **Old Business:**

- A. **Ancillary Plumbing Issues:**

No issues were discussed.

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

In the Architectural Committee letter provided by Jere' Whitney there was a specific recommendation for light fixtures for the lobby. The fixtures are available from Home Depot at a cost of \$68.00 + Tax. She further recommended that the electrician will charge \$80.00 to install the lights and that Dave Tyrer would be responsible for removing the existing lights during his work day. The total amount for material on the Lobby Lights was \$513.32. *Linda Wolf made a motion to have Jere' Whitney purchase the Lobby/Office Light Fixtures from Home Depot in the amount of \$513.32 and to have an electrician install the lights at a cost of \$80.00 and to have Maintenance remove the existing lights prior to installation of the new fixtures. Dale Hammermeister seconded the motion which carried unanimously.*

- C. **Exterior Building Painting – Colors – Bids:**

In the Architectural Committee letter provided by Jere' Whitney, she wrote that Custom Painting re-submitted a bid for one coat of paint for \$68,980.00 and terms of \$50,000.00 before during and upon completion of the job and the remaining \$18,980.00 in early 2011. Linda Wolf asked if Jere' Whitney was discouraging painting of the Tower at all. Helen Kliestik stated that if the budget requirements could be met, then she and Jere' Whitney would not be against painting the building this year. Management stated that the membership should be polled prior to the board making a decision on the color of the building. Helen Kliestik stated that she already conducted a small poll and that 2 people want one color scheme and that the rest want

to retain the original color scheme. Kathy Pfister spoke and stated that she believed that the painting should be done to protect the degradation of the building. Management stated that the Special Assessment for 2010 was in the amount of all the Reserve Projects budgeted for 2010. It was mentioned that the building had not been painted for ten years. Discussion was had. Dale Hammermeister stated that perhaps the building should not be painted but just patch work done. Management provided a specification from Sherwin Williams for the paint project.

*Linda Wolf made a motion to approve the bid from Custom Painting in the amount of \$68,980.00 to be paid \$50,000.00 in 2010 and the remainder to be paid in 2011, using the specifications from Sherwin Williams, after the patching has been completed stipulating a meeting with the Paint Contractor including references and contacts, and OSHA and Related requirements must be agreed to in writing. Paula McDonough seconded the motion which carried unanimously.*

Management emphasized that before the paint contract was executed that a meeting with the paint contractor, management, maintenance and the Board President must take place to ensure everyone was on the same page. Everyone present agreed.

It was noted Custom Painting did the parking garage across the street from the baseball stadium.

1.) **Patching of Exterior Walls to Prep for Paint**

Linda Wolf stated that additional costs will be incurred prior to painting. The Board already approved a bid to have Dave Pascoe and Dave Tyrer do the patching on the building. Management stated that the Credit Application was approved for patching material.

2.) **OSHA and Related Requirements for Paint Contractors (Dave Pascoe will supply)**

Dale Hammermeister stated that any contractor that gets a bid for painting at the Park Tower must comply with the OSHA and Related requirements and provide a work plan submitted (platforms must be inspected, a rescue plan submitted, etc.) in writing.

D. **Drop Ceiling 2<sup>nd</sup> Floor Parking Garage – Bid:**

Item was postponed to May 2010.

E. **Fire Building Evacuation Written Plan (Update):**

This item was completed by Susy Hammermeister in March of 2010. This item should be removed from the agenda.

F. **Basement Ramp Repairs:**

*Paula McDonough made a motion to purchase the material for the Basement Ramp repairs on approval of credit within budgetary amount, and have Maintenance do the job. Helen Kliestik seconded the motion which carried unanimously. Dale Hammermeister stated that the Basement ramp had been shored up and this item should be taken off the agenda.*

G. **Flood Plan – Creation/ Modification / Purchase Bags:**

Management stated that even though the expenditure had been approved that no action had been taken at this time. Item postponed to May 2010.

H. **Adoption of Architectural Review Form:**

Management stated he did not have a form available for review. Item postponed to May 2010.

I. **Sprinklers Repair Cost – Approval:**

Management stated that all sprinklers have been inspected except for nine. Management has not been privy to the list at meeting time. Linda Wolf stated that the sprinkler heads in the hallways would be at Association cost and those in units would be at the expense of the owners.

J. **Fire Pump Repairs Cost – Approval:**

The money to repair the Fire Pump was approved at the March 2010 meeting. Management

stated that an invoice for the parts had yet to be received.

**New Business:**

**A. Lobby Decoration – Update:**

*Linda Wolf made a motion to approve the bid for materials for redecoration of the lobby from M. C. Breitenbucher in the amount of \$989.00 to include window box, two vases, upholstery and window box material (labor to be volunteered as no insurance was available). Estimated completion date would be 5 days. Helen Kliestik seconded the motion which carried unanimously.*

**B. Board Input / Projects:**

Linda Wolf stated that she wondered if the Park Tower Community could set up a certain percentage of rental units. Management stated that he believed that this would not be enforceable at this time. Management stated that he is not licensed to rent out units, and that it is not part of his contract to answer rental queries. Paula McDonough stated that the membership should use the website to post rental listings. Linda Wolf stated that perhaps some of the rental unit owners will sell when the economy picks up.

**C. Fire Extinguishers - Service:**

Management stated that the fire extinguisher service was due. *Linda Wolf made a motion to approve the expense up to \$400.00 to have the fire extinguishers serviced as required. Dale Hammermeister seconded the motion which carried unanimously.*

**D. Carpet Cleaning Schedule:**

Management stated that after the sprinkler repairs were completed that he would schedule with the carpet cleaner. Linda Wolf stated that she would like to have all the tops of the sprinkler water pipes dusted prior to having the carpets cleaned (and this should be done periodically). Management stated that a temp worker could be hired. *Linda Wolf made a motion to hire a worker from a Temp Agency to wipe down all the sprinkler pipes. Paula McDonough seconded the motion which carried unanimously.*

**Security:**

Management stated that a renter moving in had bungee corded the door open during the month. Another instance was reported that someone's purse was stolen from the elevator. Management stated that he addressed the new tenant and the property manager regarding the issue. Dale Hammermeister stated that the new cameras picked up good pictures on the purse theft issue. It was reported that the purse was recovered. It was noted that the person that stole the purse was a visitor to unit 1205. Discussion was had. It was suggested that a picture of the thief be posted on the front door to discourage his entry to the building.

**Emergency Repair Report:**

No emergency repairs were reported.

**Management Report:**

Management reported that the financing for the Insurance Premium was accepted via email vote as there were not enough funds in the operating fund to pay the insurance at one time. Management stated that a workers comp audit was completed. Also it was mentioned that recycling service would be moved from Friday to Thursdays starting April 12, 2010.

**Membership Correspondence:**

**906:** Letter was received from owner concerning the painting of the building, and addressing concerns with budgetary expenditures.

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

**1007:** Owner stated that he appreciated the board finally making a decision on the Painting Project.

**Adjournment:**

*Dale Hammermeister made a motion to adjourn the regular meeting to go into Executive session at 7:12 PM. Paula McDonough seconded the motion carried with all in favor.*

Respectfully Submitted,

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Don Lamers  
Recording Secretary

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Helen Kliestik  
Secretary