

Park Towers
Meeting Minutes of the Board of Directors
May 18, 2010

BOARD PRESENT

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

MANAGEMENT

Amy Powers - CAM
Terri Kenyon - CAM

GUESTS

List on File

1. Call To Order / Roll Call:

President, Dale Hammermeister called the meeting to order at 6:07 PM, which was held in the lobby office at Park Towers, 280 Island Ave., Reno, NV 89501. With all five Board Members present a quorum was established.

2. Membership Open Forum – Agenda Items Only:

There were no members that wished to speak about agenda items at this time.

3. Approval of Minutes:

Linda Wolf inquired about several items in the November 17, 2009, January 19, 2010, February 16, 2010 and March 16, 2010 meeting minutes wanting to know if these items had been completed. Amy Powers said that she would get with Don Lamers to check on the status of those items. The approval of November 17, 2009; January 19, 2010; March 16, 2010 and April 20, 2010 meeting minutes was postponed so the Board has time to review them.

4. Acceptance of Financial Statements:

The Board postponed the approval of April 2010 financials and asked Amy to check with Don Lamers if the February & March 2010 financials had been approved.

- A. Bank Statements Reviewed:** It was noted that all Board members have received copies of the bank statements.

5. Maintenance Report – Dave Tyrer:

- A. Elevator/Boiler Licenses** – It was noted that the Elevator licenses were in the Board packets and that the elevator license could be removed from future agendas. The Board postponed the boiler license at this time.
- B. Water Shut Off Day** – Dave Tyrer set the next water shut off day as June 21st.
- C. Sealing of East Ramp** – This item was postponed.
- D. Fire Inspection** – It was reported that 53 sprinkler heads need to be replaced, 13 in the common area and 40 in individual units due to the fact that the sprinkler heads have been painted over. *Dale Hammermeister moved to approve to have ABC Fire replaced the sprinklers for the amount of \$4185.45 and coordinate with Dave Tyrer to have this done at the same time the pump is going to be replaced. Paula McDonough seconded the motion which carried with all in favor.*
- E. Sprinkler Repairs**- This item was discussed during the fire inspection (Item 5D).
- F. Ceiling Tile Installation in Lobby Office** – This item was postponed.
- G. Mirror in Second Floor Garage Installation** – This item was postponed.
- H. Patching of Building to Prep for Paint** – Dave Tyrer stated that Dave Pasco was available tomorrow May 19th to have his guys repel over the side of the building to take pictures of the areas that need to be caulked/sealed on the building to serve as a basis to develop a scope of work. *Dale Hammermeister moved to allow Dave Pasco to have his guys repel from the roof on May 19th to take pictures and make a scope of work for the repairs/sealing that needs to be done before the painting project can start. Steve McNeel seconded the motion which carried with all in favor.*

6. Committee Reports:

- A. **Conservation Committee** – *Dale Hammermeister moved to dissolve the conservation committee and remove from future agendas. Paula McDonough seconded the motion which carried with all in favor.*
- B. **Architectural Committee** – Amy Powers reported that Jere` Whitney sent Don Lamers an email stating her resignation from the architectural committee. *Steve McNeel moved to accept Jere` Whitney's resignation from the Architectural Committee. Linda Wolf seconded the motion which carried with all in favor.*
The Board discussed the cushions on the new bench in the lobby. Paula would like to have the lights installed that have already been purchased in the lobby. *Linda Wolf moved to have the Board review the lights in the pamphlet that Paula is going to leave in the office and if Dave Tyrer has no issues, have the lights installed at a cost not to exceed \$600. Dale Hammermeister seconded the motion which carried with all in favor.*
- C. **Parking Committee** – The committee reported that there are no new spots available at this time. A possible handicap policy was talked about. No action needed at this time.

7. Old Business:

- A. **Ancillary Plumbing Issues** – The Board asked if this item could be moved to the maintenance report section of the agenda for future agendas. Dave Tyrer stated that there is a leak coming from 202 that he will be fixing on May 19th and that there was a clogged pipe in the wall in unit 503.
- B. **Board Input/Projects** – The Board asked that this item be removed from the agenda.
- C. **Drop Ceiling 2nd Floor Parking Garage** – This item was postponed.
- D. **Adoption of Architectural Committee Review Form** – This item was postponed.
- E. **Painting Contract** – Management explained that if a quorum of the Board is going to meet to discuss association business that an agenda would have to be sent out. Amy Powers explained that the painting of the building would have to be postponed until the patching repairs and caulking could be done.

8. New Business:

- A. **Window Washing Proposal** – This item was postponed until after the painting project is completed.
- B. **Proposed Amendment to CC&R's (Parking Restriction)** – The Board asked if it was viable to have owner occupied units a first priority over tenant occupied units for renting of parking spaces. Terri Kenyon suggested that the Board consult with the Association's attorney. *Dale Hammermeister moved to have management contact Gayle Kern to set up a meeting with the Board to discuss possible parking restriction amendments to the CC&R's. Linda Wolf seconded the motion which carried with all in favor.*
- C. **Charter Cable Contract Proposal** – Amy Powers explained that Don Lamers was contacted by a tenant of Park Towers with a renewal contract for Charter cable. *Dale Hammermeister moved to not renew the Charter Cable Contract. Linda Wolf seconded the motion which carried with all in favor.*
- D. **Flood Hazard Insurance Premium Increases** – The Board discussed how homeowners are getting notices from their mortgage companies stating that the Association does not have enough flood coverage. In most cases the mortgage companies are satisfied with the flood coverage. No action was taken at this time.

- E. Roof Drain Repairs** – Amy Powers explained that she had contacted gutter companies and roof companies and that she was only able to get proposals from 2 plumbing companies. The Board opened proposals from D & D Plumbing in the amount of \$52,408.00 and Wiley’s Plumbing in the amount of \$46,000.00. The Board asked if management could go back to both companies and ask them what they would charge just to do repairs (i.e not replace roof drain piping). This item was postponed.

9. Security:

- A. Security Cameras** – It was noted that the current system could only hold up to 3-4 days and that a new DVR would cost approximately \$3000.00. This Item was postponed.

10. Emergency Repair Report:

All emergency repairs were discussed during maintenance report.

11. Management Report:

- A. Carpet Cleaning** – This item was postponed until the sprinkler repairs could be done.
- B. Bank Signature Cards** – The Board will sign the new bank signature cards after the meeting.
- C. Lobby Renovation** – There was nothing to report on at this time.
- D. Cleaning of Sprinkler Pipes** – This item was postponed until the sprinkler heads are replaced.

12. Membership Correspondence:

There was no membership correspondence to discuss.

13. Membership Open Forum – Any Other Items:

There were no homeowners that wished to speak at this time.

14. Adjournment:

Dale Hammermeister moved to adjourn the meeting at 8:45 PM. Paula McDonough seconded the motion which carried with all in favor.

Respectfully Submitted,

Amy Powers
Recording Secretary

Helen Kliestik
Secretary