

Park Towers
Meeting Minutes of the Board of Directors
June 15, 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 6:04 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:

The Board asked for what months do minutes need to be approved. Approval of the November 17, 2009; January 19, 2010; March 16, 2010; April 20, 2010 and May 18, 2010 meeting minutes were postponed.

4. Acceptance of Financial Statements:

Linda Wolf reported on the April 2010 financial reports, *as the governing documents do not require otherwise, Linda Wolf moved to acknowledge that we have fulfilled our duty as a Board to review the financial statements for the month of April 2010 in accordance with NRS 116.31083 subject to the year-end audit or review. Dale Hammermeister seconded the motion which carried with all in favor.*

- A. **Bank Statements Reviewed:** It was noted that all Board members have received copies of the bank statements through April 2010.

5. Maintenance Report – Dave Tyrer:

Dave Tyrer reported that he had contacted Tholl Fence regarding the netting that was approved at a previous meeting for \$500.00. Dave said that Tholl Fence contacted him to let him know the netting was in that he (Dave) would install it. Dave then reported on the generator being old and presented the board with a proposal from NV Generator for \$277.86 for a fuel polishing system. *Dale Hammermeister moved to accept the proposal from NV Generator in the amount of \$277.86 for the fuel polishing system. Paula McDonough seconded the motion which carried with all in favor.*

Dave reported that water and traffic is beginning to eat (erode) away the ramp to the basement parking garage and that he would be working on this in the future. He also reported that the curb in front of the building leaks and that the City should be contacted to fix. Terri Kenyon mentioned that the city has gone back and forth on who's responsible for the curb and said that Dave should patch what he could.

- A. **Emergency Repair Report** – Dave Tyrer reported that there was 2 sewage leaks, 1 in the parking garage & 1 in the laundry room. He also reported that the hot water had gone out in the building Saturday night and they had it down again on Monday to take out the burners on the boilers to be cleaned as they had not been cleaned in years. *Steve Mc Neel moved to have the burners on the boilers cleaned annually. Linda Wolf seconded the motion which carried with all in favor.*
- B. **Boiler Licenses** – It was noted that the licenses have been paid for and that we were now just waiting on OSHA.
- C. **Sealing of East Ramp** – Dave Tyrer reported that this will be down in the next few

months.

- D. **Sprinkler Repairs-** Dave Tyrer reported that we had received the permit on Friday and that sprinkler repairs would be done on July 12th. Management & Dave Tyrer will post notices on the doors of the units that need to have the sprinklers repaired on Friday June 18th.
- E. **Ceiling Tile Installation in Lobby Office** – The Board asked for this item to be removed from the agenda.
- F. **Mirror in Second Floor Garage Installation** – The Board asked for this item to be removed from the agenda.
- G. **Patching of Building to Prep for Paint** – Dave Pasco of Seasons Building Solutions submitted a proposal of time & materials. Dale Hammermeister said that Dave Tyrer and himself would meet with Dave Pasco to get more solid numbers. This item was postponed.
- H. **Roof Drain Repairs** – Dave Tyrer reported that the roof drains had a total of 14 leaks and that he had the one drain plugged off and installed boots on the other drain.
- I. **Cleaning of Sprinkler Pipes** – After a brief discussion, *Dale Hammermeister moved to hire Katelyn Tyrer to clean the sprinkler pipes after the July 12, 2010 sprinkler repairs. Steve McNeel seconded the motion which carried with all in favor.*

6. Committee Reports:

- A. **Architectural Committee** – The committee had no report at this time but Dave Tyrer had a proposal from Action Electric to install the new lobby area lights for \$100.00. *Paula McDonough moved to accept the proposal from Action Electric for \$100.00 to install the new lobby area lights. Linda Wolf seconded the motion which carried with all in favor.*
- B. **Parking Committee** – The committee reported that there are a couple of spaces that are not numbered and asked to have Dave paint them. Dale Hammermeister has received several complaints of double parking (2 cars in 1 space). Dale gave management a parking layout with who rents each space on it that Susy Hammermeister put together.
 - 1. **Handicap Parking Policy-** This item is in progress but postponed at this time.

7. Unfinished Business:

- A. **Ancillary Plumbing Issues** – The Board asked for this item to be removed from the agenda.
- B. **Drop Ceiling 2nd Floor Parking Garage** – This item is being moved to maintenance report.
- C. **Adoption of Architectural Committee Review Form** – This item was postponed and will be moved to 6.A.1 on the next agenda.
- D. **Painting Contract** – This item was postponed.
- E. **Window Washing Bids** – This item was postponed.
- F. **Proposed Amendment to CC&R's (Parking Restrictions)** – It was reported that a couple of the Board members have an appointment with Gayle Kern on Wednesday, June 16th to discuss this item. This item was postponed.

8. New Business:

- A. **220 Amp Electrical** – Dave Tyrer had a quote from Action Electric to install the 220 amp outlet for \$175.00. *Paula McDonough moved to have Action Electric install the 220 amp outlet for \$175.00. Linda Wolf seconded the motion which*

carried with all in favor.

9. Security:

- A. Security Camera DVR System** – It was mentioned that Dave Tyrer would get in contact with Blaine (independent contractor) and would have more information at the next meeting.

10. Management Report:

Terri Kenyon reported that there is a class scheduled for the upcoming Saturday at 9 am presented by CAI titled The ABC's of Boards.

11. Membership Correspondence:

There was no membership correspondence to discuss.

12. Membership Open Forum – Any Other Items:

Bob Parino of unit 1602 – This homeowner had comments on the posting of the meeting minutes and that the website has not been updated in months. He also wanted to know if he would be able to branch off from the gas line on the side of the building.

13. Adjournment:

Dale Hammermeister moved to adjourn the meeting at 7:35 PM. Paula McDonough seconded the motion which carried with all in favor.

Respectfully Submitted,

Amy Powers
Recording Secretary

Helen Kliestik
Secretary