

Park Towers
Meeting Minutes of the Board of Directors
October 19, 2010

BOARD PRESENT

Dale Hammermeister – President
Paula McDonough – V.Pres (arrived 6:21)
Helen Kliestik – Secretary
Linda Wolf – Treasurer
Steve McNeel – Director (arrived 7:30)

MANAGEMENT

Amy Powers – CAM
Terri Kenyon - CAM
Bob Kenyon – Prov. CAM

GUESTS

List on File

1. Call To Order / Roll Call:

President, Dale Hammermeister called the meeting to order at 6:08 PM, which was held in the lobby office at Park Towers, 280 Island Ave., Reno, NV 89501. With three of five Board Members present a quorum was established. Paula McDonough arrived at 6:21 pm and Steve McNeel arrived at 7:30 pm.

2. Membership Open Forum – Agenda Items Only:

There were no homeowner comments at this time.

3. Approval of Minutes:

After review, *Linda Wolf moved to approve the August 17, 2010 meeting minutes as corrected. Dale Hammermeister seconded the motion which carried with all in favor. Dale Hammermeister moved to approve the September 21, 2010 meeting minutes as corrected. Linda Wolf seconded the motion which carried with all in favor.*

4. Acceptance of Financial Statements:

Linda Wolf stated that she has reviewed the July & August 2010 financials, *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 months of July & August 2010 in accordance with NRS 116.31083 subject to the yearend 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 August 2010.

5. Maintenance Report – Dave Tyrer:

- A. **Emergency Repair Report** –Dave Tyrer reported that an emergency repair had to be made to the generator in the amount of \$2,547.38 which was cheaper than the original quote of over \$3000.00. Dave was able to negotiate the price down because it should have been discovered on the regular inspection/service per their contract. Dave reported that a new heater is going to be installed in the generator in the next week and the new heater will need to be fired off at least once a week and that the generator should be tested at least annually. Dave then reported that OSHA had come out to check on prior inspections. Dave reported that there has been 6 inches of water in spots on the roof and that some kind of water diverter may be needed. Amy Powers said that she had one of the main people coming up from the Las Vegas office of PRS Roofing next week to meet with her on another association and said that she would bring them by to meet with Dave about the roof issue. Dave also reported that the parking garage is for cars only according to

Willie at the fire department. Management asked if Willie could attend the November meeting. Dave reported that items are still being stored in the breezeways and that Willie is asking that they be cleared out. During the water shut off day several people had work done in their units and not all the homeowners stuck around until the water was turned back on and they had to shut the water down again because one of the plumbers who left had blown a line.

- B. Sealing of East Ramp** – Dave Tyrer reported that this has been completed.
- C. Patching of Building to Prep for Paint** – The Board and Management are waiting on clarification from the Nevada State Contractor's Board on what licenses are required to do work on hi-rise buildings. This item was postponed.
- D. Painting Project Update/Status-** This item was postponed until the patching of the building is complete.
- E. Winterizing 2nd Floor Parking Garage** – This item is being removed from the agenda as Dave Tyrer is going to heat tape and winterize for the season.
- F. Window Washing** – This item is in progress and should be completed in the next week.

6. Committee Reports:

- A. Architectural Committee** – The committee had no report at this time
 - 1. Adoption of Architectural Committee Review Form** – Paula McDonough had sent a draft to the Board for approval. *Linda Wolf moved to adopt the forms that Paula had prepared for the Architectural Committee. Helen Kliestik seconded the motion which carried with all in favor.*
- B. Parking Committee** – Hwadi reported that she had some suggestions to add to the rules and regulations regarding parking.
 - 1. Handicap Parking Policy-** Steve McNeel reported this in progress but postponed at this time.

7. Unfinished Business:

- A. Reserve Study Update Proposals**– The Board opened proposals from Resource 1 in the amount of \$350.00 and Better Reserves in the amount of \$450.00 to perform an update to the Reserve Study. *Dale Hammermeister moved to accept the proposal from Resource 1 in the amount of \$350.00 for a reserve study update. Linda Wolf seconded the motion which carried with all in favor.*
- B. NV Energy Policy** – This item was removed from the agenda.
- C. Management Contract** – The Board reviewed the management contract, *Linda Wolf moved to renew the management contract with Kenyon & Associates for 2 years. Paula McDonough seconded the motion which carried with all in favor.*
- D. Adoption of Rules & Regulations** – This item was postponed so Terri Kenyon could work on a draft.

8. New Business:

- A. **2011 Budget Adoption** – The Board reviewed the 2011 proposed budget which did not have an increase in fees. After review, *Linda Wolf moved to adopt the 2011 proposed budget. Dale Hammermeister seconded the motion which carried with all in favor.*
- B. **Carpet Cleaning** – The Board opened proposals from LC Property Group in the amount of \$1,240.00 and CMR Services in the amount of \$1,128.00. *Linda Wolf moved to accept the proposal from CMR Services in the amount of \$1,128.00 to clean the common area carpets. Dale Hammermeister seconded the motion which carries with all in favor.*

9. Security:

- A. **Purchase of New DVR** – Dale Hammermeister handed out 3 different options after a brief discussion, *Dale Hammermeister moved to purchase a new 16-camera Kollector Bridge Hybrid DVR with built in access control by Vicon with a 3-year warranty in the amount of \$3200.00 plus \$380.00 for labor to install and \$200.00 for a new monitor. Linda Wolf seconded the motion which carried with all in favor.*
- B. **Installation of Additional Camera on West Side** – At the September 21, 2010 the Board had motioned to allow Dale Hammermeister to spend up to \$600.00 to purchase a new camera for the west side of the building. The camera came in at \$700.00. *Helen Kliestik moved to allow Dale Hammermeister to spend the extra \$100.00 for the camera for the west side of the building. Linda Wolf seconded the motion which carried with all in favor.*

10. Management Report:

There was no Management report at this time.

11. Membership Correspondence:

There was no membership correspondence to discuss at this time.

12. Membership Open Forum – Any Other Items:

There were no membership comments at this time

13. Adjournment:

Dale Hammermeister moved to adjourn the meeting at 7:19 PM. Paula McDonough seconded the motion which carried with all in favor.

Respectfully Submitted,

Amy Powers
Recording Secretary

Helen Kliestik
Secretary