

**Park Towers**  
**Meeting Minutes of the Board of Directors**  
**February 15, 2011**

**BOARD PRESENT**

Dale Hammermeister – President  
Mike Fuess – VP (arrived at 6:04pm)  
Joe Kliestik – Secretary (left at 7:53 pm)  
Linda Wolf – Treasurer  
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 6:02 PM, which was held in the lobby office at Park Towers, 280 Island Ave., Reno, NV 89501. With all of the Board Members present a quorum was established.

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

There were no homeowner comments at this time.

**3. Approval of Minutes:**

Dale Hammermeister gave Amy Powers some corrections of the November 16, 2010 and the January 18, 2011 meeting minutes, after review of the corrections, *Linda Wolf made a motion to approve the November 16, 2010 meeting minutes as corrected. Dale Hammermeister seconded the motion which carried with all in favor. Linda Wolf made a motion to approve the January 18, 2011 meeting minutes as corrected. Dale Hammermeister seconded the motion which carried with all in favor.*

**4. Acceptance of Financial Statements:**

Linda Wolf stated that she has reviewed the December 2010 financials and reported that the Association's income at the year-end was \$36,000.00 less than what was budgeted for 2010, she also reported that for 2010 the Association budgeted \$94,600.00 for NV Energy but only spent \$66,700.00, *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 December 2010 in accordance with NRS 116.31083 subject to the yearend audit or review. Mike Fuess 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 December 2010.
- B. **Possible Change of Financial Institute-** Linda Wolf reported that she had spoke with Brandon from Wells Fargo and discussed some of Wells Fargo's rates compared to Nevada State Bank. After a brief discussion, *Dale Hammermeister made a motion to start the process to open an operating and reserve account with Wells Fargo. Mike Fuess seconded the motion which carried with all in favor.*
- C. **Bank Signature Cards – Dale Hammermeister made a motion to have all 5 Board Members be signers on all of the Associations bank accounts. Linda Wolf seconded the motion which carried with all in favor.**

## **5. Maintenance Report – Dave Tyrer:**

- A. Emergency Repair Report** –Dave Tyrer reported that he had met with the Reno Fire Department regarding their Knox Box procedures and handed out a flyer regarding their procedures. Dave then reported that unit 404 had contacted him requesting an unscheduled emergency water shut off to make a repair as the tenant had contacted D & D Plumbing because they were not getting hot water in their shower. The Board asked management to charge unit 404 for the emergency shut off. Dave also reported that the intercom box had failed and had to be shipped to the manufacture Trigon and that when they shipped it back the memory had been wiped out and had to be reprogrammed. Dave then reported that ABC had been out and tested all the sprinklers and that they are good for another year, the back flow testing has also been done. Dave reported that there had been a leak in one of the fire hoses and that he has been changing out the old emergency lights. *Dale Hammermeister made a motion to have management send a letter to Willie the fire marshal notifying him that Park Tower plans to remove all of the fire hoses from the property per his advice. Linda Wolf seconded the motion which carried with all in favor.*
- B. Patching of Building to Prep for Paint** – Dale Hammermeister reported that Dave Pasco has informed him that the audit should be finished on Thursday and that everything should be submitted to the Contractors Board on Friday. Joe Kliestik reported that he had received the scope of work and the list of full B licensed contractors from Amy Powers and is working on getting some more bids and should have some bids by the next meeting. He stated that Dave Tyrer had provided him with some elevation blueprints. This item was postponed.
- C. Painting Project Update/Status-** Joe Kliestik reported that he had met with Dan Warren of Custom painting to discuss the paint colors of the building, he was told that the red and black colors tend to fade rather quickly. He then talked to a Sherwin Williams representative that is looking into a paint that will possibly only require one coat of paint that will be anti-fading and have a UV blocker in the paint. This item was postponed until the patching of the building is complete.
- D. Parking/Storage/Fire Regulations** – This item was postponed until Willie from RFD is able to attend. The Board asked management to post notices on all the doors asking that homeowners that have a parking space remove all the items that are stored in the parking spaces.

## **6. Committee Reports:**

- A. Architectural Committee** – The committee had no report at this time
- B. Parking Committee** – The committee had no report at this time but asked if something could be done about the storage of items and the residents letting their dogs pee in the garage.
- 1. Handicap Parking Policy-** Steve McNeel is currently working on this.

**7. Unfinished Business:**

- A. Reserve Study Update Proposals**– Resource 1 is in the process of working on the update.
- B. Adoption of Rules & Regulations** – This item was postponed in order for the Board to review during the upcoming month.
- C. Parking/Storage** – This item was discussed during the Maintenance Report.
- D. Wifi Site Update** – Dale Hammermeister reported that the Wifi is live as of mid-January. *Dale Hammermeister made a motion to have Dave contact Walt at the Lock Shop to have him rekey the lobby meeting room to the same as the front door key. Mike Fuess seconded the motion which carried with all in favor.*

**8. New Business:**

- A. 2010 Audit & 2010 Taxes** – The Board opened the sealed bid from Gene Clawson to prepare the 2010 Audit in the amount of between \$4,500.00 and \$ 5,000.00 and to prepare the 2010 taxes in the amount of \$250.00. *Dale Hammermeister made motion to have Gene Clawson prepare the 2010 audit in the amount of up to \$5,000.00 and the 2010 taxes in the amount of \$250.00. Linda Wolf seconded the motion which carried with all in favor.*

**9. Security:**

- A. Entry Systems** – Management is working on getting proposals for a new entry system. This item was postponed.

**10. Management Report:**

Terri Kenyon reported on some of the upcoming Assembly bills. Amy Powers reported that she had received the flood insurance renewal form. *Dale Hammermeister made a motion to choose option B on the flood insurance renewal in the amount of \$27,494.00. Steve McNeel seconded the motion which carried with all in favor.*

**11. Membership Correspondence:**

There was no homeowner correspondence to discuss at this time.

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

**13. Adjournment:**

There being no further business to discuss at this time, *Dale Hammermeister made a motion to adjourn the meeting at 8:25 PM. Mike Fuess seconded the motion which carried with all in favor.*

Respectfully Submitted,

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Amy Powers  
Recording Secretary

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Joe Kliestik  
Secretary