

Park Towers
Meeting Minutes of the Board of Directors
June 21, 2011

BOARD PRESENT

Dale Hammermeister – President
Mike Fuess – VP
Joe Kliestik – Secretary
Linda Wolf – Treasurer
Steve McNeel – Director

MANAGEMENT

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

GUESTS

List on File

1. Call To Order / Roll Call:

President, Dale Hammermeister called the meeting to order at 6:00 PM, which was held in the lobby office at Park Towers, 280 Island Ave., Reno, NV 89501. With all of the five Board Members present a quorum was established.

2. Membership Open Forum – Agenda Items Only:

Matt Scharin of 1403 – This homeowner had comments regarding his parking space and possible handicap parking and requested that the Board of Directors respectfully try and accommodate him with a closer parking space. The Board of Directors stated they understand his concerns and will do their best to find a more reasonable parking accommodation.

3. Approval of Minutes:

After review, *Linda Wolf made a motion to postpone the approval of the May 17, 2011 until the next meeting date. Steve McNeel seconded the motion which carried with all in favor.*

4. Acceptance of Financial Statements:

After review, *As the governing documents do not require otherwise, Linda Wolf moved to acknowledging that we have fulfilled our duty as a Board to review the financial statements for the month of April 2011 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 April 2011.
- B. **2010 Audit Approval** – After review of the final draft of the 2010 audit, *Linda Wolf made a motion to approve the 2010 Association Audit that was prepared by Gene Clawson, CPA. Dale Hammermeister seconded the motion which carried with all in favor.*

5. Maintenance Report – Dave Tyrer:

- A. **Emergency Repair Report** –Dave Tyrer reported that vendors are not doing their jobs correctly, he mentioned that Custom Glass had not set up the swing stage correctly nor did they properly tie off their tools. It was mentioned that OSHA requires that all open areas be barricaded off. Steve McNeel mentioned that he would like to have a committee to put together a standard operating procedure. Paula McDonough volunteered to help Mike Fuess and Steve McNeel on the standard operating procedures. *Mike Fuess made a motion to have all vendors repairing or replacing windows have a written*

policy for safety guidelines. Linda Wolf seconded the motion which carried all in favor. Dave Tyrer reported on the elevator doors and the brakes on the garage gate. He mentioned doing some concrete repair in July. He reported that the alarms have been tested and that the generator is now on the permit with the boiler. He then reported that Charter has been out for the last 3 weeks trying to switch over the phone lines and that someone has to be out from Otis Elevator for the phone line in the elevators. Dave presented the board with a quote from D & D Plumbing to repair/replace 8 check valves in the amount of \$3295.00. Terri Kenyon advised Dave Tyrer that the bids must be sealed and that we must attempt to obtain 3 sealed bids. *Dale Hammermeister made a motion to accept the quote from D & D Plumbing to repair/replace 8 check valves. Steve McNeel seconded the motion which carried with all in favor.*

- B. Patching of Building to Prep for Paint** – This item was postponed until more information is available from Dave Pasco of Sierra Building Solutions.
- C. Painting Project Update/Status-** Steve McNeel presented the Board with a handout with the results from the survey that was sent out to the membership. Joe Kliestik said that he would talk to Dan Warren of Custom Painting to see if he would paint the top 3 samples on the back of the building so the Board can make a decision on which paint scheme and colors at the next meeting. *Linda Wolf made a motion to have Joe Kliestik coordinate to have the top 3 samples painted on the south side of the building in 5' sections. Dale Hammermeister seconded the motion which carried with all in favor.*
- D. Parking/Storage/Fire Regulations** – The Board decided that this item can be removed.
- E. Ramp Resealing-** The Board reviewed the proposal that Dave had received from Surface Systems in the amount of \$7268.00. Dave said that he could do the resealing but that the product would cost approximately \$953.00. The Board decided to have Dave do the resealing.
- F. Guard Rails** – Trevor Card of Forbes Engineering was present and reported on the safety issues with the guard rails on the 16th & 18th floors, he stated that there is minimal spacing horizontally and code is 42" high with 4" spacing. He also reported that there is only 1 nut per base plate on the 18th floor when there should be 4, he said that a steel guy could weld these nuts on. He also mentioned that the 18th floor needs handrails for the anchors. His proposal is \$3000.00 for the engineering of the guard rails and approximately \$15,000.00 for the steel work and that he would recommend a couple of Steel Companies to get proposals from after the engineering has been completed. *Dale Hammermeister made a motion to accept the proposal from Forbes Engineering for \$3000.00 to do the engineering of the guard rails. Steve McNeel seconded the motion which carried with all in favor.*
The Board appointed Linda Wolf, Joe Kliestik and Mike Fuess to form an Ad-hoc committee to review the engineer's plans after they are available.

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. It was reported that some people are storing scooters and bikes in their parking spaces. It was also reported that parking space 20 has oxygen tanks in their parking space.

Handicap Parking Policy- Gayle Kern is looking into.

7. Unfinished Business:

- A. Reserve Study Update Adoption** – This item was postponed so more changes could be made.
- B. Rules & Regulations Adoption Pending Attorney Approval** – This item was postponed until Gayle Kern has a chance to review them.

8. New Business:

- A. Board Policy For Homeowners Repairs That Effect The Exterior Of The Units** – This item was postponed until the Standard Operating Procedure can be put together.

9. Security:

- A. Entry Systems Update** – Amy Powers that the parts have been order and that she would be working with Axis Security to make a list of the fobs to start distributing to the owners.

10. Management Report:

Terri Kenyon reported on the upcoming legislative update class.

11. Membership Correspondence:

John Saidi of unit 1204- The Board reviewed correspondence from this homeowner regarding his upstairs neighbors installing different flooring with no apparent insulation and now he can hear every footstep or noise from his neighbor. After a brief discussion, *Dale Hammermeister made a motion to have management send 1404 a notice reminding them to be aware that hardwood or tile floors carry more sound through them and to please be more cautious. Linda Wolf seconded the motion which carried with all in favor.*

12. Membership Open Forum – Any Other Items:

Steve Marty of unit 607 – This homeowner mentioned that he still has not received his welcome letter.

13. Adjournment:

There being no further business to discuss at this time, *Mike Fuess made a motion to adjourn the meeting at 8:17 PM. Steve McNeel seconded the motion which carried with all in favor.*

Respectfully Submitted,

Amy Powers
Recording Secretary

Joe Kliestik
Secretary