

**Park Towers**  
**Meeting Minutes of the Board of Directors**  
**July 19, 2011**

**BOARD PRESENT**

Mike Fuess – VP  
Linda Wolf – Treasurer  
Steve McNeel – Director

**MANAGEMENT**

Terri Kenyon – CAM  
Amy Powers – CAM

**GUESTS**

List on file

**BOARD ABSENT**

Joe Kliestik – Secretary – excused

**1. Call To Order / Roll Call:**

Vice-President, Mike Fuess called the meeting to order at 6:15 PM, which was held in the lobby office at Park Towers, 280 Island Ave., Reno, NV 89501. With three of the four Board Members present a quorum was established.

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

**Paula McDonough of 1202** – This homeowner asked if the water issue in unit 607 was resolved. She was informed that the matter would be addressed under maintenance report.

**3. Board Member Resignation**

*Linda Wolf made a motion to accept the resignation from Dale Hammermeister. Steve McNeel seconded the motion which carried with all in favor.*

**4. Approval of Minutes:**

After review, *Linda Wolf made a motion to approve the May 17th, 2011 as corrected. Steve McNeel seconded the motion which carried with all in favor.*

After review, *Linda Wolf made a motion to approve the June 21st, 2011 as corrected. Steve McNeel seconded the motion which carried with all in favor.*

**5. Acceptance of Financial Statements:**

Linda Wolf asked about some credits that appeared on the budget comparison statement. Terri Kenyon explained that they were due to journal entries under the direction of the Association's CPA, Gene Clawson.

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 May 2011 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 May 2011.

**6. Maintenance Report – Dave Tyrer:**

- A. **Emergency Repair Report** –Dave Tyrer reported that there were no emergencies repairs to report. Dave Tyrer did report that during the process of replacing the valves, D&D Plumbing had found 4 more valves that needed to be replaced to complete the job. Dave Tyrer presented a proposal from D&D Plumbing to complete the repair in the amount of \$1462.00. *Linda Wolf made a motion to accept the quote from D & D Plumbing to*

***repair/replace 4 additional check valves in the amount of \$1462.00. Mike Fuess seconded the motion which carried with all in favor.***

A discussion was held on the problem with the hot water coming out of the cold water side in unit 607's bathroom. D&D Plumbing has reported that they believe that a unit above unit 607 has had some plumbing work done that is causing the hot water to bleed into the cold water lines in unit 607. It was decided to have the units in the three floors above unit 607 inspected by Dave Tyrer, D&D Plumbing and management to try to determine what is causing this problem. The units in the three floors above unit 607 will receive notices that include a form to be returned to the Association to authorize entry in writing.

Dave Tyrer also reported that someone had stolen the caps on the hose bibs in the stairwell. He will purchase new caps and have them replaced.

Management had received a letter from the City of Reno authorizing the Association to remove the fire hoses. This will be done by Dave Tyrer in the winter months. Dave Tyrer said that the caps for the fire hoses would be ordered from ABC Fire.

- 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-** Paint colors were discussed. Linda Wolf reported that Joe Kliestik and she prefer scheme one-A though they thought that the green should be darker. This item was postponed until the next Board meeting so that all the Board members could vote on the color scheme. The Board instructed management to post a flyer that informed the residents that they could go see a sample of the actual paint schemes which were painted on the back wall of the building.
- D. Ramp Resealing-** Dave Tyrer reported that this would be done in August or September.
- E. Guard Rails** – Management reported that they had not received engineering report from Forbes Engineering. Postponed to the next meeting.

### **7. 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 also reported that parking space 20 has removed the oxygen tanks in their parking space. Terri Kenyon suggested that a date be scheduled when management and the Board could look at the garage to determine if there is any space that could be allocated for more bicycle and/or scooter storage.  
**Handicap Parking Policy-** Gayle Kern, the Association's Attorney, is reviewing. The Board asked that this item be removed from the agenda until a policy is presented by the Attorney.

### **8. Unfinished Business:**

- A. Reserve Study Update Adoption** – This item was postponed to the next meeting as the revised reserve study had not been received from Resource One. Management reported that it would be received tomorrow.
- B. Rules & Regulations Adoption Pending Attorney Approval** – This item

was postponed so that the Board would have a chance to review the changes from Gayle Kern.

- C. **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. Steve McNeel would schedule a date with the Paula McDonough and Mike Fuess.

**9. Security:**

- A. **Entry Systems Update** – Amy Powers reported that some of the parts have been received and that she would be working with Axis Security to make a list of the fobs to start distributing to the owners. The preparation work is scheduled to start next week.

**10. Management Report:**

Terri Kenyon reported on the legislative update class and supplied the Board with an outline of the bills that passed. As soon as the bills are incorporated into the NRS 116 management would be supplying the Board Members with the new NRS 116 books.

**11. Membership Correspondence:**

None at this time.

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

None at this time.

**13. Adjournment:**

There being no further business to discuss at this time, *Mike Fuess made a motion to adjourn the meeting at 7:49 PM. Linda Wolf seconded the motion which carried with all in favor.*

Respectfully Submitted,

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Terri Kenyon  
Recording Secretary

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Joe Kliestik  
Secretary