

Park Towers
Meeting Minutes of the Board of Directors
August 16, 2011

BOARD PRESENT

Mike Fuess – President
Joe Kliestik – V. President
Linda Wolf – Treasurer
Steve McNeel – Secretary

MANAGEMENT

Amy Powers – CAM

GUESTS

List on file

1. Call To Order / Roll Call:

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 all of the four Board Members present a quorum was established.

2. Membership Open Forum – Agenda Items Only:

There were no membership comments at this time.

Patrick of Otis Elevator – Patrick was present to discuss the elevator contract and the issues with the elevator door operators.

3. Election of Officers

Linda Wolf made a motion to elect Mike Fuess as President of the Board. Steve McNeel seconded the motion which carried with all in favor.

Linda Wolf made a motion to elect Joe Kliestik as Vice President & Steve McNeel as Secretary. 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 July 19, 2011 minutes as corrected. Joe Kliestik seconded the motion which carried with all in favor.*

5. Acceptance of Financial Statements:

After review, *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 June 2011 in accordance with NRS 116.31083 subject to the year end audit. 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 June 2011.

6. Maintenance Report – Dave Tyrer:

- A. **Emergency Repair Report** –Dave Tyrer reported that there were no emergencies repairs to report. Dave Tyrer reported that the valves were finished today and that he has capped the hose bibs in the fire stairwell. He also reported that Jerry from D & D Plumbing has located some plumbing drawings that he was reviewing and he felt that isolation valves could be installed on the 14th floor and that he would have more information regarding this at the next meeting. The Board reviewed the Elevator contract proposed from Otis Elevator. *Linda Wolf made a motion to accept the contract from Otis Elevator in the amount of \$522.00 a month. Steve McNeel seconded the motion which carried with all in favor.*

Steve McNeel made a motion to accept the proposal from Otis Elevator to replace the door operators. Linda Wolf 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-** Paint colors were discussed. *Linda Wolf made a motion to use color scheme 1A as is. Mike Fuess seconded the motion, during discussion Linda Wolf withdrew her motion. Linda Wolf made a motion to poll the Board on their choice of color scheme. Steve McNeel seconded the motion which carried with all in favor.*
Amy Powers asked Steve McNeel his color scheme option and he stated he preferred scheme 2. Amy then asked Joe Kliestik, Linda Wolf and Mike Fuess their color scheme option, all 3 stated they preferred scheme 1A.
Linda Wolf made a motion to choose color scheme 1A as is. Joe Kliestik seconded the motion which carried with all in favor.
- D. Ramp Resealing-** Dave Tyrer reported that this would be done in August or September.
- E. Guard Rails – Trevor Card of Forbes Engineering** – Trevor was present and passed out drawings to install guard rails on the 15th & 18th floors. Trevor will be submitting a proposal for installing them.

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.

8. Unfinished Business:

- A. Reserve Study Update Adoption** – This item was postponed to the next meeting.
- B. Rules & Regulations Adoption** – After review of Gayle Kern's edits, *Linda Wolf made a motion to adopt the revised Rules & Regulations. Mike Fuess seconded the motion which carried with all in favor.*
- 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.

9. New Business

- A. Collection Policy – Exhibit Change- Adoption** – the Board reviewed the exhibit change per NRS 116, *Mike Fuess made a motion to adopt the exhibit change to the current collection policy. Linda Wolf seconded the motion which carried with all in favor.*
- B. Buy In Fee/Transfer Fee/Record Set Up Fee** – This item was postponed.
- C. 2012 Budget Adoption** – this item was postponed.
- D. Website** – the board asked that this item be removed.
- E. Pest Control Contract** – this item was postponed.

10. 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. *Steve McNeel made a motion to exchange 1 fob for each key a homeowner returns. Mike Fuess seconded the motion which carried with all in favor.*

11. Management Report:

Management had nothing to report at this time.

12. Membership Correspondence:

None at this time.

13. Membership Open Forum – Any Other Items:

Paula McDonough of 1202- this homeowner had comments regarding the community room and suggested maybe purchasing a new table in the future.

14. Adjournment:

There being no further business to discuss at this time, *Mike Fuess made a motion to adjourn the meeting at 8:42 PM. Linda Wolf seconded the motion which carried with all in favor.*

Respectfully Submitted,

Amy Powers
Recording Secretary

Joe Kliestik
Secretary