

Park Towers
Meeting Minutes of the Board of Directors
September 20, 2011

BOARD PRESENT

Mike Fuess – President
Linda Wolf – Treasurer
Steve McNeel – Secretary

MANAGEMENT

Amy Powers – CAM
Terri Kenyon - CAM

GUESTS

List on file

BOARD ABSENT

Joe Kliestik – V. President - excused

1. Call To Order / Roll Call:

Mike Fuess called the meeting to order at 7:10 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:

There were no membership comments at this time.

3. Approval of Minutes:

After review, *Linda Wolf made a motion to approve the August 16, 2011 minutes as written. Mike Fuess 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 acknowledge that we have fulfilled our duty as a Board to review the financial statements for the month of July 2011 in accordance with NRS 116.31083 subject to the year end audit. Steve McNeel 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 July 2011.

5. Maintenance Report – Dave Tyrer:

- A. **Emergency Repair Report** –Dave Tyrer was not present to give a report.
B. **Patching of Building to Prep for Paint** – This item was postponed.
C. **Painting Project Update/Status-** This item was postponed until the patching could be completed.
D. **Ramp Resealing-** This item was postponed.
E. **Guard Rails** – The Board reviewed and discussed the engineered plans and proposal, *Linda Wolf made a motion to accept the proposal from Forbes Engineering to install the Guard Rails. Steve McNeel seconded the motion which carried with all in favor.*

6. Committee Reports:

- A. **Architectural Committee** – The committee had no report at this time.
B. **Parking Committee** – The committee submitted a list of items regarding stuff being stored in parking spaces.

7. Unfinished Business:

- A. **Reserve Study Update Adoption** – This item was postponed to the next meeting.
B. **Rules & Regulations Adoption** – this item was adopted at the August meeting and is being removed from the agenda.

- C. **Board Policy For Homeowners Repairs That Affect The Exterior Of The Units** – Steve McNeel and Mike Fuess have met with Amy and Dave and are still gathering more information. This item was postponed until the Standard Operating Procedure draft is completed.
- D. **Buy In Fee/Transfer Fee/Record Set Up Fee** – Due to the new changes in NRS-116, Terri Kenyon presented the Board with an Addendum B to the management contract. After review of the addendum B, *Linda Wolf made a motion to adopt the Addendum B to the management contract. Mike Fuess seconded the motion which carried with all in favor.*
- E. **2012 Budget Adoption** – This item was postponed until the reserve study could be updated.
- F. **Pest Control Contract** – This item was postponed until bids could be obtained.

8. New Business

- A. **Elevator Contract** – The board reviewed the Otis Elevator contract at the last meeting, *Steve McNeel made a motion to accept the contract from Otis Elevator. Linda Wolf seconded the motion which carried with all in favor.*
- B. **Elevator Door Operators** – The Board reviewed the proposal from Otis Elevator to install new door operators at the last meeting, *Steve McNeel made a motion to approve the proposal from Otis Elevator to install new door operators on the elevators. Mike Fuess seconded the motion which carried with all in favor.*

9. Security:

- A. **Entry Systems Update** – Amy Powers reported that she is going to be sending out a letter to the homeowners to start the process of switching out the front door keys for the Fobs. She further reported that Axis Security would be starting to install the new system in the next couple of weeks.

10. Management Report:

- A. **Board Member Guidelines** – This item was postponed until all Board Members were present.

11. Membership Correspondence:

None at this time.

12. Membership Open Forum – Any Other Items:

Paula McDonough of 1202- this homeowner had comments regarding communication between neighbors and the bulletin boards.

13. Adjournment:

There being no further business to discuss at this time, *Mike Fuess made a motion to adjourn the meeting at 8:12 PM. Steve McNeel seconded the motion which carried with all in favor.*

Respectfully Submitted,

Amy Powers
Recording Secretary

Steve McNeel
Secretary