

Park Towers
Meeting Minutes of the Board of Directors
January 17, 2012

Board Present

Mike Fuess – President
Joe Kliestik – V. President
Linda Wolf – Treasurer

Management

Amy Powers – CAM

Guests

List on file

Board Absent

Steve McNeel – Secretary-excused

1. Call To Order / Roll Call:

Mike Fuess 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 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. Election of Officers

Linda Wolf made a motion to elect Mike Fuess as President, Joe Kliestik as Vice President, Steve McNeel as Secretary and Linda Wolf as Treasurer. Joe Kliestik seconded the motion which carried with all in favor.

4. Approval of Minutes:

After review, *Linda Wolf made a motion to approve the November 15, 2011 minutes as corrected. Mike Fuess seconded the motion which carried with all in favor. Linda Wolf made a motion to approve the December 14, 2011 meeting minutes as written. Mike Fuess 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 through the month of October & November 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 November 2011.

6. Maintenance Report – Dave Tyrer:

A. Emergency Repair/Maintenance Report – Dave Tyrer reported that 4 closures in the fire stairwells have been stolen along with some fire caps. He also reported that there was a sewer back up on December 25th in unit 1203 & 1103 and there was a frozen pipe in the stairwell on the same day. Dave discovered that there was a gas line leak in the

generator that was fixed today. The basement gate went out on Saturday and Dave found that the power went out & tripped the breaker. He had a report of no hot water on January 5th. He reported that the elevator smoke alarms have been tested.

Dave reported that Nora would like an outlet installed on the 16th floor so that she can vacuum the upper floors without an extension cord.

Linda Wolf made a motion to have Action Electric install 2 outlets.

Mike Fuess seconded the motion which carried with all in favor.

- 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. Exterior Repairs to Units 1501 & 1502-** This item was postponed until it could be determined if the test patching holds.

7. Committee Reports:

- A. Architectural Committee** – There was no architectural committee report at this time.
- B. Parking Committee** – There was no parking committee report at this time.

8. Unfinished Business:

- A. Board Policy For Homeowners Repairs That Affect The Exterior Of The Units** – Steve McNeel, Mike Fuess and Paula McDonough are currently working on this item and it was postponed until the Standard Operating Procedure draft is completed.
- B. Pest Control Contract** – This item was postponed until bids could be obtained.
- C. East Ramp Proposals** – After review of the proposals opened at the December 14, 2011 meeting, ***Linda Wolf made a motion to accept the proposal from TNT Construction to replace the east ramp without the alternate 1 (heat mat) but to include alternate 2 (trench). Mike Fuess seconded the motion which carried with all in favor.***

9. New Business

- A. 2012 Plumbing, Electrical, & HVAC Contractors** – This item was postponed.

10. Security:

- A. Entry Systems Update** – Amy Powers reported that the entry system is installed and that there are a few loose ends to tie up.

11. Management Report:

A. Board Member Guidelines – This item was postponed.

12. Membership Correspondence:

There was no membership correspondence at this time.

13. Membership Open Forum – Any Other Items:

There were no membership comments at this time.

14. Adjournment:

There being no further business to discuss at this time, *Mike Fuess made a motion to adjourn the meeting at 8:06 PM. Linda Wolf seconded the motion which carried with all in favor.*

Respectfully Submitted,

Amy Powers
Recording Secretary

Steve McNeel
Secretary