

**Park Towers**  
**Meeting Minutes of the Board of Directors**  
**February 21, 2012**

**Board Present**

Mike Fuess – President

Joe Kliestik – V. Pres.(arrived 6:10 pm)

Linda Wolf – Treasurer

Steve McNeel – Secretary-

**Management**

Amy Powers – CAM

Terri Kenyon

**Guests**

List on file

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

Mike Fuess called the meeting to order at 6:05 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:**

The approval of the January 17, 2012 meeting minutes was postponed.

**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 through the month of December 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 December 2011.

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

- A. Emergency Repair/Maintenance Report** – Dave Tyrer was not present to give a report.
- B. Patching of Building to Prep for Paint** – The Board opened a proposal from Alpha 1 Construction in the amount of \$293,047.48 to patch the building. The Board asked management to ask Alpha 1 to give a proposal to patch just the South & West sides of the building. 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-** The owner of 1501 was present and reported that there has not been a significant amount of rain to determine if the unit is no longer leaking after the patching Dave has done.

**6. 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.

### **7. 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. 2012 Plumbing, Electrical & HVAC Contractors** – This item was postponed.

### **8. New Business**

- A. 16<sup>th</sup> Floor Carpet** – The Board asked that this item be changed to Hallway Flooring and Carpet Cleaning. This item was postponed.

### **9. Security:**

There were no security issues to discuss at this time.

### **10. Management Report:**

Amy Powers reported that she had received the renewal for the Flood Insurance Policy with option A for \$29,762.00 for \$11,516,800.00 in coverage or option B for \$30,446.00 for \$11,800,400.00 in coverage. After review, *Linda Wolf made a motion to choose option B in the amount of \$30,446.00 for Flood Insurance. Mike Fuess seconded the motion which carried with all in favor.*

Amy Powers presented the proposal from Gene Clawson to do the 2011 taxes and audit. *Linda Wolf made a motion to accept the proposal from Gene Clawson to prepare the 2011 taxes in the amount of \$250.00 and the 2011 audit in the amount of \$4500.00-\$5,000.00. Mike Fuess seconded the motion which carried with all in favor.*

- A. Board Member Guidelines** – Terri Kenyon reminded the current Board Members that anything discussed in executive session is not to be discussed with anyone else besides management and other board members and that all meetings are recorded and the discussion of individual units or owners should not be discussed.

### **11. Membership Correspondence:**

There was no membership correspondence at this time.

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

**Dahl Rask of Unit 1501** – This homeowner had concern regarding the motorcycle/scooter parked in front of the building.

**13. Adjournment:**

There being no further business to discuss at this time, *Mike Fuess made a motion to adjourn the meeting at 7:26 PM. Steve McNeel seconded the motion which carried with all in favor.*

Respectfully Submitted,

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Amy Powers  
Recording Secretary

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Steve McNeel  
Secretary