

**Park Towers**  
**Meeting Minutes of the Board of Directors**  
**April 17, 2012**

**Board Present**

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

**Management**

Don Lamers – Community Manager

**Guests**

List on file

**Board Absent**

Joe Kliestik – Vice President (Participated via phone at item 5.B Only)

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

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:**

There were no membership comments at this time.

**3. Approval of Minutes:**

After review, *Linda Wolf made a motion to approve the January 17, 2012 meeting minutes as written. Mike Fuess seconded the motion which carried unanimously.*

After review, *Linda Wolf made a motion to approve the minutes of the February 21, 2012 minutes as written. Mike Fuess seconded the motion which carried unanimously.*

**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 February 2012 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 February 2012.
- B. **2011 Audit & Taxes:** Management stated the taxes for 2011 have been filed. He stated that the audit is in process. No action was taken.

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

- A. **Emergency Repair/Maintenance Report** – No action was taken. It was noted that Dave Tyrer was waiting on approval for the 12” x 12” window for the door by the garage and if the window was ordered. Management to follow up with Amy to find out if the window was ordered.
- B. **Patching of Building to Prep for Paint** – The board contacted Mr. Kliestik at this time via telephone. Bids were received and reviewed. Discussion was had. *Linda Wolf made a motion to approve the vendor to be Seasons Building Solutions pending a meeting with Dave Pasco to be scheduled for the 1<sup>st</sup> of May to discuss the details of the glazing, stucco repair and agree upon a schedule for the project. The proposal was for option A. \$91,400.00. Joe Kliestik seconded the motion which carried unanimously.*
- C. **Painting Project Update/Status-** No action was taken.
- D. **Exterior Repairs to Units 1501 & 1502-** No action was taken.
- E. **East Ramp Update** - Management stated that the ramp was completed. Mike Fuess stated that a walk through with Maintenance and TNT should be conducted to ensure that the ramp does not leak. Mike Fuess stated that he was concerned with

the form material used and the drain configuration and would like to ensure that project is completed without issue prior to releasing the check to TNT.

**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 as bids were not available.
- C. **2012 Plumbing, Electrical & HVAC Contractors** – Bids were reviewed for 2012 Plumbing and Electrical Contractors. Discussion was had. ***Steve McNeel made a motion to use Action Electric and D&D Plumbing for the 2012 fiscal year for Electric issues and Plumbing issues respectively at the Park Tower per agreed pricing. Linda Wolf seconded the motion which carried unanimously.***

**8. New Business**

- A. **Hallway Flooring & Carpet Cleaning**– This item was postponed as no bids were available.
- B. **Front Entry Door Replacement Proposals** - This item was postponed as no bids were available.

**9. Security:**

There were no security issues to discuss at this time.

**10. Management Report:**

No management report was given.

**11. Membership Correspondence:**

There was no membership correspondence at this time.

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

**Bob Parrino of Unit 1602** – This homeowner offered to volunteer to serve on a committee to pick out carpet tiles for carpet replacement in the hallways. He also stated that a carpet cleaning strategy should be adopted by Park Tower, perhaps vacuum less.

**13. Adjournment:**

There being no further business to discuss at this time, ***Linda Wolf made a motion to adjourn the meeting at 7:25 PM to executive session. Mike Fuess seconded the motion which carried with all in favor.***

Respectfully Submitted,

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Don Lamers  
Recording Secretary

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Steve McNeel  
Secretary