

**Park Towers**  
**Meeting Minutes of the Board of Directors**  
**May 15, 2012**

**Board Present**

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

**Management**

Amy Powers – CAM  
Terri Kenyon

**Guests**

List on file

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

The meeting was called to order at 6:16 PM, which was held in the lobby office at Park Towers, 280 Island Ave., Reno, NV 89501. With all of the Board Members present a quorum was established.

**2. Membership Open Forum – Agenda Items Only:**

There were no membership comments at this time.

**3. Board Member Appointment**

After review of an email from John Saidi stating his interest of serving on the Board, *Linda Wolf made a motion to appoint John Saidi to the Board. Mike Fuess seconded the motion which carried with all in favor.*

**4. Approval of Minutes:**

The approval of the April 17, 2012 and May 1, 2012 was postponed.

**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 March 2012 in accordance with NRS 116.31083 subject to the year end audit. Joe Kliestik seconded the motion which carried with all in favor.*

- A. **Bank Statements Reviewed:** It was noted by Management that all Board members have received copies of the bank statements through March 2012.
- B. **2011 Audit Approval:** This item was postponed until the draft audit is available for review.

**6. Maintenance Report – Dave Tyrer/Management:**

- A. **Emergency Repair/Maintenance Report** –Linda Wolf reported that there is some rebar in the parking garage on the street level that needs to be replaced and asked the Trevor Card from Forbes Engineering be contacted. The Board also asked management to get proposals to have a railing built along the ramp to the lower parking level.
- B. **Patching of Building to Prep for Paint** – Joe Kliestik reported on window glazing and the different products that could be used. The Board agreed to have 2 windows tested. *Mike Fuess made a motion to approve the proposal from Seasons Business Solutions in the amount of \$17,200.00 after the window glazing tests have been done. Joe Kliestik seconded the motion which carried with all in favor.*
- C. **Painting Project Update/Status-** The Board asked that management send a

letter to Dan Warren of Custom Painting asking for an updated proposal for the painting for the Board to review at the June meeting and to schedule a mid July start date but no later than August 15<sup>th</sup>.

- D. **Exterior Repairs to Units 1501 & 1502**- This item was postponed.
- E. **Garage Painting** – This item was postponed.

### **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** –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. **Hallway Flooring & Carpet Cleaning** – This item was postponed.
- D. **Front Entry Door Replacement Proposals** – This item was postponed until proposals could be received.

### **9. New Business**

- A. **Window Cleaning** – The Board opened a proposal from Clear View Window Cleaning in the amount of \$5,700.00 for a one time window cleaning, Sierra NV Window Cleaning declined to bid at this time. This item was postponed.

### **10. Security:**

The Board asked that Fob Entry on garage wall be added to the next agenda.

### **11. Management Report:**

Amy Powers reported that the printer was out of ink and that the replacement cartridges cost approximately \$50.00. Joe Kliestik stated that he just purchased a fax/printer/scanner/copier for approximately \$130.00. The Board agreed to let management purchase a fax/printer/scanner/copier for the tower office. The Board discussed the purchase of 2 bulletin boards and 2 sleeves for the elevators. ***Joe Kliestik made a motion to purchase 2 bulletin boards & 2 sleeves for the elevator notices. Linda Wolf seconded the motion which carried with all in favor.***

### **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, *Linda Wolf made a motion to adjourn the meeting at 8:35 PM. Mike Fuess seconded the motion which carried with all in favor.*

Respectfully Submitted,

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Amy Powers  
Recording Secretary

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Board Secretary