

**Park Towers**  
**Meeting Minutes of the Board of Directors**  
**June 19, 2012**

**Board Present**

Mike Fuess – Pres.  
Joe Kliestik – Director  
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 6:23 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:**

A homeowner wanted to know if he had been added to the parking space list. He also stated that he wanted another fob as he had turned in 3 keys but only received 2 fobs. Management stated that if the homeowner would come by the office in the morning they would rectify the problem.

**3. Approval of Minutes:**

After review, *Linda Wolf made a motion to approve the April 17, 2012 meeting minutes as written. Joe Kliestik seconded the motion which carried all in favor.*

After review, *Linda Wolf mad a motion to approve the minutes of the May 1, 2012 special meeting minutes as written. Mike Fuess seconded the motion which carried all in favor.*

After review, *Mike Fuess made a motion to approve the minutes of the May 15, 2012 meeting minutes as written. Joe Kliestik seconded the motion which carried 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 through the month of April 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 by Management that all Board members have received copies of the bank statements through April 2012.
- B. **2011 Audit Approval:** This item was postponed until the draft audit is available for review.

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

- A. **Emergency Repair/Maintenance Report** –*Linda Wolf made a motion to accept the proposal from D&D Plumbing in the amount of \$526.00 for 3 port valves. Mike Fuess seconded the motion which carried with all in favor.* These are needed to drain the sediment from the hot water storage tanks
- B. **Patching of Building to Prep for Paint** – Joe Kliestik reported that Dave

Pasco would have his C-17 license by June 26th.

**Meeting was adjourned at 6:52 pm and reconvened at 6:57 pm.**

Joe Kliestik reported that he met with Envision Windows and reported that they could not do the window glazing themselves, they would have to sub it out to Dave Pasco, because of the swing stage needed. Joe Kliestik will choose the product that will be used in the window glazing. *Joe Kliestik made a motion to accept Season Building Solutions A-2 option in the amount of \$19,300 for the window glazing. Linda Wolf seconded the motion which carried all in favor.*

**C. Painting Project Update/Status-** *Linda Wolf made a motion to accept Bid #3 from Custom Painting in the amount of \$88,000.00. Mike Fuess seconded the motion which carried all in favor.*

**D. Exterior Repairs to Units 1501 & 1502-** This item was postponed.

**E. Garage Painting** – This item was postponed.

**F. Guard Rail for East Ramp Proposals** – *Joe Kliestik made a motion that Dave Tyrer buy a pre fabricated guard rail at Lowes and bolt it down himself. Mike Fuess seconded the motion which carried all in favor.*

#### **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 Homeowner Repairs That Affect The Exterior Of The Units** –Management to forward final policy to the Board and Dave Tyrer for review.

**B. Pest Control Contract** – This item was postponed until bids could be obtained.

**C. Carpet Cleaning** – This item was postponed.

**D. Window Cleaning** – This item was postponed

#### **8. New Business**

**A. Window Glazing –update – Addressed in 5B;** Joe Kliestik reported that he met with Envision Windows and reported that they could not do the window glazing themselves, they would have to sub it out to Dave Pasco, because of the swing stage needed. Joe Kliestik will choose the product that will be used in the window glazing. *Joe Kliestik made a motion to accept Season Building Solutions A-2 option in the amount of \$19,300 for the window glazing. Linda Wolf seconded the motion which carried all in favor.*

#### **9. Security:**

Nothing at this time

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

**There was a ADT alarm report over the weekend and there seems to be a alarm**

**intercom on the 6<sup>th</sup> floor that has been tampered with which set the alarm off. Management and Dave are going to contact all residents on the six floor and find the owner who is responsible.**

**11. Membership Correspondence:**

There was no membership correspondence at this time.

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

Paula asked that her parking space rent be pro-rated for the first month since she was not notified that she had the space until the 11<sup>th</sup> of the month.

**13. Adjournment:**

There being no further business to discuss at this time, *Linda Wolf made a motion to adjourn the meeting at 8:04 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