

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

Board Present

Mike Fuess – President (6:35 PM)
Joe Kliestik – Vice President
Linda Wolf – Secretary/Treasurer
John Saidi - Director

Management

Don Lamers – CAM
Terri Kenyon - Supervising CAM

Guests

List on file

1. Call To Order / Roll Call

The meeting was called to order at 6:14 PM, which was held in the lobby office at Park Towers, 280 Island Ave., Reno, NV 89501. With four of the five Board Members present a quorum was established. Mike Fuess joined the quorum at 6:35 PM.

2. Membership Open Forum – Agenda Items Only

No comments were given.

3. Approval of Minutes

Minutes for June 19, 2012 were unavailable. Item was postponed to August 2012 meeting.

4. Acceptance of Financial Statements

Treasurer, Linda Wolf stated that as of May 31, 2012 the balance in the operating account was \$58,170.51 and the balance in the reserve account was \$363,534.86. She stated that accounts receivable were \$27,847.63.

Linda Wolf moved to acknowledge that the board has fulfilled our duty to review the financial statements through the month of May 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 May 2012.
- B. 2011 Audit Approval:** The 2011 Audit was reviewed from Gene Clawson, CPA. Linda Wolf noted the amount of assessments collected needed to be changed to reflect the true amount per month. ***Linda Wolf made a motion to approve the 2011 audit with her correction. Joe Kliestik seconded the motion which carried with all in favor.*** The

5. Maintenance Report – Dave Tyrer/Management:

- A. Emergency Repair/Maintenance Report –** Management reported that they had lost all the hot water on the third floor. The hot water was restored after purchasing a \$100.00 replacement part from D&D Plumbing.

Joe Kliestik stated that during the building siding repair and painting that the pool deck is required to be closed to the public, but due to the fact that it is a fire exit the doors cannot be locked. Instead of locking the doors Maintenance was instructed to put up caution tape and set up 3 barriers rented from Tholl Fence to keep the homeowners out of the construction zone.

Management reported that the work in the basement by Arizona Pipeline was completed for now. The board was advised that Arizona Pipeline may be back in two or three months to finish the project.

- B. Patching of Building to Prep for Paint –** Joe Kliestik reported that Dave Pasco reported that the East side of the building is in a much greater state of disrepair than he anticipated and he doesn't know if he will be able to complete the job at the same

price he quoted. Mr. Kliestik stated that a change order may be needed per side of the building. Joe Kliestik recommended that Maintenance inspect Dave Pasco's work before the Swing Set is moved to insure that Season Building Solutions is following all the steps needed in order to glaze the windows properly. Dave Tyrer needs to take safety classes before he can get onto a Swing Set.

C.

Joe Kliestik asked for the Boards permission to directly supervise maintenance. Discussion was had. It was commented that maintenance is better directed through management.

Joe Kliestik stated he would provide a quart of paint of approved colors to Custom Painting. He was also going to give Custom Painting a copy of Bob Parrino's request that his balcony not be painted.

- D. Painting Project-** Management suggests that paint colors be listed in the contract. Joe Kliestik provided paint colors to management to be added to contract. It was noted that the painting project would begin in the next few weeks.

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 was asked to forward the final policy to the Board for review.
- B. Pest Control Contract**
Bids were opened, reviewed and discussed. *Linda Wolf made a motion to accept a 1 year by-monthly contract with CAD Pest Control in the amount of \$285.00 each visit. Mike Fuess seconded the motion which carried unanimously.*
- C. Carpet Cleaning**
Bids were opened, reviewed and discussed. *Linda Wolf made a motion to accept the proposal from Champion Carpet Cleaners in the amount of \$763.00. Mike Fuess seconded the motion which carried unanimously.*
- D. Window Cleaning**
This item will be postponed until the siding/painting projects are completed. No action was taken.

8. New Business

- A. Reserve Study**
Bids were provided, opened and reviewed. The board decided to postpone this item to August 2012. No action was taken.

9. Security

- A. Fob Reader Install for Garages**
No action was taken. Item was postponed to August 2012.

10. Management Report

The board asked that Management increase communication to the owners and residents regarding the progress of the painting along with a schedule.

11. Membership Correspondence

Unit 302: Owner submitted correspondence asking for approval to install a new door. Discussion was had. ***Joe Kliestik made a motion to approve #302 new door noting it must be painted grey. Linda Wolf seconded the motion which carried unanimously.***

12. Membership Open Forum – Any Other Items:

No membership spoke at this time.

13. Adjournment:

There being no further business to discuss at this time, ***Mike Fuess made a motion to adjourn the meeting at 8:16 PM. Linda Wolf seconded the motion which carried unanimously.***

Respectfully Submitted,

Don Lamers
Recording Secretary

Linda Wolf
Board Secretary