

Park Towers
Meeting Minutes of the Board of Directors
August 21, 2012

Board Present

Mike Fuess – President
Joe Kliestik – Vice President (6:23)
Linda Wolf – Secretary/Treasurer
John Saidi – Director (Via Phone)

Management

Don Lamers – Community Manager
Terri Kenyon - Supervising CAM
Kelli Jones – Provisional Community Manager

Guests

List on file

1. Call To Order / Roll Call

The meeting was called to order at 6:13 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. Joe Kliestik joined the quorum at 6:23 PM.

2. Membership Open Forum – Agenda Items Only

Unit 1501: Owner voiced concerns regarding the painting project. He asked that more timely notice be given to the residents before scheduled garage ramp closures.

3. Approval of Minutes

After review, ***Linda Wolf made a motion to approve the June 19, 2012 meeting minutes written. Joe Kliestik seconded the motion which carried unanimously.***

After review, ***Linda Wolf made the motion to approve the July 17, 2012 meeting minutes as written. Joe Kliestik seconded the motion which carried unanimously.***

Acceptance of Financial Statements

Treasurer, Linda Wolf stated that as of June 30, 2012 the balance in the operating account was \$91,100.56 and the balance in the reserve account was \$370,449.09.

Linda Wolf moved to acknowledge that the board has fulfilled our duty to review the financial statements through the month of June 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 June 2012.

B. Signature Cards/ Move Operating/ Reserve Accounts to Wells Fargo

Linda Wolf moved to hold off on opening a new account at Wells Fargo until after the Annual Membership Meeting, and to re-agendize the topic at that time. Mike Fuess seconded the motion with carried unanimously.

5. Maintenance Report – Dave Tyrer/Management

A. Emergency Repair/Maintenance Report

A. Season's Building Solutions employee left the water running in the boiler room that resulted in the flooding the boiler room. Unit 1701 sustained damage. Season's Building Solutions accepted responsibility for the mishap and is working with the owner to repair the damage.

B. Dave Tyrer reported that the potted juniper trees that are on the pool deck have gotten too large for the pots they are in. The trees are to be donated to a organization mentioned by one of the homeowners. ***Linda Wolf moved to remove and replace them. Mike Fuess seconded the motion which carried unanimously.***

C. Dave Tyrer reported that Unit 1104 and 1105 had an electrical problem with their

entry lights. Action Electric was called out to inspect the problem. Action electric found uncapped, exposed wires that posed a safety issue and solved the problem by capping them off.

B. Building Restoration (Window Glazing/Patching/Painting)

Joe Kliestik reported that he spoke with Dan Warren of Custom Painting and Dan stated that he had acquired all licenses needed to start painting.

Management reported that Custom Painting installed unsafe electrical outlets in the boiler room. Maintenance called Action Electric to come and correctly install them. Custom Painting will be billed for Action Electrics work.

Joe Kliestik reported that Seasons Building Solutions have complete prep work on the East side of the building and that the stucco work on the south side of the building is also complete. The stucco that was used is a waterproof stucco.

Linda Wolf made a motion to pay Tholl Fencing \$377.04 for the temporary fencing and barricades needed for the pool deck during construction. Mike Fuess seconded the motion which carried unanimously.

Mike Fuess made a motion to pay MSM \$413.55 to fabricate new gutters for the east side of the south side of the building. Joe Kliestik seconded the motion with carried unanimously.

Linda Wolf made a motion that MSM go ahead and fabricate new gutters for the west side of the south side of the building. Mike Fuess seconded the motion which carried unanimously.

Management was asked to find out more about possible issues with the roof eyebrows. If the roof needed to be immediately replaced management would then obtain bids.

C. Guard Rail for East Ramp

This item was postponed until the painting of the building is completed. No action was taken.

D. Garage Door / Intermittent Short

The Fob system had a board failure which is covered under warranty and will be repaired by AXIS.

E. Carpet Cleaning Schedule

This item was postponed until the painting of the building is completed. No action was taken.

6. Committee Reports:

A. Architectural Committee

There was no architectural committee report at this time.

B. Parking Committee

It was reported that a homeowner took issue with homeowners that were storing items in their parking space. It was decided that a letter would go out reminded homeowners that this is not allowed. If the homeowner chose to ignore this letter then a violation would be sent, and the protocol to hearing and fining enacted.

7. Unfinished Business:

- A. **Board Policy For Homeowner Repairs That Affect The Exterior Of The Units**
This item was postponed. No action was taken.
- B. **Window Cleaning**
This item will be postponed until the siding/painting projects are completed. No action was taken.
- C. **Reserve Study**
This item was postponed until next year. No action was taken.

8. New Business

- A. **Change Orders for Building Restoration Project**
Linda Wolf made a motion to accept Seasons Building Solutions Addendum to Lath Façade and Window Caulk Service Agreement Exhibit "1". In the amounts of \$14,000.00 for Casement Panels, \$17,000.00 for Casement Unions and Joints, and \$65.00 per man hour, not to exceed \$1,300.00 for removal labor and \$1,625.00 for the replacement labor for the Rain Gutters. Mike Fuess seconded the motion which carried unanimously.
- B. **Building Engineering Guide**
This item was postponed until the September meeting. No action was taken.
- C. **Service Easement / Title Search**
Linda Wolf made a motion to pay \$1,200.00 for a title easement search. Joe Kliestik seconded the motion which carried unanimously.
- D. **Water Shut Off Days, Schedule for Rest of 2012**
Linda Wolf made a motion for management to schedule water shut off days for the rest of 2012. Joe Kliestik seconded the motion which carried unanimously.

9. Security

- A. **Fob Reader Install for Garages**
This item was postponed. No action was taken.

10. Management Report

Management suggested that the association purchase metal signs for the garage instructing the residents on how to properly dispose of their garbage. These signs would replace the paper notices currently in use.

11. Membership Correspondence

Unit 1403: Owner submitted correspondence requesting that the association change the bylaws to state that the rental of a unit less than 30 days not be permitted, and that the total number of rental units also be limited. The board requested that a survey be sent out to all owners to gain membership opinions on these two items.

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, *Joe Kliestik made a motion to adjourn the meeting at 8:01 PM. Linda Wolf seconded the motion which carried unanimously.*

Respectfully Submitted,

Don Lamers
Recording Secretary

Linda Wolf
Board Secretary