

**Park Towers**  
**Meeting Minutes of the Board of Directors**  
**September 18, 2012**

**Board Present**

Mike Fuess – President  
Joe Kliestik – Vice President  
Linda Wolf – Secretary/Treasurer

**Management**

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

**Guests**

List on file

**Board Absent**

John Saidi - Director

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

The meeting was called to order at 6:17 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**

No comments were given.

Meeting was temporarily adjourned at 6:47 PM.

| \_\_ Meeting was reconvened at 7:04 PM.

**3. Approval of Minutes**

After review, *Linda Wolf made a motion to approve the August 21, 2012 meeting minutes as corrected. Mike Fuess seconded the motion which carried unanimously.*

**4. Acceptance of Financial Statements**

Treasurer, Linda Wolf stated that as of July 31, 2012 the balance in the operating account was \$88,415.87 and the balance in the reserve account was \$353,756.80. Receivables for July 2012 were \$50,424.00.

*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 July 2012.

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

**A. Emergency Repair/Maintenance Report**

There were no emergency repairs to report. Management reported for Dave Tyrer that the elevator phone lines had been restored, and both were currently working. Also reported was that all of the camera wires had been labeled and were now housed in a water proof box.

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

Dan Warren of Custom Painting reported that they were planning on setting up the swing stage on the west side of the building on Friday. He estimated they would be painting on that side of the building for 7 to 10 days.

**C. Garage Painting**

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

**D. Guard Rail for East Ramp (Dave Tyrer)**

Management was asked to confirm the UBS size for a guardrail.

**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**

This item was postponed. No action was taken.

**B. Window Cleaning**

Management was asked to obtain proposals. The windows will be scheduled to be cleaned after the building painting is completed.

**C. Building Engineering Guide/Maintenance Manual**

Management was asked to obtain proposals.

**8. New Business**

**A. Gutter – Ratify Cost**

*Linda Wolf made a motion to accept MSM Sheet Metals Proposal in the amount of \$637.99 Mike Fuess seconded the motion which carried unanimously.*

**B. Status of Lobby Restoration/Insurance Claim**

Mike Fuess signed the Statement of Loss from the insurance company. Management was asked to start repairs on the affected units #202 & #304, and the lobby.

**C. West Wall Restoration**

*Linda Wolf made a motion to accept SBS's proposal in the amount of \$1,200.00 to repair the west wall. Mike Fuess seconded the motion which carried with Linda Wolf and Mike Fuess voting YES and Joe Kliestik voting NO.*

**D. Roof Penthouse Eyebrows/Eyebrow Caps**

Management was asked to obtain more bids.

**E. Requirements for Keys to Units for Emergency Access**

Management reported that the CCR's state in 4.04: The Board shall have ingress and egress easements to all of the Property, in order to properly maintain the Property and to conduct business of the Association. Such access shall be at reasonable time, except in the case of emergency. The board asked management to send out a letter requesting 2 keys be provided for every unit. One key for the Fire Box, and one key for Management in case of an emergency. Management suggested the HOA purchase a safe that would require two separate keys be used simultaneously in order to open the safe. The owner keys would be kept in this safe.

**F. Sealing of Slate Tiles throughout the Building**

Joe Kliestik offered to look into this matter, as it is his area of expertise.

**G. 2013 Draft Budget**

*Linda Wolf made a motion to adopt the proposed budget for 2013. Mike Fuess seconded the motion which carried unanimously.*

**9. Security**

**A. Fob Reader Install for Garages**

Management was asked to obtain bids.

**10. Management Report**

Mike asked management to report back about know who on the current Board would be up for re-election this year. Management asked the Board who would be responsible for the minor damages that have occurred by the contractors during the painting/building repair project. Would the board like to bill back the contractors or just repair the damages them self? It was determined that neither management nor the Board could say for sure who was responsible for the damages and that the HOA would pay for the repairs.

Management reported that the HOA Flood insurance is up in March. Insurance will be doing a new evaluation of the building to determine the cost of the new premium.

The HOA was awarded the final limited common area by judgment. The whole building is owned by the HOA.

There are two downspouts that come from the roof. One downspout froze and split last winter and is no longer usable. That leaves only one drain on the roof that is usable. Management was asked to obtain bids for replacement or repair of the broken downspout.

**11. Membership Correspondence**

There was no Membership Correspondence at this time.


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

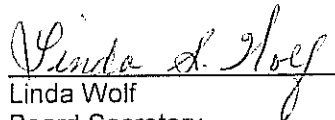
No membership spoke at this time.

**13. Adjournment:**

There being no further business to discuss at this time, *Mike Fuess made a motion to adjourn the meeting at 8:03 PM. Linda Wolf seconded the motion which carried unanimously.*

Respectfully Submitted,

  
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Don Lamers  
Recording Secretary

  
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Linda Wolf  
Board Secretary