

# Park Towers

## Meeting Minutes of the Board of Directors

### November 28, 2012

#### Board Present

Mike Fuess - President  
Linda Wolf – Director  
Dahl Rask – Vice President

#### Management

Terri Kenyon – Supervising CAM  
Kelli Jones – Provisional Community Manager

#### Guests

List on file

#### Board Absent

Leilani Bailey - Treasurer  
Michael VanKley – Secretary

#### 1. Call To Order / Roll Call

The meeting was called to order at 7:30 PM, which was held in the lobby office at Park Towers, 280 Island Ave., Reno, NV 89501. With three of the five Board Members present a quorum was established.

#### 2. Membership Open Forum – Agenda Items Only

**Unit 1202:** Owner stated that she could not open her window due to the fact that it had been painted shut by the painters. She requested that they come and open it for her. Owner also asked why the fire alarms do not go off on every floor simultaneously.

Management will contact the painters again to come and open her windows. It was stated that the alarm system is designed such as every other floor alarm goes off and then rotates so that all floors are not trying to vacate the building at the exact same time. ADT would be contacted to provide a more specific answer.

**Unit 301:** Owner wanted to know what could be done to prevent cigarette butts and garbage from being thrown onto her balcony from the above units. The owner also suggested posting information in the common areas for renters about the rules and regulations and fines in regards to throwing items from the windows or balconies.

Management stated that they had already posted signs in the common area and on the doors of the units directly above her unit, containing such information.

#### 3. Approval of Minutes

***Mike Fuess made a motion to approve the September 2012 Minutes. Dahl Rask seconded the motion which carried unanimously.***

***Linda Wolf made a motion to approve the October 2012 Minutes. Dahl Rask seconded the motion which carried unanimously.***

#### 4. Acceptance of Financial Statements

***Linda Wolf moved to acknowledge that the board has fulfilled our duty to review the financial statements through the month of September 2012 in accordance with NRS 116.31083 subject to the year end audit. Dahl Rask 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 September 2012.

**5. Election of Officers**

*Dahl Rask made a motion to appoint Leilani Bailey as the Board of Directors Treasurer. Mike Fuess seconded the motion which carried unanimously.*

*Mike Fuess made a motion to appoint Dahl Rask as the Board of Directors Vice President. Linda Wolf seconded the motion which carried unanimously.*

*Linda Wolf made a motion to appoint Mike Fuess as the Board of Directors President. Dahl Rask seconded the motion which carried unanimously.*

*Mike Fuess made a motion to appoint Michael VanKley as the Board of Directors Secretary. Dahl Rask seconded the motion which carried unanimously.*

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

**A. Emergency Repair/Maintenance Report**

There were no emergency repairs to report. Management reported for Dave Tyrer that the Boilers had been turned on October 23, 2012. He also reported that he needed to order 2 new spare electrical boards for the Boiler due to the fact that they had been stolen.

During the Painting and Building Repair the light on units 307's patio was broken and needs to be replaced. The door to unit 606 was also damaged and needs to be repaired and repainted. The Door that goes from the boiler room to the roof is also damaged and bent and needs to be repaired or replaced.

The roof above unit 1702 is leaking and needs to be patched.

It was discovered that someone is storing their belongings under the parking ramp, this is not allowed and the items will need to be removed.

**B. Garage Painting**

Management reported that Dave Tyrer has purchased the paint and is starting to paint the garage as time permits.

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

Management was asked to obtain bids for a 6 foot guard rail and also for a 10 foot guard rail that would tie into the existing railing.

**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 Homeowner Repairs That Affect The Exterior Of The Units**

This item was postponed.

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

This item was postponed.

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

*Linda Wolf made a motion to pay Reel Construction an additional \$460.90 for added repairs needed. Dale Rask seconded the motion which carried unanimously.*

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

Joe Kliestik is in the process of pricing the slate tile sealant. Management will follow up with him and report at the next meeting.

**E. D&D Bid For Drain Repair - Bid**

This item was postponed.

**F. Unit 1401 - Status**

*Mike Fuess made a motion to sell the personal property left in the unit by the previous owner. Dahl Rask seconded the motion which carried unanimously.*

**G. Unit 1501 & 1502 – Insurance Claim – Status**

There was no new information at this time. Management was asked to contact the insurance company for an update.

**H. Garage Storage – Update**

Management was asked to contact the fire department again to get a more concrete answer regarding garage storage.

**9. New Business**

**A. Mural Painting/Graffiti**

This item will be postponed until graffiti becomes a problem.

**B. Breezeways**

John Saidi called the Fire Department. The Fire Department is looking into the matter.

**C. Unit Keys - Status**

Management reported that 16 new unit keys had been received and numerous other owners had stated that management already had a current set of keys. Management is in the process of doing an inventory and re organizing them.

**D. Emergency Access Policy**

This item was postponed.

**E. Holiday Bonuses**

*Mike Fuess made a motion to give Maintenance the same bonus as the previous year in the amount of \$950.00 and to also give the Cleaning Person the same bonus as the previous year in the amount of \$600.00. Dahl Rask seconded the motion which carried unanimously.*

**F. Management Contract - Renewal**

*Linda Wolf made a motion to accept the renewal contract proposed by Kenyon & Associates for a two year term. Mike Fuess seconded the motion which carried unanimously.*

**10. Security**

**A. Fob Reader Install for Garages (Alternate entry / exits)**

Management reported that Thomson Garage Door stated that altering the existing system would be very expensive. Management was asked to make a set of spare keys to the garage doors to keep in the office in case of emergency.

**11. Management Report**

Management reported the after completing an audit of the parking fees all owners are current. New metal signs for the garage were ordered, and once received Dave would hang them. The cleanout covers that are going to be placed over the parking spaces in the front of the building have been delivered, and once the cars move Dave would install them. Dave Tyrer made management a vendor list for the building. There are two doors that need a new smoke seal, Dave went and bought new ones and would be replacing them this week. There are six holes in the concrete in the parking garages; Dave is going to fill them with fire foam.

**12. Membership Correspondence**

**A. Unit 301 – Fire on Balcony**

The unit owner wanted to know what steps the association was taking to prevent another fire from starting on a balcony. She also wanted to know if the association knew who was the responsible party was and what actions would be taken against the person or persons responsible for throwing cigarette butts and garbage onto her patio. The Board stated that they did not know who the responsible party was, but if caught they would be fined.

**B. Unit 803 – Window Coverings**

The unit owner stated that after the building was repaired and painted that it looks great. She thought now would be a good time to start enforcing the rule that only white or off-white window coverings be allowed. She also suggested that signs on the balconies not be allowed. Management was asked to look into the matter to make sure that there was a rule limiting the color of the window coverings.

**C. Unit 807 – Murals/Graffiti**

The unit owner suggested that a mural or design could be painted on the back wall of the building to deter graffiti.

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

No membership spoke 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 8:59 PM. Mike Fuess seconded the motion which carried unanimously.***

Respectfully Submitted,

---

Kelli Jones  
Recording Secretary

---

Michael VanKley  
Board Secretary