

Park Towers
Meeting Minutes of the Board of Directors
January 15, 2013

Board Present

Mike Fuess - President
Dahl Rask – Vice President
Mike VanKley – Secretary
Leilani Bailey - Treasurer

Management

Don Lamers - Community Manager
Kelli Jones- Provisional Community Manager

Guests

List on file

Board Absent

None

1. Call To Order / Roll Call

The meeting was called to order at 6:12 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

No action at this time.

3. Acceptance of Resignation/ Appointment of New Board Member

Dahl Rask made a motion to except Linda Wolf's resignation. Mike VanKley seconded the motion which carried unanimously.

The appointment of a new Board Member was postponed.

4. Approval of Minutes

Dahl Rask made a motion to approve the November 28, 2012 Minutes. Leilani Bailey seconded the motion which carried unanimously.

5. Acceptance of Financial Statements

Leilani Bailey moved to acknowledge that the board has fulfilled our duty to review the financial statements through the month of November 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 November 2012.

6. Bank Signers

All Board Members signed and provided the needed information for the Bank Signature Cards.

7. Maintenance – Dave Tyrer/Management

A. Emergency Repair/Maintenance Report

Dave Tyrer reported that the Heat Exchanger went out in the boiler and had to be replaced. He also reported that Thompson Garage had to be called out in the month of January for a couple of garage door repairs. ADT is scheduled to test the Fire Alarm System this month. He also reported that there had been a large amount of ice that had accumulated on the roof.

B. Garage Painting

This item is postponed until warmer weather.

C. Guard Rail for East Ramp

Mike Fuess made a motion to except the proposal from Tholl Fence in the amount of \$1693.00 for a 8' ornamental Fence. Dahl Rask seconded the motion which carried unanimously.

8. 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.

9. Unfinished Business:

A. Board Policy For Homeowner Repairs That Affect The Exterior Of The Units

The Board asked Management to put together a general guideline binder for work being done on the exterior of the building.

B. Building Engineering Guide/Maintenance Manual

This item was postponed.

C. Status of Lobby Restoration / Insurance Claim

Management reported that the project was almost completed. Carpet installation in unit #202 was the only item left.

D. Sealing of Slate Tiles throughout the Building

Management was asked to contact Kelly- Moore Paints for sealant prices.

E. D&D Bid For Drain Repair - Bid

This item was postponed.

F. Unit 1401 - Status

Management reported that the bank had completed the foreclosure process and that a Demand Letter had been sent to them.

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 review the Associations CCR's and Rules & Regulations looking for item storage rules. If adequate rules were not found, then management would need to update the current storage rules in order to comply with the city Fire Marshal.

10. New Business

A. Breezeways (Fire Department Audit)

Management reported that the Fire Department had contacted them and reported that after extensive research, all the current breezeways were permitted. In the future if an owner wanted to convert their breezeway they would have to obtain a permit from the city in order to do so.

B. 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.

C. Support Staff Vacation - Policy

The Board instructed management to hire a cleaning company if the custodial staff was to have three or more consecutive days off.

D. Possible Enforcement of Window Treatment Colors

The Board instructed management to send violations on a complaint basis only.

E. 16th Floor Observation Deck Repair/Sealing

The Board asked management to obtain bids.

11. Management Report

Management reported that there had been a pipe break in unit #202 earlier that day due to frozen pipes. This caused emergency water shut off. The cost would be billed back to the unit. Management called the insurance company and asked that a claim be made.

In the past month Dave Tyrer has installed new metal signage in the garage area, and installed new metal vent covers over the cleanouts in the front of the building.

Mike Fuess made a motion to approve the cost of a new heat exchanger for the Boiler, in the amount of \$11,282.78 paid to Sur-Temp. Mike VanKley seconded the motion which carried unanimously.

12. Membership Correspondence

A. Unit 1501- Observation Deck Problems

The unit owner is concerned about the noise levels and late parties on the Observation Deck. They want to know if anything can be done to rectify the problem.

The Board asked management to research the Governing Documents in regards to any rules regarding the Observation Deck. The Board suggested that a sign be made listing these rules and be hung on the deck where all residents would be able to see them.

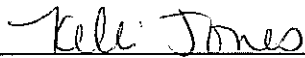
13. Membership Open Forum – Any Other Items:

The owner of unit 1202 suggested that management contact the owners of the units ending in 02, and suggest that they keep their cabinet doors open and their pipes dripping to help prevent frozen pipes.

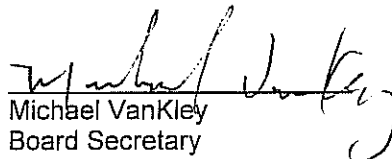
14. Adjournment:

There being no further business to discuss at this time, *Mike Fuess made a motion to adjourn the meeting at 8:01 PM. Mike VanKley seconded the motion which carried unanimously.*

Respectfully Submitted,



Kelli Jones
Recording Secretary



Michael VanKley
Board Secretary