

Park Towers

Meeting Minutes of the Board of Directors

February 19, 2013

Board Present

Mike Fuess - President
Leilani Bailey – Treasurer
Mike VanKley – Secretary

Management

Terri Kenyon – Supervising Community Manager List on file
Kelli Jones- Provisional Community Manager

Guests

Board Absent

Dahl Rask – Vice President

1. Call To Order / Roll Call

The meeting was called to order at 6:16 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 action at this time.

3. Appointment of New Board Member

The appointment of a new Board Member was postponed.

4. Approval of Minutes

Mike Fuess made a motion to approve the January, 15 2013 Minutes as corrected. Leilani Bailey seconded the motion which carried unanimously.

5. Acceptance of Financial Statements

Mike Fuess moved to acknowledge that the board has fulfilled our duty to review the financial statements through the month of January 2013 in accordance with NRS 116.31083 subject to the year end audit. Leilani Bailey 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 January 2013.

6. Maintenance – Dave Tyrer/Management

A. Emergency Repair/Maintenance Report

Management reported that there had been no emergency repairs needed. The 9th floor Fire Door had been completed and a bid for the replacement of the 3rd floor fire door had been obtained. During the painting and building repair an outdoor patio light belonging to unit 307 was broken. Maintenance has bought a new one and will install it.

7. Committee Reports:

A. Architectural Committee

There was no architectural committee report at this time. Management reported that unit #604 has requested to replace a large broken window with two smaller ones. The board asked for more specifics before making a decision.

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**
There was no update at this time.
- B. Building Engineering Guide/Maintenance Manual**
This item was postponed.
- C. Status of Lobby Restoration / Insurance Claim**
Management reported that the project was complete.
- D. Sealing of Slate Tiles throughout the Building**
Management reported that they were waiting on Kelly Moore for pricing at this time.
- E. D&D Bid For Drain Repair - Bid**
This item was postponed.
- F. Bank Signature Cards**
All signature cards have been completed.
- G. Unit 1501 & 1502 – Insurance Claim – Status**
Management reported that the Insurance loss report had been received and the total cost to repair the damage was less than the Associations deductible of \$10,000.00. Management was asked to obtain three bids for the repairs.
- H. Garage Storage – Update**
Management reported that notices had been placed throughout the building giving notice to the residents that items are not allowed to be stored in the parking garage. Management was asked to provide the Board with a new rule for adoption in regards to items not being allowed to be stored in any of the common areas including the parking garage.
- I. Unit Keys – Status**
Management reported that all but 16 units had provided front door keys to management in case of emergencies. The Board asked management to send out a follow up letter to the remaining units.

9. New Business

- A. Observation Deck - Rules**
The Board requested that Management provide them with Observation Deck Rules for their approval.
- B. Insurance Renewal**
The current insurance company is not going to renew the Associations Policy. Three new insurance bids will be provided to the Board as soon as Management receives them.
- C. 16th Floor Observation Deck Repair / Sealing**
Management is in the process of obtaining bids.

10. Management Report

The new Hazard Lights sign for the loading zone has been ordered and will be installed. Ten new garage door remotes had been ordered and programmed. During the painting and building repair an outdoor patio light belonging to unit 307 was broken. Maintenance has bought a new one and will install it.

11. **Membership Correspondence**

A. **Unit 1601- Broken Window**

The unit owner is claiming that during the painting project the painters had broken his window and is requesting that they replace it. Management reported that they had been in contact with the painters regarding his concerns and that the painters were looking for pictures that they had taken of broken windows prior to starting the project. The painting company also requested a quote for the replacement the broken window.

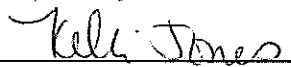
12. **Membership Open Forum – Any Other Items:**

There was none at this time.

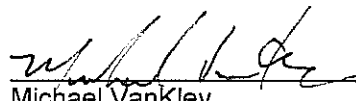
13. **Adjournment:**

There being no further business to discuss at this time, *Mike Fuess made a motion to adjourn the meeting at 7:16 PM. Mike VanKley seconded the motion which carried unanimously.*

Respectfully Submitted,



Kelli Jones
Recording Secretary



Michael VanKley
Board Secretary