

Park Towers

Meeting Minutes of the Board of Directors

March 19, 2013

Board Present

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

Management

Don Lamers – 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 6:12 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 VanKley made a motion to approve the February 19, 2013 Minutes as corrected. Leilani Bailey seconded the motion which carried unanimously.

5. Acceptance of Financial Statements

Financial Statements for the month of February 2013 were not available.

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 the front door latch had broken and had been replaced.

The backflow on the sump pump in the basement is broken and D&D Plumbing will be replacing it.

D&D Plumbing repaired an overflowing toilet and also ran a snake down the sewer line 150 feet. Maintenance will contact the City of Reno and have them check their main sewer drain for any blockage.

Unit #403 reported water damage. It was determined that water was leaking from a deteriorated wax ring on a hanging toilet in Unit #503. D&D Plumbing was hired by the owner and the wax ring was replaced.

The owner of Unit #202 reported that they had power outlets that they could not determine where the breakers were. Management hired Action Electric to trace where the power was coming from. New breakers were installed and all power in the unit is now routed to their breaker box.

ABC Fire conducted Fire Pump and Sprinkler Testing on the building. All tests were passed.

7. Committee Reports

A. Architectural Committee

There was nothing to report at this time.

B. Parking Committee

There was nothing to 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. Observation Deck - Rules

This item was postponed until all board members were present.

D. Sealing of Slate Tiles throughout the Building

The board decided not to seal the slate tiles. Management was asked to add the replacement of the flooring into the reserve study. Custodial Staff was also asked to only mop the tiles every other day in order to prevent further deterioration of the tiles.

E. D&D Bid For Drain Repair - Bid

This item was postponed.

F. Garage Storage - Rules

Leilani Bailey made a motion to accept the corrected Garage Storage Rules. Mike VanKley seconded the motion which carried unanimously.

G. Unit 1501 & 1502- Status

Mike VanKley made a motion to except BELFOR Property Restorations bid in the amount of \$4,438.31 to make the needed repairs to Unit #1501. Leilani Bailey seconded the motion which carried unanimously. Management is going to meet with the owner of #1502 and BELFOR on 3/25/2013 to determine if there is still any water leaking and also to determine where the water is originating from.

9. New Business

A. 16th Floor Observation Deck Repair/Sealing - Bids

Bids were opened and reviewed. The Board requested that Management contact both companies that provided bids and ask them to produce new revised bids both using the same scope of work.

B. Insurance Renewal- Bids

Mike Fuess made a motion to accept Wells Fargo Insurance's bid, for D&O, Liability, and Crime Insurance in the amount of \$29,307.00. Mike VanKley seconded the motion which carried unanimously.

C. Disbanding Committees

Mike Fuess made a motion to disband both the Parking Committee and the Architectural Committee. Mike VanKley seconded the motion which carried unanimously.

D. Association Owned Unit/ Prep for Rental

Mike Fuess made a motion to find a Rental Agent, and to purchase a Refrigerator and Stove, making the unit rentable. Leilani Bailey seconded the motion which carried unanimously.

E. Window Washing – Proposals

Mike Fuess made a motion to accept Seasons Building Solutions bid in the amount of \$5,425.00, for three sides of the building being straight cleaned, and one side of the building being industrial cleaned. Mike VanKley seconded the motion which carried unanimously.

F. Gutters

Management was asked to obtain bids to replace and repair the buildings gutters.

G. Maintenance of Deck Drains / Responsibility

This item was postponed. Further information is needed.

10. Management Report

Management reported that NV Energy is scheduled to shut off power to the building Thursday 21st, 2013. It was also reported that thieves have been jumping the parking garage fence and stealing bicycles. Management also reported unit #202 to the Contractors Board for not acquiring the appropriate Building Permits.

Unit #1702 reported ceiling damage from the weights that were placed on the roof during the Building Repair and Painting Projects. Management also reported that we need to contact Kodiak Roofing to repair a seam above unit #1702, where the unit also sustained water damage. *Mike Fuess made a motion to accept the bid from LC Property Group in the amount of \$590.00 to repair the ceiling and water damage to unit #1702. Leilani Bailey seconded the motion which carried unanimously.*

Mike Fuess made a motion to accept the proposal from Sur-Temp to clean the Chiller Tubing in the amount of \$985.00. Leilani Bailey seconded the motion which carried unanimously.

Parking Space #17 is too small for a car or truck. *Mike VanKley made a motion to allow up to 4 scooters or motorcycles to rent the space for \$10.00 each a month. Leilani Bailey seconded the motion which carried unanimously.*

11. Membership Correspondence

A. Unit 302- Deck Repairs / Window Sealing

The Unit Owner is asking for the area underneath the west window to be re-caulked. Maintenance is currently working on completing this. They are also asking the Association to install a new deck drain so that the water will drain off their deck, and that their deck be resealed. If it is their responsibility what product should they use? Their deck is directly above the emergency generator and therefore the damage needs to be addressed so that leaking does not occur.

B. Unit 202- Remodel

The Unit Owner has submitted architectural changes to the unit. Management told them they had to obtain building permits before any work could begin.

C. Unit 406 – Sewer Bill Reimbursement

The Board asked that this item be moved to Executive Session for discussion.

12. Membership Open Forum – Any Other Items:

The owner of unit 403- Mimi Farley – ask how individual homeowner's insurance was regulated. The Board responded that it is not regulated by the Association. Homeowners insurance is suggested but is not required by the Association's Governing Documents. She wanted to know what happens when it is a unit to unit situation. Management replied that if the owner responsible for the water damage to your unit does not have homeowners insurance, than you would need to make an insurance claim with your own insurance carrier, and then take the responsible owner to court for reimbursement. She stated that she should not be responsible for paying for the repairs to her unit. Management also stated that if she wanted a claim to be filed with the Association's insurance carrier management would file a claim. Management asked when the water damage occurred and she responded that it has been an ongoing problem. Management then asked why she had not reported it earlier and she responded that she had, but not in writing. Management then stated that when she had reported a leak last week it was immediately taken care of. Maintenance went to her unit, determined that the water leak was from the toilet in unit #503. D&D Plumbing was called and the owner of unit #503 was contacted. The wax ring had gone bad and was replaced at unit #503's expense. Management was instructed to contact a water remediation company to access the condition of her unit.

13. Adjournment:

There being no further business to discuss at this time, ***Mike Fuess made a motion to adjourn the meeting at 8:47 PM. Leilani Bailey seconded the motion which carried unanimously.***

Respectfully Submitted,

Kelli Jones
Recording Secretary

Michael VanKley
Board Secretary