

Park Towers Meeting Minutes of the Board of Directors May 21, 2013

Board Present

Mike Fuess – President – 6:41PM
Leilani Bailey – Treasurer
Mike VanKley – Secretary
Dahl Rask – Vice President

Management

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

Guests

Board Absent

None

1. Call To Order / Roll Call

The meeting was called to order at 6:37PM, 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. Mike Fuess joined the meeting at 6:41PM.

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

Leilani Bailey made a motion to approve the March 19, 2013 Minutes. Dahl Rask seconded the motion which carried unanimously.

5. Acceptance of Financial Statements

Leilani Bailey made a motion to approve the February 2013, and the March 2013 financials, pending the yearend audit. Dahl Rask seconded the motion which carried unanimously.

A. Bank Statements Reviewed

It was noted by Management that all Board members have received copies of the bank statements through March 2013.

6. Maintenance – Dave Tyrer/Management

A. Emergency Repair/Maintenance Report

Management reported that a new Hot Water Return Pump had to be purchased to replace a broken one at a cost of \$1,300.00. A part for the Oxygen Meter in the Parking Garage had to be ordered and would be repaired. There was a main drain blockage which resulted in water damage to unit 202, which cost the Association \$400.00 in damages. Unit #505 had a broken toilet that flooded the unit. Because the unit is empty management stopped the leak and had the water dried out, with all costs being charged back to the unit.

7. 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

Leilani Bailey made a motion to accept the amended Observation Deck Rules. Dahl Risk seconded the motion which carried unanimously.

D. Association Owned Units/Prep for Rental

Units #404 and #507 power has been turned on. Units need to be repaired, appliances need to be purchased and both need to be cleaned. The Board instructed Management to make both units rentable, and find a property management company.

E. D&D Bid For Drain Repair - Bid

This item was postponed.

F. Maintenance of Deck Drains / Responsibility

Discussion was had. The Board asked Management to ask Maintenance if he was able to replace the deck drains, and then obtain bids for the re-surfacing of the decks that are also considered roofs. The Board instructed Management to replace the deck drain for unit #302, which serves as the roof to the buildings generator.

G. Unit 1501 & 1502– Status

Management reported that unit #1501 has been completed. Unit #1502 was still not completed due to the fact that the owner wanted to wait until the Observation Deck had been sealed and re-surfaced.

8. New Business

A. Unit 606- Drywall Repair from Past Window Leakage

Management was asked to obtain three bids.

B. Repair Plan for Units with Past Water Damage Due to Leaking Windows

Management was instructed by the Board to contact all units that in the past have made a complaint, and get an updated list of units that still need to be repaired.

Mimi Farley and Guest

At this time Homeowner Mimi Farley and her Guest were asked to address the Board by Mike VanKley. She reported that unit #1702, #1703, #403 and #1603 have damage due to leaking windows. She also reported that the railing for unit #1702 is in need of repair.

C. Unit 403 & 503 Insurance Claim - Status

Management reported that the Insurance Claim had been denied. This claim was denied because the policy specifically states that coverage for long term water damages from continuous and / or repeated seepage for a period that exceeds 14 days is excluded from coverage.

Mimi Farley and Guest

Mimi Farley the owner of #403 requested that the pictures of the wax ring from the broken toilet in #503 that Management took be released to her. She has been requesting the pictures from Maintenance. Management will provide the pictures to her. She also requested a report from D&D Plumbing regarding the replaced wax ring on the toilet in unit #503. Management cannot provide this because they are not the ones who hired or paid for the repair of the toilet. Mimi said that she thought the insurance claim was denied unjustly. She claims the insurance adjuster mistakenly treated all the leaks as one incident, where it was in fact multiple incidents. She provided a time line of the water damage orally to the Board. She stated that it was not only the leaking toilet; it was also a dishwasher leaking multiple times. She feels that she has been treated badly. This currently is not an active water leak. She reported that there is mold in her unit, but provided no documentation. Several bags of drywall that she said were infected with mold were shown to the board. She requested that the Association provide access to the unit #503 to her. She was told that the Association cannot provide access to another owner's unit. Her guest stated that she met with the owner of unit #503, stopped up the drain and filled up the shower for 20 minutes. She reported that there was no visible water leaking at that time. She reported that the mesh on the bottom of the shower pan is cut, and the concrete is deteriorated and is a safety hazard. On 5/20/2013 a building inspector from the City of Reno came and looked at Unit #403 and stated that Code Compliance and the Health and Safety Department will be notified of their findings. The Board instructed management to contact the association's attorney regarding the matter. The owner of #403 was told to provide management with documentation in regards to the claims made so that we can assist her. At this time the owner of #403 has not provided the Board of Directors or Management with any documentation.

D. Repurposing Board Room

Management was asked to remove this item from the Agenda.

E. Elevator Inspection Results

Management reported that the pipes in the elevator shaft had been wrapped, and all violations in this area have been rectified. The elevator room violations will be rectified on Thursday, and then the elevators will be re-inspected.

F. Gutters

This item was postponed.

G. Balcony Railings Replacement / Responsibility

Management reported that some of the railings on the unit's balconies were deteriorating. Trevor from Forbes Engineering explained to the Board what steps have to be taken in order to repair the railings.

Dahl Rask made a motion to hire Forbes Engineering at a cost of \$4,500.00 to engineer the buildings railings. Mike VanKley seconded the motion which carried unanimously.

9. Management Report

Management reported that the Pool Deck re-surfacing project would be completed by May 25, 2013. The re-surfacing of the west parking garage ramp would be completed by May 28, 2013.

Mike Fuess made a motion to accept Nevada Generator Systems bid in the amount of \$1,788.00 to install an EPA required generator management system, and also to pay \$288.00 yearly to monitor the system. Mike Vankley seconded the motion which carried unanimously.

Mike VanKley made a motion to accept Century Glass's bid in the amount of \$239.12 to replace a broken window in unit #1601. Mike Fuess seconded the motion which carried unanimously. This window was broken by Custom Painting during the recent painting of the building. Custom Painting verified that they were at fault, but due to all of the services provided to the Association by them at no cost, the Association is agreeing to pay for this repair.

Management presented a request from the owner of unit #407 that a broken window be replaced at a cost of \$4,183.00. The owner claims that the window washing company (Season's Building Solutions) broke the window during the last window washing. Seasons Building Solutions denies this. Several Board Members and Maintenance confirm that this window has been broken for at least one year. Unit 407's request for replacement of a broken window by the Association was denied. Windows are owner's responsibility.

10. Membership Correspondence

A. Unit 1702- Drywall Repair

The owner is asking for re-imbusement for repairing the ceiling in the unit. The Association hired a licensed contractor to perform these repairs. The owner was not happy with the performance of the contractor and instead completed the repairs themselves. The Board can reimburse the owner for the cost of supplies, and cost of labor if they hired a licensed contractor who can provide workers comp insurance. The Board instructed Management to write a letter asking for receipts so that they may reconsider this request once documentation is provided.

B. Unit 301- Reimbursement for Plumbing Repair

The owner asked for reimbursement for a valve that had to be replaced in the shower due to sediment in the lines.

Dahl Rask made a motion to reimburse the owner of unit 301 \$217.05 for the replacement of the valve. Mike VanKley seconded the motion which carried unanimously.

11. Membership Open Forum – Any Other Items:

Unit #301: Wanted to know what the Association planned to do about sediment in the water lines. The Board instructed Management to obtain bids for a new building water/sediment filtration system.

12. Adjournment:

There being no further business to discuss at this time, **Mike Fuess made a motion to adjourn the meeting at 9:12PM. Dahl Rask seconded the motion which carried unanimously.**

Respectfully Submitted,

Kelli Jones
Recording Secretary

Michael VanKley
Board Secretary