

Park Towers
Meeting Minutes of the Board of Directors
June 18, 2013

Board Present

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

Management

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

Guests

Board Absent

None

1. Call To Order / Roll Call

The meeting was called to order at 6:41 PM, which was held in the lobby office at Park Towers, 280 Island Ave., Reno, NV 89501. With all four Board Members present a quorum was established.

2. Membership Open Forum – Agenda Items Only

The owner of unit 606 wanted to let the board know who she wanted to be approved to repair her unit. (Damages due to water damage.)

3. Appointment of New Board Member

The appointment of a new Board Member was postponed.

4. Approval of Minutes

Dahl Rask made a motion to approve the May 21, 2013 Minutes. Leilani Bailey seconded the motion which carried unanimously.

5. Acceptance of Financial Statements

Dahl Rask made a motion to approve the April 2013 financials, pending the yearend audit. Leilani Bailey 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.

Leilani Bailey made a motion to adjourn the meeting at 6:51 PM. Dahl Rask seconded the motion which carried unanimously.

The meeting was called back to order at 8:42 PM. With all four Board Members present a quorum was established.

6. Maintenance – Dave Tyrer/Management

A. Emergency Repair/Maintenance Report

Management reported that Sur-Temp had to be called to bleed unit 1406's A/C unit. Maintenance recommends replacing the valves to the A/C unit so that he can service the unit instead of having to call Sur-Temp every year. It was discovered that unit

1005 sprinkler head had been painted over and needed to be replaced immediately. ABC Fire had been contacted and scheduled for the repair at the owner's expense.

7. Unfinished Business:

A. Association Owned Units/ Prep for Rental- Status

Management presented a contract from Dickson Realty for property management services for units 404 and 507. Management also reported that all of the galvanized piping in both units were in disrepair and needed to be replaced. ***Dahl Rask made a motion to accept the terms of the proposed Property Management contract, to make all repairs needed to both units and purchase all missing appliances in both units in order for them to be rentable. Mike VanKley seconded the motion which carried unanimously.***

B Unit 1502 - Status

This item was postponed until Spring 2014 per the owners request.

C. Unit 606 – Drywall Repair - Bids

Bids were opened and reviewed. ***Mike VanKley made a motion to accept Reel Constructions bid in the amount of \$2,867.48. If the owner of unit #606 chooses to go with another bid in a higher amount, the Association will only pay up to \$2,867.48 for the repairs to the unit. The owner of the unit would be responsible for the balance. Dahl Rask seconded the motion which carried unanimously.***

D. Elevator Inspection - Status

Management reported that the wrapping of the elevator room pipes is almost complete.

E. Balcony Railings Replacement - Status

Management reported that Forbes Engineering has completed measuring all of the unit's railings and is now in the process of drawing and engineering the new railings.

F. Unit 302 Balcony Drain - Status

Management reported that the core hole for the drain has been drilled. The new drain is scheduled to be installed June 26, 2013.

8. New Business

A. Full Reserve Study - Bids

Management reported that bids had not yet been received. This item was postponed until July 2013.

B. East Ramp Coating - Bids

Bids were opened and reviewed. ***Mike VanKley made a motion to accept Desert Coatings bid in the amount of \$1,420.00. Leilani Bailey seconded the motion which carried unanimously.***

C. Annual Maintenance of Main Drainage Pipes - Estimate

Mike VanKley made a motion to accept Rapid Rooter's proposal in the amount of \$1,325.00. Dahl Rask seconded the motion which carried unanimously.

D. Roof Top Deck Coating - Estimate

Dahl Rask made a motion to accept Desert Coating proposal in the amount of \$1,230.00. Leilani Bailey seconded the motion which carried unanimously.

E. Repairs to Units 307 & 407 – Estimate

Mike VanKley made a motion to ratify Reel Construction's proposal in the amount of \$2,424.16 for the repairs to unit 307 and \$1,096.77 for the repairs to unit 407 due to water damage. With Mike Fuess and Dahl Rask casting a vote of YES. The motion passes. Leilani Bailey abstained from the vote.

9. Management Report

Management reported that ABC Fire had conducted the Standpipe Testing. This is a test that needs to be completed every five years, and it was passed.

The gutter that runs along unit 1602 needs to be connected in the main drain pipe in order to stop water from running down the building when it rains.

It has been reported to Management that cats are being fed in the basement parking garage and are creating property damage to vehicles. Management was instructed to remove the feeding bowls and post flyers asking residents to stop feeding the cats.

The 16th Floor Hallway needs to be repaired; the carpet and paint are in disrepair. Management was asked to find out what the cost of replacing the carpet would be.

10. Membership Correspondence

A. Request to Keep Storage Unit

The owner is asking for permission to keep their personal storage unit, which is in the basement parking garage, for one more year. The Board denied this request as it is under direction of the Fire Department and Code Compliance that absolutely no storage is allowed in the parking garage because it lacks a sprinkler system.

11. Membership Open Forum – Any Other Items:

Unit #301: The paint that was applied to her deck is in disrepair and needs to be replaced. The entire deck needs to be addressed as it doesn't drain correctly either. The Board asked the owner to put all of her concerns in writing so that they could be addressed at the next meeting.

12. Adjournment:

There being no further business to discuss at this time, *Mike Fuess made a motion to adjourn the meeting at 9:32PM. Dahl Rask seconded the motion which carried unanimously.*

Respectfully Submitted,

Kelli Jones
Recording Secretary

Michael VanKley
Board Secretary