

# Park Towers

## Meeting Minutes of the Board of Directors

### July 16, 2013

#### **Board Present**

Mike Fuess – President  
Dahl Rask – Vice President  
Mike VanKley – Secretary

#### **Management**

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

#### **Guests**

#### **Board Absent**

Leilani Bailey – Treasurer

#### **1. Call To Order / Roll Call**

The meeting was called to order at 6:39 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**

None

#### **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 June 18, 2013 Minutes. Mike VanKley seconded the motion which carried unanimously.*

*Dahl Rask made a motion to approve the revised March 19, 2013 Minutes. Mike VanKley seconded the motion which carried unanimously.*

#### **5. Acceptance of Financial Statements**

*Mike Fuess made a motion to approve the May 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 May 2013.

#### **6. Maintenance – Dave Tyrer/Management**

##### **A. Emergency Repair/Maintenance Report**

Maintenance reported that after the recent building water shut off, the water pressure in the 07 units was low. He was going to call D&D Plumbing to find the problem. He also reported that every time the entire building's water is shut off there are problems once it is turned back on. The Board instructed Management to only shut off the buildings water twice a year; at the same time the boiler and chiller systems are switched. The brain for the boiler system went down and had to be replaced.

## **7. Unfinished Business:**

### **A. Association Owned Units/ Prep for Rental- Status**

Management reported that both #404 and #507 would be ready for tenants on July 26, 2013.

### **B Full Reserve Study - Bids**

This item was postponed until the August 2013 meeting.

### **C. Repairs to Units #307 and #407 - Status**

Repairs to both units have been completed.

### **D. Elevator Inspection - Status**

All items on the Inspection check list have been completed.

### **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. Forbes Engineering is also looking into a Plexiglas option.

### **F. Unit 302 Balcony Drain - Status**

Management reported that the drain had been installed and the new deck coating had to be postponed until cooler weather.

## **8. New Business**

### **A. 16th Floor Hallway Restoration - Bids**

*Mike VanKley made a motion to accept the owner of #1602's offered \$2,000.00 towards the repairs with the stipulation that the Association pay the amount already allotted for new carpet on the 16<sup>th</sup> floor hallway, and that the carpet be replaced with carpet squares. Mike Fuess seconded the motion which carried unanimously.*

Management was asked to obtain bids.

### **B. Increase in Flood Insurance Coverage - Estimate**

This item was postponed until the August 2013 meeting. The Board would like for the Insurance Broker to attend the next meeting so that they can make an informed decision.

### **C. Cost to Replace Elevator Camera**

*Mike VanKley made a motion to accept Advanced Sign & Lighting proposal in the amount of \$365.00 for a replacement camera in the elevator. Mike Fuess seconded the motion which carried unanimously.*

## **9. Management Report**

Management reported that the 2012 Financial Audit had been received and needed to be reviewed before the next meeting.

Management had asked Reel Construction for a revised bid for the repairs of unit #606, and had met with Belfor (Owner's request) to review their original bid. Belfor was sending out an expert in Plaster Repair to review the needed repairs. The internet connection in the lobby had been repaired and was working again.

Management also reported that homeowners were reporting that their windows were painted shut due to the painting of the building. Management had contacted Seasons

Building Solutions and they were going to hang off of the building in order to open the windows. Management asked the Board who was responsible if one of the windows were broken in the attempt to open them. The Board responded that the Association would be responsible for the replacement of the window, as it was the Associations Painting Project that had caused them to be painted shut.

**10. Membership Correspondence**

**A. Employment Security Division**

There is a new payroll tax that the Association would have to start paying.

**B. 16th Floor Hallway Restoration**

This item was addressed under New Business – 16<sup>th</sup> floor Hallway Restoration.

**C. Patio Repair**

The homeowner is requesting the deck to their unit be repainted and repaired. The damage was caused during the building painting project. Management was instructed to schedule the repairs with maintenance and the homeowner. The deck will be primed and painted.

**D. Smoke Free Building**

Management was asked to look into the logistics of converting to a smoke free building.

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

There was none at this time.

**12. Adjournment:**

There being no further business to discuss at this time, ***Mike Fuess made a motion to adjourn the meeting at 8:15 PM. Dahl Rask seconded the motion which carried unanimously.***

Respectfully Submitted,

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Kelli Jones  
Recording Secretary

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Michael VanKley  
Board Secretary