

Park Towers

Meeting Minutes of the Board of Directors

September 17, 2013

Board Present

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

Management

Kelli Jones- Provisional CAM
Terri Kenyon – Supervising CAM

Guests

List on file

Board Absent

Mike Fuess – President

1. Call To Order / Roll Call

The meeting was called to order at 6:32 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 August 20, 2013 Minutes. Leilani Bailey seconded the motion which carried unanimously.

5. Acceptance of Financial Statements

Dahl Rask made a motion to approve the July 2013 financials, pending the yearend audit. Mike VanKley 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 July 2013.

6. Maintenance – Dave Tyrer/Management

A. Emergency Repair/Maintenance Report

Management reported that a new Insurance Claim had been made for damage to unit #202 from a sewer main backup which flooded the unit. The cause of the backup was determined to be an old plumber's snake that had been stuck in the line. The deck of unit 1802 will be completed by the end of the week.

7. Unfinished Business:

A. Association Owned Units/ Prep for Rental- Status

Management reported that unit #404 is currently in a one year lease and the Memorandum of Lease had been recorded. Unit #507 is still vacant. Management asked if the Board wanted to lower the asking rent for unit #507, and the Board instructed Management to keep the asking rent at fair market value.

B Full Reserve Study - Bids

The Reserve Study is still in process at this time.

C. **16th Floor Restoration - Status**

Management reported that the project would be started soon.

D. **Review of the Rules & Regulations**

This item was postponed until the next meeting.

E. **Balcony Railings Replacement - Status**

Unit's 1702, 1401, 501, and 401's balcony's railings would be replaced by the end of the week.

F. **Bulletin Board Policy- Adopt**

This item was postponed until the next meeting.

G. **Security Camera Policy – Adopt**

This item was postponed until the next meeting.

8. **New Business**

A. **2014 Draft Budget**

This item was postponed until the next meeting.

B. **Window Replacement Unit 407 - Approval**

Mike VanKley made a motion to approve the proposed split window replacement proposed by Custom Glass. Leilani Bailey seconded the motion which carried unanimously.

9. **Management Report**

Management reported that the repairs to unit #606 had been completed.

10. **Membership Correspondence**

A. **Request for Contractors Hours Extended / Extended Use of the Loading Zone Parking Space**

The owner of unit #202 wrote a letter requesting an extension of the Contractors Hours, and also the extended use of the loading zone for the contractor to use.

Leilani Bailey made a motion to deny the request. Dahl Rask seconded the motion which carried unanimously.

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

The owner of unit 301 inquired as to when the deck to her unit would be resurfaced. Management replied that unit 301 was next on the list. She requested that the work be completed in the next month, before the weather turned bad.

12. **Adjournment:**

There being no further business to discuss at this time, *Dahl Rask made a motion to adjourn the meeting at 7:08. Mike VanKley seconded the motion which carried unanimously.*

Respectfully Submitted,

Kelli Jones
Recording Secretary

Michael VanKley
Board Secretary