

Park Towers
Meeting Minutes of the Board of Directors
October 15, 2013

Board Present

Mike VanKley - Secretary
Dahl Rask – Vice President
Leilani Bailey – Treasurer
Mike Fuess – President – Arrived at 6:45 PM

Management

Kelli Jones- Provisional CAM
Terri Kenyon – Supervising CAM

Guests

List on file

Board Absent

None

1. Call To Order / Roll Call

The meeting was called to order at 6:36 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. Approval of Minutes

Dahl Rask made a motion to approve the September 17, 2013 Minutes as written. Leilani Bailey seconded the motion which carried unanimously.

4. Acceptance of Financial Statements

Leilani Bailey made a motion to approve the August 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 August 2013.

5. 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.

6. 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 lower the rent to \$600.00 a month.

B. Review of the Rules & Regulations

The Board reviewed and discussed changes to the current Rules & Regulations. *Dahl Rask made a motion to adopt the Rules & Regulations as amended. Mike Fuess seconded the motion which carried unanimously.*

C. Security Camera Policy - Adopt

Dahl Rask made a motion to adopt the proposed Security Camera Policy. Leilani Bailey seconded the motion which carried unanimously.

D. Bulletin Board Policy

Mike VanKley made a motion to adopt the proposed Bulletin Board Policy. Dahl Rask seconded the motion which carried unanimously.

E. Balcony Railings Replacement - Status

All of the welding to unit's 1702, 1401, 501, and 401's balcony's railings have been completed. The Lexan Glass with Marguard will be attached to the guard rails next week.

F. 2014 Proposed Budget - Adopt

Mike Fuess made a motion to adopt the 2014 Proposed Budget. Mike VanKley seconded the motion which carried unanimously.

G. Window Sealing on Observation Deck - Approval

Dahl Rask made a motion to approve Seasons Building Solutions, Inc.'s proposed cost of \$3,910.00 to remove the existing gaskets, and recaulk the 16th floors, Observation Deck, windows. Leilani Bailey seconded the motion which carried unanimously.

7. New Business

A. Insurance Claim - Update

Management reported that the main sewer line had been clogged by a plumbers snake and had caused a backup of sewage into unit #202. An insurance claim had been made and the totals for the damages were \$12,734.13. The Association would be responsible for the \$10,000.00 deductible, and the insurance company would write a check for the remaining balance.

B. 2013 Tax / Audit year ending Dec. 31, 2013 - Approval

Leilani Bailey made a motion to accept Gene Clawson's, CPA, proposal in the amount of \$4,500.00 - \$5,000.00 for the annual audit, and \$250.00 for the yearend tax return. Mike Fuess seconded the motion which carried unanimously.

8. Management Report

Management reported that in order to complete the deck work on unit #302, the floating concrete that was discovered would have to be removed. *Mike Fuess made a motion to accept High Desert Surface Prep, LLC.'s proposal, in the amount of \$950.00 to demo, and remove the old floating concrete. Mike VanKley seconded the motion which carried unanimously.*

Management reported that a new split window had been installed successfully in unit #407 by Custom Glass.

9. Membership Correspondence

A. Request for an Addition to the Entrance Structure

The owner of unit #202 wrote a letter requesting an addition to the Entrance Structure be installed as to block the pathway from #201's patio to #202's patio. She is concerned for her safety, as this is a direct pathway to her unit. The Board requested that management contact the owner and ask her to present some ideas as how to accomplish this. The Entrance Structure is part of the Riverwalk District theme and the Board did not think that you could alter the structure in any way without permission from them.

10. Membership Open Forum – Any Other Items:

None at this time.

11. **Adjournment:**

There being no further business to discuss at this time, ***Dahl Rask made a motion to adjourn the meeting at 8:18. Leilani Bailey seconded the motion which carried unanimously.***

Respectfully Submitted,

Kelli Jones
Recording Secretary

Michael VanKley
Board Secretary