

Park Towers
Meeting Minutes of the Board of Directors
November 19, 2013

Board Present

Mike VanKley - Secretary
Corrine Clark - Director
Leilani Bailey – Treasurer
Mike Fuess – President

Management

Kelli Jones- Provisional CAM
Terri Kenyon – Supervising CAM

Guests

List on file

Board Absent

Dahl Rask – Vice President

1. Call To Order / Roll Call

The meeting was called to order at 6:47 PM, which was held in the lobby office at Park Towers, 280 Island Ave., Reno, NV 89501. With four of the five Board Members present a quorum was established.

2. Membership Open Forum – Agenda Items Only

None

3. Election of Officers

Mike VanKley made a motion to keep the officers the same. Leilani Bailey seconded the motion which carried unanimously.

4. Approval of Minutes

Mike VanKley made a motion to approve the October 15, 2013 Minutes as written. Leilani Bailey seconded the motion which carried unanimously.

5. Acceptance of Financial Statements

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

B. Bank Account Signers

Mike Fuess made a motion that all five Board Members become bank signers. Mike VanKley seconded the motion which carried unanimously.

6. Maintenance – Dave Tyrer/Management

A. Emergency Repair/Maintenance Report

Management reported that there had been an issue with the boiler and Sur-Temp had been called out to repair the problem. The Board requested that Management send out a letter requesting that all mailboxes be in working order.

7. Unfinished Business:

A. Association Owned Units/ Prep for Rental- Status

Management reported that unit #507's account had been paid in full but that the Association still owned it. The tenant that is currently living in unit #404 has been contacted by the bank and they are currently trying to pay her to relocate, and vacate the unit.

B. Balcony Railings Replacement – Status

Management reported that this is still in progress.

C. Insurance Claim - Update

Unit #202 is still in the process of being completed.

8. New Business

A. Newsletter - Approval

The Board approved the mailing of a newsletter. The Board asked that Insurance, Pets, Owner Info Sheets and Keys for entering the units be addressed in the newsletter.

B. Window Washing - Approval

Leilani Bailey made a motion to accept SBS's proposal in the amount of \$3,400.00 for straight exterior window cleaning. Corinne Clark seconded the motion which carried unanimously.

C. Full Reserve Study – Adopt

This item was postponed until the next meeting.

9. Management Report

Management had nothing to report at this time.

10. Membership Correspondence

A. Request for Association to Pay for Drywall Repairs to Unit

The owner of unit #603 requested that damaged drywall in his unit be repaired by the Association. The damaged occurred over a year ago and currently is not moist, nor does he know where the moisture came from.

Mike VanKley made a motion that the Association denies the request to repair the drywall. Leilani Bailey seconded the motion which carried unanimously.

11. Membership Open Forum – Any Other Items:

The owner of unit #1202 volunteered to proof read the newsletter. She also volunteered to research space heaters, for their safety rating.

12. Adjournment:

There being no further business to discuss at this time, *Leilani Bailey made a motion to adjourn the meeting at 7:32PM. Mike VanKley seconded the motion which carried unanimously.*

Respectfully Submitted,

Kelli Jones
Recording Secretary

Michael VanKley
Board Secretary