

**Park Towers**  
**Meeting Minutes of the Board of Directors**  
**March 18, 2014**

**Board Present**

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

**Management**

Kelli Jones- CAM  
Terri Kenyon – Supervising CAM

**Guests**

List on file

**Board Absent**

Mike Fuess - President  
Corrine Clark – Director

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

The meeting was called to order at 6:22 PM, which was held in the lobby office at Park Towers, 280 Island Ave., Reno, NV 89501. With three of the five 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 February 18, 2014 Minutes as written. Mike VanKley seconded the motion which carried unanimously.*

**4. Acceptance of Financial Statements**

*Leilani DeMarzo made a motion to approve the financials through January 2014, pending the yearend audit. Dahl Rask seconded the motion which carried unanimously.*

**A. Bank Statements Reviewed**

Leilani DeMarzo reported that the January 2014 Operating Account had a balance of \$86,874.73 and the Reserve Account had a balance of \$240,107.91.

It was noted by Management that all Board Members have received copies of the bank statements through January 2014.

**5. Maintenance – Dave Tyrer/Management**

**A. Emergency Repair/Maintenance Report**

Management reported that the Garage Door to the West Parking Garage had been replaced, and that the new Boiler Room doors had been received. The window in the conference room had been re-secured by Custom Glass.

**6. Unfinished Business:**

**A. Insurance - Proposals**

*Leilani DeMarzo made a motion to renew with the current carrier pending review of the renew package. Dahl Rask seconded the motion which carried unanimously.*

**B. Roof Drain Repairs – Update**

Management is still waiting to receive proposals from D&D Plumbing and Seasons Building Solutions.

**C. Full Reserve Study – Adopt**

This item was postponed until the next meeting.

**7. New Business**

**A. Chiller Maintenance - Proposal**

*Mike VanKley made a motion to accept Sur-Temp's proposal in the amount of \$960.00 to clean the chiller condenser tubes. Dahl Rask seconded the motion which carried unanimously.*

**B. Dates for the Switch From The Boiler To Chiller System**

Management was asked to have the Association's Attorney Gayle Kern write a Policy regarding the switching of the Boiler and Chiller Systems. The Board would like the switch of the Boiler to the Chiller System to occur the 1<sup>st</sup> Monday of May, with a two week discretionary window in either direction. The Board would like the switch from the Chiller to the Boiler System to occur the first Monday in November with a two week discretionary window in either direction.

**8. Management Report**

Management reported that in order to add additional cameras to the Observation Deck the DVR would need to be expanded from 16 to 24 channels. A proposal from Advanced Sign & Lighting was presented in the amount of \$2,372.95. Management also presented a report from Travelers Insurance to the Board for review. It was reported that in order to switch the lights to LED in the Laundry Room, the cost would be \$718.55. The Board decided that this was not needed at this time.

**9. Membership Correspondence**

None

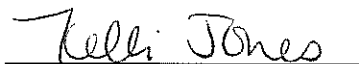
**10. Membership Open Forum – Any Other Items:**

The owner of unit 1202 presented a panoramic photo of the Reno Skyline that she would like to donate to the Association. The Board accepted the generous donation, and thanked her.

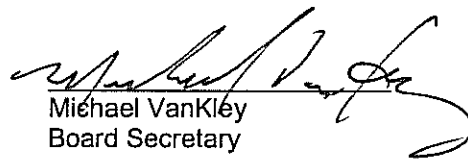
**11. Adjournment:**

There being no further business to discuss at this time, *Dahl Rask made a motion to adjourn the meeting at 7:00 PM. Leilani DeMarzo seconded the motion which carried unanimously.*

Respectfully Submitted,



Kelli Jones  
Recording Secretary



Michael VanKley  
Board Secretary