

Park Towers

Meeting Minutes of the Board of Directors

July 21, 2015

Board Present

Mike Fuess – President
Mike VanKley – Vice President
Dahl Rask - Treasurer

Management

Gary Kenyon- CAM
Terri Kenyon - CAM

Guests

List on file

Board Absent

Corrine Clark – Director
George Engler – Secretary

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 five Board Members present a quorum was established.

2. Membership Open Forum – Agenda Items Only

Michele Theberge-Larocque owner of unit 301 was present to discuss the unit's parking space and asked when the billing for parking would continue. Management reported that the parking garage has been open since July 17th, 2015 and the next parking fee will be due on August 1st, 2015.

4. Approval of Minutes

The Board of Directors reviewed the minutes that were prepared by Management. *Dahl Rask made a motion to approve the minutes for June 9, 2015 as written. Michael VanKley seconded the motion with a vote of all in favor.*

5. Acceptance of Financial Statements

The Board of Directors reviewed the financial statements for May 2015 and it was noted that the Operating Account totaled \$56,198.40 and the Reserve Account totaled \$355,491.06 as of May 31, 2015. *Dahl Rask made a motion to approve the May 2015 Financial Statements. Mike Fuess seconded the motion with a vote of all in favor.*

2014 CPA Financial Audit

The Board of Directors reviewed the 2014 CPA Financial Audit that was provided by Gene Clawson, CPA. *Mike Fuess made a motion to approve the 2014 CPA Financial Audit provided by Gene Clawson. Michael VanKley seconded the motion with a vote of all in favor.*

6. Maintenance – Dave Tyrer/Management

A. Emergency Repair/Maintenance Report

David Tyrer (Maintenance) was excused from the meeting due to vacation time.

The Board of Directors requested that work orders be made for the installation of parking garage mirrors and the painting of the lobby walls.

Mike Fuess made a motion to ratify the vacation request for Dave Tyrer. Dahl Rask seconded the motion with a vote of all in favor.

7. **Unfinished Business:**

A. **Window Washing**

Management reported that the window washing was complete and the item may be removed from the agenda.

B. **Parking Garage Concrete Replacement – Update**

Management reported that the Parking Garage Concrete was complete and the item may be removed from the agenda.

C. **CCR Amendment**

The Board of Directors will hold a work shop to review the CC&R's on July 30th, 2015 at 7:30pm.

D. **Security Review**

The security report was reviewed and the Board Members noted a unit door left open.

E. **Entire Building Galvanized Nipple Replacement**

This item was postponed until further notice from the Board of Directors.

F. **Water Damage / Insurance Claim**

The Insurance Claim was reported as closed.

G. **Garage Floor Sealing - Proposal**

Desert Coatings provided a proposal for Sikadur Concrete Patching System in the amount of \$9,650.00. *Mike Fuess made a motion to approve the contract with Desert Coating for \$9,650.00 for the garage floor. Mike VanKley seconded the motion which carried unanimously.*

8. **New Business**

A. **Garage Painting Proposals**

The Board of Directors reviewed a proposal received from Legacy Painting for the amount of \$27,233.00. Management reported that request for proposals were also given to Best Staffing Services and All American Maintenance, but Best Staffing Services was not able to meet the deadline of tonight's meetings and All American Maintenance dropped out of the bidding process the day of the meeting. No action was taken in order to give Best Staffing Services the opportunity to present a proposal.

B. **Maintenance Work Order Slips**

The Board of Directors and Management prepared Maintenance Work Order Slips for painting the lobby, hanging mirrors in the parking garage, and finishing the painting of parking stripes on the 2nd floor garage.

C. **Building Exterior Crack Seal Inspection**

Management reported that Dave Pasco does not do crack seal inspections, but the cracks should be sealed when painting takes place.

9. **Management Report**

Management reported that there are no issues or incidents to report at this time.

10. **Executive Session Report**

Management gave the Executive Session Report and stated that the minutes were reviewed and approve. Delinquencies were reviewed and the proper actions were taken. Violations were reviewed and the proper actions were taken. Nothing else was reviewed at that time.

11. **Membership Correspondence**

None at this time.

12. Membership Open Forum – Any Other Items:

None at this time.

13. Adjournment:

There being no further business to discuss at this time, *Mike Fuess made a motion to adjourn the meeting at 8:08 PM. Michael VanKley seconded the motion which carried unanimously.*

Respectfully Submitted,



Gary Kenyon
Recording Secretary



George Engler
Board Secretary