

Park Towers

Meeting Minutes of the Board of Directors

August 31, 2015

Board Present

Mike Fuess – President
Mike VanKley – Vice President
George Engler – Secretary

Management

Gary Kenyon- CAM
Terri Kenyon - CAM

Guests

List on file

Board Absent

Corrine Clark – Director
Dahl Rask – Treasurer

1. Call to Order / Roll Call

The meeting was called to order at 7:05 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

No comments from the Membership on agenda items at this time.

4. Approval of Minutes

The Board of Directors reviewed the minutes that were prepared by Management. *George Engler made a motion to approve the minutes for July 21, 2015 as written. Mike Fuess seconded the motion with a vote of all in favor.*

5. Acceptance of Financial Statements

The Board of Directors reviewed the financial statements for June & July 2015 and it was noted that the Operating Account totaled \$35,339.42 and the Reserve Account totaled \$144,820.11 as of July 31, 2015. *George Engler made a motion to approve the Financial Statements through July 31, 2015. Mike Fuess seconded the motion with a vote of all in favor.*

6. Maintenance – Dave Tyrer/Management

A. Emergency Repair/Maintenance Report

Manager, Gary Kenyon, gave the maintenance report. The Board of Directors reviewed that work that was performed by Maintenance and requested that more detail be provided in the report from Maintenance. Management agreed that more detail is need for the reports and that on Thursday's meeting with Maintenance onsite Management will ask Maintenance for more detail on the daily reports.

7. Unfinished Business:

A. CC&R Amendment Review

The Board of Directors reviewed the CC&R's for Park Tower and compared them to River Walk UOA. After reviewing the documents it was decided that the best thing to do would be to have the Association's Attorney, Gayle Kern, review the CC&R's and make the necessary changes. The Board of Directors requests that Management turn the project over to Gayle Kern's office.

B. Security Review Update

The Board of Directors reviewed the security report and it was noted that all of the check points of the property were met and no incidents were reported.

D. Entire Building Galvanized Nipple Replacement

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

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E. Park Tower Website - Update

Management reported that all of the minutes have been signed and that the Park Tower Website is officially all up to date.

F. Garage Painting - Proposals

The Board of Directors discussed the garage painting project and stated they would like to contract out the work instead of having maintenance do the work to save time. *Mike VanKley made a motion to have the garage painting done by a contractor. George Engler seconded the motion with a vote of all in favor.*

8. New Business

A. Master Lock System - Update

Management reported that All American Lock submitted a verbal quote for changing the Park Tower Building over to a Master Lock System of \$2,500.00. Management also stated that for All American Lock to do anything there would need to be a change to the CC&R's and a new policy created to give the Association the authority to have a Master Lock System installed.

B. Garage Floor Sealing – Street Level & Basement

The Board of Directors reviewed proposals from Desert Coatings for the garage floor sealing on the street level and basement level garages. *Mike VanKley made a motion to approve the proposals from Desert Coating and accepts the option to have Maintenance provide the labor to lower the cost of the proposal. George Engler seconded the motion with a vote of all in favor.*

C. 2016 Draft Budget - Review

Management provided a draft budget for the 2016 Operating & Reserve Accounts. This agenda item was postponed until September 15, 2015 for the Board of Directors to adopt.

D. NV Energy & TMWA – Auto Pay – Approval

The Board of Directors held a discussion about having NV Energy Bills and TMWA Bills on autopay. *George Engler made a motion to have the NV Energy and TMWA Bills on autopay. Mike Fuess seconded the motion with a vote of all in favor.*

E. Trash Receptacles

Management reported that Waste Management picks up the trash Monday – Friday and that the only reason the second trash can is not being emptied is because Maintenance is not switching the trash cans on a weekly basis. The Board of Directors requested that Management get prices for an additional pick up date on Saturday or Sunday.

F. Amazon Lock Box

Management reported that the USPS post office has a lock box to deliver the Amazon Packages that are purchased online and that any of the packages that were not received were most likely put in the wrong mail slot and not delivered correctly.

G. Spring & Fall Window Cleaning

The Board of Directors reviewed the Window Washing and Building Crack Inspection Proposal provided by Certified Access. *George Engler made a motion to approve the window washing and option B building exterior crack inspection. Mike Fuess seconded the motion with a vote of all in favor.*

H. Exterior Wall Crack Inspection

This agenda item was combined with line item G. Spring & Fall Window Cleaning.

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F. Collection Policy – Update

Management reported that the collection policy will need to be update by the Associations Attorney to be in compliance with the new state laws that have passed in this year's legislation meetings. *George Engler made a motion to approve the cost of \$100 to have the Association Attorney update the Park Tower Collection Policy. Mike VanKley seconded the motion with a vote of all in favor.*

9. Management Report

Management reported that there has been several request from owners in the building to have scheduled water shut off day to allow unit owners to make necessary repairs. The Board of Directors requested that the water shut off day be the same day as the turn over from Air Conditioning to Heating.

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

Owner of unit 302 submitted correspondences via email regarding the bike racks and requested that something is done to ensure that the bikes locked in the bike rack are being used and not abandoned. The Board of Director gave Management permission to post notices in the building and tag all the bikes so that residents in the building could notify Management which bikes are in use and which bikes have been abandoned.

12. Membership Open Forum – Any Other Items:


Owner of unit 1202, Paula McDonough, asked for permission to post a notice in the building regarding RPD and towing vehicles from the front of the building that park in the fire zone. The Board of Directors gave Paula the permission to post a notice on the resident to resident bulletin board.

Owner of unit 607, Steven Marty, asked about water shut off and how to go about it. The Board of Directors commented that the water shut off to the building is scheduled for the 1st Monday of November only and that the owner should have ball valves and gate valves installed to turn the water off to the unit and if the unit does not have these valves then the current owner should consider installing them so that minor repairs to the unit may be made.

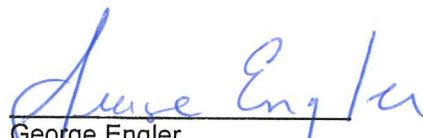
13. Adjournment:

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

Respectfully Submitted,



Gary Kenyon
Recording Secretary



George Engler
Board Secretary