

# Park Towers

## Meeting Minutes of the Board of Directors

### September 15, 2015

#### Board Present

Mike Fuess – President  
Mike VanKley – Vice President  
George Engler – Secretary  
Dahl Rask – Treasurer

#### Management

Gary Kenyon- CAM  
Terri Kenyon - CAM

#### Guests

List on file

#### Board Absent

Corrine Clark – Director

#### 1. Call to Order / Roll Call

The meeting was called to order at 6:30 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

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 VanKley seconded. The motion carried 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. Management reported that the leak in the lobby is linked to unit 202 and the sewer line. Northern Nevada Construction has been contacted and Maintenance is investigating the leak to find the source.

##### B. Work Order – Review – Update

The Board of Directors and Management discussed the work orders that have been given to Maintenance. It was noted that the painting of the lobby is now complete.

##### C. Nora's Parking Space Request

Management reported that Nora was offered a parking space free of charge.

#### 7. Unfinished Business:

##### A. CC&R Amendment Review

Management reported that the CC&R Amendment has been turned over to Gayle Kern's Office and will take several weeks for the review to take place and rough draft to be complete.

##### 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.

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- D. **Entire Building Galvanized Nipple Replacement**  
This item was postponed until further notice from the Board of Directors.
- E. **Garage Floor Sealing – Street Level & Basement**  
The Board of Directors reviewed proposals from High Desert Surface Prep, Inc. for the garage floor grinding on the street level and basement level garages for \$2,900.00.  
***Dahl Rask made a motion to approve the proposals from High Desert Surface Prep, Inc. for \$2,900.00. George Engler seconded. The motion carried with a vote of all in favor.***
- F. **Garage Painting - Proposals**  
The Board of Directors discussed the garage painting project and postponed the agenda item.
- G. **Spring & Fall Window Washing & Exterior Crack Inspection**  
Management reported that the Fall Window Washing & Crack Inspection will be taking place on September 24 through September 26 of 2015.
- H. **2016 Budget – Adoption**  
The Board of Directors reviewed three options for the 2016 Operating & Reserve Budget.  
***George Engler made a motion to approve option one for the 2016 Operating and Reserve Budget. Mike VanKley seconded. The motion carried with a vote of all in favor.***
- I. **Trash Receptacles**  
The Board of Directors discussed the trash receptacles and stated that they had been overflowing and discussed having another trash pickup day. Management reported that the only day the trash receptacles had overflow was when Maintenance was on vacation and that a general maintenance contractor called Donovan Contracting will be available to move the trash receptacles next time Maintenance goes on vacation to prevent the problem in the future.
8. **New Business**
- A. **Security Safe**  
The Board of Directors discussed having a security safe in the office located at Park Tower HOA for the purpose of storing checks and other valuable documents that may need to be stored onsite. Management reported that one can be obtained at Home Depot and they will purchase a security safe and bill back the association.
- B. **Garage Pipe Insulation Installation - Bid**  
The Board of Directors reviewed a proposal from D&D Plumbing to provide approximately 600 linear feet of Nomaco ¾" wall insulation of various sizes from ¾" through 4". Provide approximately 600 linear feet of Raychem heat trace with installation instructions, branch trees and electrical connection. One Raychem thermostatic control. The cost of the installation was \$4,862.00. ***George Engler made a motion to approve the D&D Plumbing Insulation bid for \$4,862.00. Dahl Rask seconded. The motion carried with a vote of all in favor.***
9. **Management Report**  
Management reported that some of the owners would like to help the cleaning lady find a parking space within the building parking garage. Owner of 1202, Paula McDonough, stated that she would like to post a letter for the residents in the building to see in case someone would like to help out. The Board of Directors like idea and gave the owner of 1202 permission to proceed with the letter.

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**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 per the collection policy. Violations were reviewed and the proper actions were taken. Nothing else was reviewed at that time.

**11. Membership Correspondence**

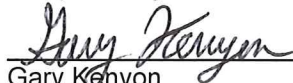
There was no correspondence from the Membership at this time.

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

**13. Adjournment:**

There being no further business to discuss at this time, *Mike VanKley made a motion to adjourn the meeting at 8:18 PM. Michael Fuess seconded the motion which carried unanimously.*

Respectfully Submitted,

  
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Gary Kenyon

Recording Secretary

  
\_\_\_\_\_  
George Engler

Board Secretary