

# Park Towers

## Meeting Minutes of the Board of Directors

### October 28, 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 – September 15, 2015**

The Board of Directors reviewed the minutes that were prepared by Management for September 15, 2015. *George Engler made a motion to approve the minutes for September 15, 2015 as written. Mike VanKley seconded. The motion carried with a vote of all in favor.*

#### **5. Acceptance of Financial Statements**

The Board of Directors reviewed the financial statements for September 2015 and it was noted that the Operating Account totaled \$42,272.82 and the Reserve Account totaled \$171,297.36 as of September 30, 2015. *George Engler made a motion to approve the Financial Statements through September 30, 2015 subject to the yearend audit. 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. A copy of the Maintenance Report is on file. The Board of Directors reviewed that work that was performed by Maintenance and projects that are being worked on. Management reported that the leak in the lobby is not fixed. Northern Nevada Construction has been contacted and Maintenance is investigating the leak in 402 and removing asbestos. The leak in 402's master bathroom is coming from 502 and the owner of 502 has taken on the responsibility for unit 402. Management reported that there is a leak above 502 and Maintenance is doing an investigation floor by floor to find the location. Maintenance believes that it is in someone's bathtub.

##### **B. Work Order – Review – Update**

The Board of Directors and Management discussed the work orders that have been given to Maintenance. Mike Fuess asked to submit a work order for Maintenance to check all parking spaces and make sure that they are numbered.

##### **C. Custodian's Vacation Request**

The custodial personnel requested vacation time for November 12<sup>th</sup>-13<sup>th</sup> and November 30<sup>th</sup>-December 4<sup>th</sup>.

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#### 7. Unfinished Business:

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

Management reported that the CC&R Amendment has been turned over to Gayle Kern's Office for a quote.

##### 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.

##### E. Garage Floor Sealing – Street Level & Basement

Management reported that an email was received from the vendors doing the garage floor sealing and that the garage floor sealing cannot be completed until spring time during the end of March or the first week in April.

##### F. Garage Painting - Proposals

The Board of Directors discussed the garage painting project and postponed the agenda item until spring.

##### G. Spring & Fall Window Washing & Exterior Crack Inspection

Management reported that the Exterior Wall Crack Inspection is complete and that a USB drive is available for the Board of Directors review.

##### H. 2016 Budget – Adoption

Management provided an updated copy for review. The 2016 Operating & Reserve Budget was adopted by the Board of Directors on September 15, 2015.

##### I. Security Safe

Management reported that they will stop by Home Depot and purchase a security safe for the Park Tower Office. The security safe is for storage of checks to be signed and other valuable documents for Board of Director review.

##### J. Garage Pipe Insulation – Update

Management reported that Maintenance has started working on the Garage Pipe Insulation and the project should be complete by Friday, October 30, 2015.

#### 8. New Business

##### A. Financial Audit for yearend December 31, 2015

Management provide the Board of Directors with the Audit Engagement Letter from Gene Clawson, CPA. The cost of this service is \$4,500.00 to \$5,000.00 for the Audit and \$250 for the tax return.

##### B. Collection Policy Adoption per SB306

The Board of Directors reviewed the new Collection & Fine Policy provided by Management from the Association's Attorney, Gayle Kern, per Senate Bill 306. The Board of Directors reviewed the new Collection & Fine Policy provided. ***George Engler made a motion to approve the new Collection & Fine Policy per SB 306. Mike VanKley seconded. The motion carried with a vote of all in favor.***

#### 9. Management Report

Management reported that they have started the violation process on several units in the parking garage for having oil spills or too many items stored in the garage.

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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

Unit 302, John Wacker, submitted correspondence reporting the leak in his bathroom and noted that he understands there is also a leak in unit 402 that may be the same leak that is affecting his unit. Management reported that the leak is being investigated and as soon as the cause of the leak is found everyone affected will be notified to bill the responsible party. It was noted that this is not a leak from the Park Tower HOA's water lines or sewer lines and is an owner's responsibility.

#### 12. Membership Open Forum – Any Other Items

Owner of 1202, Paula McDonough, was present to ask when the turnover to heat would take place and where she can find or look up a copy of the Park Tower CC&R's. The Board of Directors responded that the turnover to heat is scheduled for the first Tuesday of November and the Park Tower CC&R's are available on the Park Towner website free of charge. Paula asked Management to provide a notice of the meeting being canceled or rescheduled the next time a meeting is moved. Management apologize and said they would notify the building by posting a notice on the conference room door next time.

Owner of 1702, Mimi Farley, was present and stated that she is concerned about the way things were handled in the past when she reported water leaks and roof leaks in her unit. Mimi stated that no one from Management or the Board of Directors would help her and that she still has an active leak in the ceiling of her unit 1702. The Board of Directors stated that the HOA has always helped with leak investigation, but if the leak is not an HOA Utility then the owner of the unit that has the leak is responsible for the damages and repairs. Mimi stated that she was not satisfied with the help that she did not receive in the past. Manager, Gary Kenyon, stated that if he was notified about a leak or any situation when an unit owner need assistance that he would do everything in his power to assist with the leak investigation. Management requested that the owner of unit 1702 submit an email for the roof leak and pictures of the damages if in fact the roof leak is still active. The owner of 1702 said she would submit and email of the location of the roof leak and damages that are occurring.

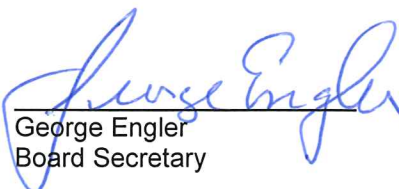
Owner of 1701, Rhonda Fiorillo, reported that there was a leak in the windows to her unit and it has caused damages to the dry wall and hard wood floors. Board Secretary, George Engler, stated that the window are an owner responsibility to maintain and repair. George also notified the owner of 1701 that if these leaks existing when the owner of 1701 purchased the unit they should be part of the disclosers and that the owner of 1701 that just purchased the unit needs to file a lawsuit against the seller of the unit. After a discussion was held **Board President, Mike Fuess, made a motion to have Management spend up to \$1,000.00 to seal the windows in unit 1701 to prevent any further damage and bill back the owner of unit 1701. Mike VanKley seconded. The motion carried with a vote of all in favor.**

#### 13. Adjournment:

There being no further business to discuss at this time, **Mike Fuess made a motion to adjourn the meeting at 8:00 PM. Mike VanKley seconded. The motion carried with a vote of all in favor.**

Respectfully Submitted,

  
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Gary Kenyon  
Recording Secretary

  
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George Engler  
Board Secretary