

Park Towers

Meeting Minutes of the Board of Directors

November 17, 2015

Board Present

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

Management

Gary Kenyon- CAM
Terri Kenyon – Super. CAM
Robert Eamigh Prov. CAM

Guests

List on file

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 all four 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.

3. Approval of Minutes – October 28, 2015

The Board of Directors reviewed the minutes that were prepared by Management for October 28, 2015. ***George Engler made a motion to approve the minutes for October 28, 2015. Dahl Rask seconded. The motion carried with a vote of all in favor.***

4. Acceptance of Financial Statements

September 2015 Financials had been approved at the previous meeting and October 2015 Financials were not yet ready for presentation/review at this meeting.

5. Maintenance – Dave Tyrer/Management

A. Emergency Repair/Maintenance Report

Manager, Gary Kenyon, gave the maintenance report. Management stated that the leak repairs in unit 202 had been finished and that Reel construction is scheduled to complete the drywall repairs within the next 2 weeks. Management reported the garage pipe insulation has been completed and the new garage thermostat has been installed. Management reported that the boiler switchover has been completed, and that boiler backflow prevention system has been repaired. It was stated that there are still boiler pressure issues and that Maintenance Person, Dave Tyrer and D&D Plumbing have been un-able to figure out what is causing the issues. Management also reported that Maintenance is still investigating the cause of the leak in unit 302 by checking every tub above that unit, floor by floor. It was stated that Unit 1701 has a gap around one of their windows that is allowing precipitation into their unit during storms. Management stated that the asbestos in unit 402 has been removed and a report from the Asbestos Inspector (Environmental Testing & Consulting) is included in tonight's Board Packet. Gary stated that Unit 1602 had an electrical issue and that Action Electric fixed the problem in the electric cage where the meters are located. Gary stated that Maintenance cleaned the snow off of the roof during/after the recent snow storm and stated that Maintenance had done some work on the exterior of the building with Contractor, Dave Pasco.

B. Work Order – Review – Update

Management stated that Maintenance will be adjusting the timer for the parking garage lights.

6. Unfinished Business:

A. CC&R Amendment Review

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A quote from Attorney, Gayle Kern was reviewed. Mike Fuess discussed several items the Board should potentially discuss with Gayle Kern in regards to the Association's Governing Documents in an Executive Session Meeting. Community Manager, Terri Kenyon agreed to setup such a meeting with Gayle Kern once Mike Fuess sends the Board and Management a list outlining the questions and concerns the Board would like to discuss with Gayle. ***Michael VanKley made a motion to approve Gayle Kern's quote for CC&R Amendments with a cap of \$7,500.00 cap, per Gayle Kern's contract. Dahl Rask seconded. The motion carried with a vote of all in favor.***

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.

C. Entire Building Galvanized Nipple Replacement

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

D. Garage Floor Sealing – Street Level & Basement

This item was postponed until Spring of 2016.

E. Garage Painting - Proposals

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

F. 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.

G. Security Safe

The safe is now in place. All Board Members were given the safe's code.

7. New Business

A. Election of Officers

George Engler made a motion to keep all of the Board Officers in their current positions/titles.

B. Bank Signers Ratification

George Engler made a motion to make all Board Members check signers. Dahl Rask seconded. The motion carried with a vote of all in favor.

9. Management Report

George Engler made a motion to reimburse unit 202 \$4,048.67 for damage caused by Association's sewer/drainage line. Management stated the repairs included drywall, light fixtures, and shower curtain rack. Mike Fuess seconded. The motion carried with a vote of all in favor.

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

None.

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12. Membership Open Forum – Any Other Items

Homeowner from 1701 stated some issues they are having with their window(s) leaking. The Homeowner stated that the \$1,000.00 allotment the Board approved for the Homeowner to have the windows caulked/sealed was not enough to have the work completed. It turns out the window is in worse shape than originally thought and Dave Pasco had reported to the Homeowner that caulking will not be enough to properly secure the window in place and that the screws once holding the window in place are totally worn out. The Homeowner of 1701 also stated that fixing the window properly will run about \$3,500.00 and indicated it would cost \$1,300-\$1,400 to have a temporary fix made. The Homeowner stated they had a home inspection performed prior to purchasing the unit and were told in the inspector's report that the window needed to be re-caulked. Management stated that typically, Homeowners are responsible for maintaining/replacing their own windows. The Board is waiting on an advisement from the Association's Attorney, Gayle Kern before taking any further action.

13. Adjournment:

There being no further business to discuss at this time, ***Mike Fuess made a motion to adjourn the meeting at 7:28 PM. Dahl Rask seconded. The motion carried with a vote of all in favor.***

Respectfully Submitted,

Gary Kenyon
Recording Secretary

George Engler
Board Secretary