

Park Towers
Meeting Minutes of the Board of Directors
January 19, 2016

Board Present

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

Management

Gary Kenyon- CAM
Robert Eamigh Prov. CAM

Guests

List on file

Board Absent

George Engler - Excused

1. Call to Order / Roll Call

The meeting was called to order at 6:43 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. Appointment of new Board Member

None.

3. Membership Open Forum – Agenda Items Only

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

4. Approval of Minutes – November 17, 2015

This item was postponed until the next meeting.

5. Acceptance of Financial Statements through December 31, 2015

A. Bank statements Review

This item was postponed until the next meeting.

6. Maintenance – Dave Tyrer/Management

A. Emergency Repair/Maintenance Report

Community Manager, Gary Kenyon, gave the maintenance report. Gary stated there was a lot of snow removal and ice melting on the roof, Dave hung sheet rock in the garage. The boiler was cleaned out in November. Dave dispatched Northern Nevada Construction to clean-out sewage in unit 402 from toilet issue. Unit 202 had a cap pop off of one of their pipes. It was stated that the owner of that unit had previously modified the pipes in that unit and had the cap installed previously, therefore they were responsible for any damages. Gary reported that unit 402 was filing an insurance claim against unit 502 for water damages. Gary reported that fire testing has been completed by ADT. Gary reported that recently the fire alarm had been set off because of some burned food in unit 604. Gary reported there had been a laundry room leak on Jan. 2nd. Gary stated he thinks somebody had dumped grout down the drain in the laundry room causing the backup. Dahl Rask reported on the extensive work D&D Plumbing and Northern Nevada Construction did to repair the laundry room issues. Gary stated Maintenance had been working to bring the laundry room drains back up to code by elevating the drains at least 3 ft.

The Board reported that the rear lobby door's mag-lock is not working. Dahl Rask stated he reported the issue to maintenance 10 days ago and it is still not fixed. Management stated they had never been informed of the issue from Maintenance. Management reported that Maintenance has been blowing leaves and dirt out of the garage. Management reported that 2 security lights in the garage had recently been fixed. It was stated that Maintenance had noticed 2 bad patches on the roof and that Maintenance dispatched their roofing vendor for repairs. An invoice from D&D Plumbing for \$1,200 was reviewed for work done in/around the

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laundry room. More invoices are expected. Management reported they have evidence on camera of the unit owner responsible for the large pine-needle mess that Cleaning Person, Nora recently cleaned up. The owner of the unit responsible will be billed back for the time Nora spent cleaning up their mess. Discussion was had regarding a TV that had been left by the garbage can, then in the lobby for several days and finally in the 3rd floor hallway.

B. Work Order – Review – Update

The Board and Management reviewed work orders submitted by maintenance. Later in the meeting it was stated that daily maintenance reports are too vague and generally do not account for full day's work that should be being performed by Maintenance. The Board instructed Management to get a TV hanger for the lobby TV room. Brief discussion was had regarding placing a motion detector for the lights in the TV room. Instead, a sign reminding people to turn lights and TV off will be placed in the area by Management.

7. Unfinished Business:

A. CC&R Amendment Review

Board Treasurer, Dahl Rask reported that Management needs to start supplying locks for mailboxes. It was stated that several Homeowners in the building have drilled their locks and installed new ones that are not in uniform with the rest of the mailbox locks. Management stated they will address the issue with those Homeowners and attempt to order uniform replacement locks for Homeowners to purchase from the association as needed. It was stated that the HOA purchased the current mailboxes and ultimately have responsibility for maintaining their appearance. **Mailbox policy should be added to CC&R Amendment.**

Discussion was had regarding unit entry doors throughout the building that are painted the wrong color. The advised Management to start supplying quarts of paint to Homeowners who are instructed to re-paint their doors the appropriate color.

Board President, Mike Fuess reported on progress/agreement with Association Attorney, Gayle Kern on some of revisions that are planned for the CC&R revision. Mike Fuess stated they need to inform Gayle Kern of all the recurring problems the Association is facing on a regular basis such as; mailboxes, pine needles, floors that do not echo so badly, washing machines in units, dumping of water off of balconies, fire inspections and control of renters. Discussion was had about limiting the number of rental units in the building by not allowing "New Owners" who purchase in the building to rent their units out. Mike Fuess stated the rule amendment regarding rentals would not affect existing owners.

Discussion was had regarding the possibility of the Association renting the adjacent lot next to the building to offer residents additional parking options. Management agreed to attempt to contact the Owner of the adjacent lot to inquire about initiating a parking agreement with them for the association.

The Board agreed that they will send lists of any items they feel could be addressed in the CC&R Revisions to Management and Management will forward the lists 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. Management stated there was a report of a break-in at unit 1702 from the top-deck. Management has not been able to locate any camera footage showing a break-in occurring. Management also stated they have not been contacted by a detective regarding this matter. Contact from a detective usually occurs within a few days of a break-in being reported to RPD.

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C. Entire Building Galvanized Nipple Replacement

Vice President, Michael VanKley made a motion to remove this item from the next Agenda because the Association will not have funds to complete this project anytime in the near-future. Dahl Rask seconded the motion, which carried unanimously

D. Garage Floor Sealing – Street Level & Basement

This item was postponed until Spring of 2016. Michael VanKley stated the importance of having this done.

E. Garage Painting - Proposals

The Board of Directors discussed the garage painting project and postponed the agenda item until spring of 2016.

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. Exterior Crack Inspection should have been changed to Exterior Crack Bid Review, on this Agenda. Management is awaiting bid from Dave Pasco for Spring and Fall Window Washing.

Dahl Rask asked about the cracked stucco/window issue at 1701. Management stated that they have already sent the Homeowner of unit 1701 a summary of Attorney Gayle Kern's opinion letter to the Association regarding the requested repairs. The Homeowner has asked to see the Attorney's recommendation for themselves. Since the original letter sent by the Association from Gayle Kern is under Attorney/Client privilege, and Management has requested Gayle Kern draft a separate letter addressed to the Homeowner of unit 1701 stating the Attorney's opinion on the matter.

8. New Business

A. Laundry Room Water Leak

This item was already discussed under Maintenance Report.

9. Management Report

Community Manager, Gary Kenyon reported on a new law that Management was informed of regarding elevator inspections. In short, the state now requires a State Certified Inspector be present during elevator inspections. The inspector will be charging \$100.00 per hour in addition to the hourly rates charged by Otis Elevator of approximately \$225.00 per hour. Mike Fuess signed the Contract Amendment sent by Otis Elevator, accepting the new hourly rates.

Community Manager Gary Kenyon reported on a potential upcoming flood insurance rate increase brought to his attention by the Association's Insurance Agent, Keith Balsiger. Management stated the *annual flood insurance rates are expected to increase from approximately \$26,000.00 to approximately \$42,000.00.* Management stated that Balsiger is working on making adjustments to the flood zoning requirements based on recent surveyor maps to reduce the insurance to only the first few floors instead of the entire high-rise.

10. Executive Session Report

Management gave the Executive Session Report and stated that in the last Executive Session the minutes from October 28, 2015 were reviewed and approved. 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

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None.

12. Membership Open Forum – Any Other Items

Homeowner of Unit 1202 asked that Management start posting the upcoming Meeting Dates and times on the website. Board President, Mike Fuess agreed to starting doing it.

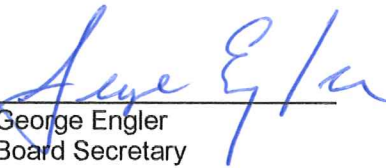
13. Adjournment:

There being no further business to discuss at this time, ***Dahl Rask made a motion to adjourn the meeting at 7:49 PM. Mike Fuess seconded. The motion carried with a vote of all in favor.***

Respectfully Submitted,



Gary Kenyon
Recording Secretary



George Engler
Board Secretary