

Park Towers

Meeting Minutes of the Board of Directors

April 19, 2016

Board Present

Mike Fuess – President
Michael VanKley – Vice President
Dahl Rask – Treasurer
George Engler – Secretary
Dave Aiazzi- Director

Management

Gary Kenyon – CAM
Courtney Gutierrez- Office Assistant

Guests

List on file

1. Call to Order / Roll Call

The meeting was called to order at 6:40 PM, which was held in the lobby office at Park Towers, 280 Island Ave., Reno, NV 89501. With all 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.

3. Approval of Minutes – Through March 3, 2016

The Board of Directors reviewed the meeting minutes for March 2016.

George Engler made a motion to approve the meeting minutes from March 2016 as written. Dahl Rask seconded the motion. Dave Aiazzi abstained his vote. The motion carried with majority in favor.

4. Acceptance of Financial Statements through February 2016

A. Bank statements Review

Board did not have time to review the financial statements for February 2016 was postponed for the next Board Meeting.

5. Maintenance Report- Management

A. Emergency Repairs/Maintenance Report

Community Manager, Gary Kenyon, reported all locks have been changed for the boiler, chiller, the genitor, the back gate, elevator room upstairs, elevator rooms downstairs, meter cage and fire pump room. All Board Members now have one master key that will grant them access to each door. Each of the vendors that work on property will have their own key to what they need access to. The water switch over will be taking place on the first of May. The maintenance shop has also been cleaned out and will be getting shelves to start organizing all the maintenance materials that are kept onsite. Management will also be getting an inventory for the Board of Directors for materials found after organizing the maintenance shop that will include an itemized count of each item.

The Board of Directors and Management discussed the dumpster usage and decided to have Waste Management come Monday, Wednesday, Friday, Saturday and Sunday to help prevent the overflow of trash and the extra charges the Association keeps receiving from Waste Management.

Gary Kenyon mentioned to the Board of Directors, the roofs were previously being inspected by a company from California and would like to hire a local company to start inspecting the roofs.

7. Unfinished Business:

A. CC&R Amendment- Update-

Community Manager Gary Kenyon informed the board the CC&Rs are still be worked on by Attorney Gayle Kern.

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B. Security Review Update

Community Manager, Gary Kenyon, provided a copy of the security review to the Board of Directors and also informed the Board of Directors no indents have been reported to management. Management has the security service walk the stairwells as well.

D. Garage Floor Sealing – Street Level & Basement

Community Manager, Gary Kenyon, informed the Board of Directors the Project will be Starting in May, Gary Kenyon has spoken to Greg Johnson about the gridding and Adam Turan with Desert Coating about the slurry seal. The bid was approved last year just waiting for the work to begin.

F. Exterior Crack Inspection Repair-Bid-

Community Manager, Gary Kenyon, informed the Board of Directors he is still waiting for Dave Pasco to process their request for a bid for the exterior crack repairs.

G. Laundry Room Water Leak- Update

Community Manager, Gary Kenyon, reported to the Board of Directors everything has been taken care of in regards to the laundry room leak. The tenant is now waiting to set a date for the carpet to be installed.

H. Flood Zoning Re-Mapping-Proposal-

Community Manager, Gary Kenyon, reported Keith Balsiger with Balsiger Insurance e-mailed him last week informing him they may want to go with another vendor besides the guy he recommend previously because they have been unsuccessful getting ahold of the contractor to work on the flood zoning map. Gary said he will be calling Keith to see if he has any other recommendations.

8. New Business

A. Approval of Newsletter

Board reviewed newsletter made corrections, to have management update and e-mail to board to make final review before mailing out.

B. Fall Protection Annual Inspection- Bid-

Community Manager, Gary Kenyon, provided the bid from Trevor for the annual fall protection inspection.

George Engler made a motion to approve the annual fall protection bid. Mike Fuess seconded. The motion carried all in favor.

9. Management Report

Community Manager, Gary Kenyon, reported the new company Universal Site Services Park Tower Hired to do the maintenance work around the community has been doing a great job. Universal Site Services will also be doing the painting work around the property and painting the garage. Universal Site Services bid for painting the Garage is \$10,670 for all three levels, pipes and Stairwells. Management will be checking with Terri Kenyon to check the city codes what color they can paint the pipes in the garage. The painting of the interior building of all 18 floors, was provided by Universal Site services of \$45,335. The Board of Directors asked management to get more bids for painting the interior.

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Mike Fuess made a motion to accept the bid from Universal Site Services of \$10,670 for painting all three levels of garage and firming up bids for painting the pipes up to \$1,000 with latitude. Dahl Rask seconded. The motion carried with all in favor.

The Board of Directors asked management to get a sign above the dumpster informing homeowners and tenants to break down boxes before throwing away in dumpster and to also put notices in the elevators of misuse of the 20-minute parking in the front.

Michael VanKley made a motion to install a new camera in front of building to monitor parking. George Engler seconded. The motion carried all in favor.

10. Executive Session Report

Management reported at the last Executive Session the Board of Directors reviewed the minutes, delinquencies and there was no legal counsel present all motions were made per NRS116 the collection policy and governing documents.

11. Membership Correspondence

A. Unit 303- Request tint windows-

George Engler made a motion to deny the window tinting for unit 303. Michael VanKley seconded. The motion carried with all in favor.

B. Unit 802- Water Damage request reimbursement-

The Board of Directors discussed the solutions to prevent water damage coming in from the window seals and damaging the interior wall for the homeowner. The solution Management and the Board of directors came up with is in the meantime to have the contractor seal all windows from the outside and see if that helps prevent water leaks coming in through the window seals. Community Manager, Gary Kenyon, will be contacting homeowner to inform him of the discussion.

12. Membership Open Forum – Any Other Items

There were no comments from the membership at this time.

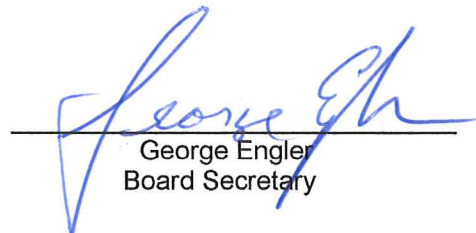
13. Adjournment:

There being no further business to discuss at this time, *Mike Fuess made a motion to adjourn the meeting at 8:13 PM. Dahl Rask seconded. The motion carried with a vote of all in favor.*

Respectfully Submitted,



Courtney Gutierrez
Recording Secretary



George Engler
Board Secretary