

# Park Towers

## Meeting Minutes of the Board of Directors

### September 20, 2016

#### **Board Present**

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

#### **Management**

Gary Kenyon – CAM  
Terri Kenyon- Sup. CAM  
Lesley Zepeda- Admin. Assistant

#### **Guests**

List on file

#### **Excused**

George Engler- Secretary

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

The meeting was called to order at 7:18 p.m. The meeting 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 members were present at this time.

#### **3. Approval of Minutes – August 16, 2016**

The Board of Directors reviewed the meeting minutes for August 16, 2016.

***Dahl Rask made a motion to approve the August 16, 2016 minutes. Dave Aiazzi seconded, the motion carried with all in favor.***

#### **4. Acceptance of Financial Statements through July 2016**

##### **A. Bank statements Review**

The Board of Directors reviewed the financial statements through July 2016.

***Dave Aiazzi made a motion to approve the financials through July 2016. Michael VanKley seconded, the motion carried with all in favor.***

#### **5. Maintenance Report- Management**

Management reported that they had a few leaks, the one in laundry room was a pin hole leak.

Management reported to the Board that Bob Parrino from unit #1602 reported a leak in his unit. Gary stated that Coit went to the unit and dried everything up and D&D Plumbing went in to inspect the plumbing from unit #1602 and the unit above and couldn't find any damage.

The Board of Directors and Management contacted Bob Parrino and informed him that the best thing to do is for him to contact his insurance and file a claim.

#### **Recess**

The Board of Directors and Management took a recess at 8:23 PM. They returned from the recess at 8:31 PM.

#### **6. Unfinished Business:**

##### **A. CC&R Amendment- Update-**

The Board will be meeting with Attorney Gayle Kern to make any changes.

##### **B. Security Review Update**

Management informed the Board that no incidents have been reported to management.

**Park Towers**  
**Meeting Minutes of the Board of Directors**  
**September 20, 2016**

**C. Exterior Crack Inspection Repair- Bid- Update**

Management reported to the Board that Dave Pasco didn't have the pictures needed because they were erased from his computer, but he would re-do them when the window cleaning is done.

**7. New Business**

**A. HVAC Contractors- Bid for Service**

Management reported that Surtemp will be cleaning the HVAC system.

**B. Owner/Tenant Ratio Unit List- Update**

Terri spoke to the Board about the Owner/Tenant ratio and let them know she couldn't give them an exact number because Management does not have that information.

**C. 2017 Budget Adoption-**

No motion was made to adopt the 2017 Budget at this time.

**8. Management Report**

Management didn't have anything to report.

**9. Executive Session Report**

Management reported at the last Executive Session the Board of Directors reviewed delinquencies, no action was taken. The Board also held a hearing and spoke about an increase for the custodian.

**10. Membership Correspondence**

There was no correspondence to review.

**11. Membership Open Forum- ANY OTHER ITEMS**

No members wished to speak at this time.

**12. Adjournment:**

With no further business to discuss at this time, ***Dave Aiazzi made a motion to adjourn the meeting at 9:06 PM. Dahl Rask seconded, the motion carried with all in favor.***

Respectfully Submitted,

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Lesley Zepeda  
Recording Secretary

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George Engler  
Board Secretary