

# Park Towers

## Meeting Minutes of the Board of Directors

### March 27, 2018

#### Board Present

Mike Fuess- President (excused)  
Michael VanKley – Vice President  
Gary Nelson – Treasurer  
George Engler- Secretary – (excused)  
Dave Aiazzi – Director

#### Management

Gary Kenyon – CAM

#### Guests

List on file

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

The meeting was called to order at 6:30 p.m. The meeting was held in the lobby office at Park Towers, 280 Island Ave., Reno, NV 89501. With five of five Board members present, a quorum was established.

#### **2. Membership Open Forum – Agenda Items Only**

No Membership was present to speak at this time.

#### **Flexible Agenda – Unit 1701 Contractor**

The Board called for a flexible agenda as Dave Baker with Dianda Construction, representing unit 1701 – Rhonda Fiorillo, was present to talk to the Board about moving the building drain pipes that run into their unit and other issues with the work being performed in the unit. He stated that the concrete was deteriorated on the deck and the railing is loose. The Board was provided with pictures and blueprints to view. He talked about the caulking needing to be replaced around the sliding door. Gary Kenyon explained that that item would be the owner's responsibility. There was discussion regarding diverting the water that drips off the roof so that it doesn't run down the wall and onto the patio/deck and minimizing the damage to the deck and building.

There was discussion regarding the needs for permits on the construction and demolition being done in the unit. Permits obtained need to be posted on between the lobby & meeting room. The Board instructed management to remind the owner of the unit of the allowed construction hours which is 8 AM to 5 PM Monday through Saturday only and the need to provide the Association with the permits for posting.

There was discussion regarding a leak into the unit from a drain pipe that had been enclosed by a soffit. The drain pipe was originally installed outside, but the unit had been remodeled and the exterior patio was enclosed to become part of the interior. Mr. Baker presented a plan to modify the drain & scupper to eliminate any further leaking into the interior space that had been enclosed.

Gary Kenyon explained that he had spoken with Terri Kenyon prior to the Board meeting regarding the homeowner wanting the HOA to move the pipe. Terri Kenyon had instructed Gary Kenyon to inform the Board that the HOA does have an easement to run pipes, conduits, etc. through their units and to have access to maintain those items when needed. Terri Kenyon had also recommended that the Board consult the Attorney regarding this matter prior to agreeing to move the pipe, especially regarding who is financially responsible for any expense in this matter. It was explained that even if the changes were made by a prior owner, the homeowner is still responsible, not the HOA. The pipe was originally outside of the unit, but the patio was modified and the pipe was then brought inside what is now the kitchen area.

After a long discussion, Dave Aiazzi asked that Mr. Baker obtain approval by an engineer for any proposed change before the Board makes any decisions regarding this matter including who is financially responsible for payment on any change if the Board were to approve it. Michael VanKley stated that the Board needs to make sure that any proposed change does not adversely affect the rest of the building, especially concerning the roof.

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**3. Approval of Minutes – January 16, 2018 & February 20, 2018**

The Board of Directors reviewed the meeting minutes for January 16, 2018 & February 20, 2018. *Dave Aiazzi made a motion to accept the meeting minutes for January 16, 2018 and February 20, 2018 as written. Michael VanKley seconded the motion which carried with all in favor.*

**4. Acceptance of Financial Statements through February 2018**

*Dave Aiazzi made a motion to acknowledge that the Board of Directors had fulfilled their duty to review the financial statements and bank statements through January 2018 in accordance with NRS 116.31083 subject to the yearend audit or review. Michael VanKley seconded the motion. The motion carried with a vote of all in favor.*

**A. Bank statements Review**

The Board received copies of the bank statements for their review.

**5. Maintenance Report- Management**

Gary Kenyon reported the interior painting project is still a work in progress. The water on the roof has been moved by Universal Site Services. Nora is unhappy with the current cleaning company and management is working on obtaining new bids to replace Springfresh.

**6. Unfinished Business:**

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

Gayle Kern is still fine tuning the new CCRs and we expect to have the final copy for the next Board meeting. Unit 1701 was removed from the list of those that can have a BBQ because their balcony is not big enough.

**B. Camera Bid –**

ABC Fire is going to provide the HOA with a breakdown so that we can consider buying the materials ourselves with ABC Fire doing the installation.

**C. 3-year Window Washing & Crack Inspection Agreement**

The window cleaning agreement provided by Dave Pasco did not include the items requested by the Board. He put penalties in the contract against the HOA but did not put in any specifics on when the windows would be cleaned or a penalty if he did not perform the work when he was supposed to. The Board reviewed the presented contract. There is an automatic increase clause. The length of time to complete any jobs was discussed and adding a clause regarding expediting the time period. The Board would like the window cleaning done in April or May and September or October and the full tower inspection done at the same time with the job being completed within 2 weeks of start. The Board also wants the anchor inspection included. The Board would like items 5-9 to just list an hourly rate as these items may not be needed. Item 10 would be on an as needed basis. Exhibit B lists items that are excluded and that he will not be held responsible for if there is further damage. Any delays to scheduled work would need to be mutually agreed upon to avoid penalties against the contractor. Management is also exploring contractors from out of the area to get proposals from also. Management has had some issues with finding another contractor because the

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ones contacted do not have a Nevada Contractor license. Management will also continue to negotiate with Dave Pasco.

**7. New Business**

**A. Management Contract Renewal**

Dave Aiazzi made a motion to renew the management contract with Kenyon & Associates, Inc. as presented. Michael VanKley seconded the motion which carried with all in favor.

**B. Laundry Room Water Leak – Update**

There was a leak into unit 201 from a washing machine that overflowed because an unknown person put too many clothes in it. Coit was called to do the initial water mitigation and we will facilitate any repairs needed in the unit.

**C. New Cleaning Company**

Postponed to obtain proposals.

**8. Management Report**

There was discussion regarding the damage to the front door. Gary Kenyon explained that this area was not in the camera view, but management knows who was responsible. The owner has been contacted and also the tenants, who have agreed to pay for the damage.

There was further discussion regarding waiting on our insurance reimbursement from our current carrier for the car that drove through the lobby. Our insurance company did not respond promptly initially. The HOA had to make the repairs, hire security to protect the property and we still have not been reimbursed for these expenses.

There was discussion regarding the protective bollards that the Board would like to install in front of the building to prevent situations like when the car drove through the lobby. The Board was provided with possible bollard examples which were received from Trevor Card with Fall Protection Concepts. Trevor no longer does this kind of work but wanted to at least provide the HOA with samples. The Board decided not to pursue this matter at this time. The Board of Directors asked for Management to send the insurance policy to Gayle Kern for review.

**9. Executive Session Report-February 20, 2018**

Management reported that at the last Executive Session, the Board of Directors approved minutes, reviewed delinquencies, and discussed violations. The appropriate action was taken per NRS116, the Governing Documents and Collection Policy. No legal counsel was present at the meeting.

**10. Membership Correspondence**

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

No Members wished to speak at this time.

**12. Adjournment:**

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With no further business to discuss at this time, ***Dave Aiazzi made a motion to adjourn the meeting at 8:33 PM. Gary Nelson seconded the motion. 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