



Fall/Winter 2007  
The Park Tower  
**NEWSLETTER**



Dear Neighbor,

Did you know that the Park Tower Association is made up of 88 units? We each have a common interest in the management of Park Tower, and therefore, we each have the ability to be a positive force for change.

How best to be this force for change? Come to Board Meetings (an outlay of only 2 hours a month) or run for the Board, and at minimum, be sure to vote for

The Board of Directors works with our management company, Kenyon and Associates, to make sure that everything, from the day-to-day cleaning in the building to the big safety projects, are done well and economically.

Please be vigilant about keeping your home and our neighborhood safe and pleasant. If you rent your unit, please review the Association's rules with your renter, so that they, too, can take pride in our building and keep it in tip-top shape.

Each person (and well-behaved animal) living at Park Tower is a valuable member of our neighborhood. We encourage you to become or stay involved in our neighborhood. Lend a hand to a neighbor, or at least a smile.

## **You are the Association!**

### **Interested in having a say?**

Do you have thoughts on how you'd like the building to be run?

If so, there are three ways your voice can be heard:

by running for a seat on the Board of Directors,

by volunteering on a HOA committee, or

### **Join us at our monthly Board Meetings**

Our monthly Board Meetings are the 3rd Tuesday of the month, from 6pm-8pm, and are chock full of information on how we're spending your money.

Come join us to hear what we're doing to minimize that spending, even as we work through our older building's issues. We try to keep these meetings quick and professional, with a bit of fun thrown in.

Please visit the PT web site:  
[www.parktowershoa.com](http://www.parktowershoa.com)

where you'll find:  
meeting minutes  
pictures of the projects  
contact info  
President's letter



Need a copy of the HOA Rules & Regulations?

If you need a copy of the Association's rules and regulations, please call Raelene at 674-8000, ext. 104 and she'll be happy to arrange a copy to be sent to you.

### WATER SHUT OFF DATES

Homeowners, please remember that in order to have the water shut off for your plumbing needs, a request must be submitted *in writing* to the management company at least 2 weeks in advance. The water is scheduled to be shut off 4 times per year (see below), unless an emergency arises. If no shut off has been requested, the water will remain on.

#### Water shut off days for 2008:

February 5th, 2008

May 6th, 2008

August 5th, 2008

November 4, 2008

### CONTRACTORS & HOME IMPROVEMENTS:

Once again, we are having problems with noise and debris.

It is the homeowner's responsibility to inform his/her contractor of the rules and regulations pertaining to the work they will be doing.

1. **Entry:** Please provide your contractors entry into the building, but only for the life of the project.
2. **Clean up:** Contractors must remove all of the work material and debris created. NO CONSTRUCTION MATERIAL MAY BE DISPOSED OF IN OUR COMMON DUMPSTERS!

**Work hours:** Work (by contractors or homeowners) cannot be performed during our "quiet hours". (5pm – 8am, and all day Sunday & holidays)

Homeowners are responsible for the actions of their contractors, and will have to cover any extra costs for cleanup or damage.



### **FYI: SUN DECK & RAMP nearing completion!**

Have you been to the sun deck lately? The concrete is curing!

Have you seen the garage ramp? It's getting repaired!

Soon, we'll have two new safe areas to enjoy: the sun deck, and a ramp that is structurally sound (a structurally sound building is something we all want, even if we don't park in the garage).

For pictures, go to the website: [www.parktowershoa.com](http://www.parktowershoa.com).



### **FYI: recycling**

Thanks to all the residents who are responsibly using our recycling bins! It's been a great success so far. The City of Reno is piloting a "one stream" recycling process (many other cities already have this), and we hope that it will come to our area soon. Until then, thank you for separating your recyclables.



### **FYI: trash**

As the signs say, please put your trash in the dumpsters. Residents are responsible for following the very easy posted rules:

1. **Trash in the bins, not next to them.**

Furniture and other large items cannot be put in or near the dumpster; you need to dispose of them yourselves.

Unfortunately, we've had residents leave their trash in the laundry room, by the mail boxes, etc.



### **FYI: parking lot**

The parking lot directly to the west of Park Towers does not belong to us. Please do not park there, nor let your contractors park there. If you do, you're in danger of being towed. The owners don't want us parking there, so please be a good neighbor (and safeguard your car), by parking somewhere else.



## 2007-2008 BOARD OF DIRECTORS

Paula McDonough - President  
Dale Hammermeister – Vice President  
Linda Wolf – Treasurer  
Mike Cox – Secretary  
Caleb Cage – Director

### MANAGEMENT COMPANY Kenyon & Associates

Terri Kenyon – CAM  
[terri@kenyonandassociates.com](mailto:terri@kenyonandassociates.com)  
674-8000 ext. 114

Raelene Lesquereux – Assistant CAM  
[raelene@kenyonandassociates.com](mailto:raelene@kenyonandassociates.com)  
674-8000 ext. 104

## MEETING DATES & TIMES

Meetings start at 6:00pm, with an informal meet-and-greet at 5:45pm.

January 15, 2008  
February 19, 2008  
March 18, 2008  
April 15, 2008  
May 20, 2008  
June 17, 2008  
July 15, 2008  
August 19, 2008  
September 16, 2008  
October 21, 2009

November 18, 2008 – ANNUAL MEETING  
No meeting in December

We encourage all homeowners to attend the meetings, and hear the discussions and see decisions made first hand.

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### Park Towers HOA

*c/o Kenyon & Associates, Inc.  
645 Sierra Rose Drive #105 A  
Reno, NV 89511*

To Our residents at Park Towers