

Park Tower Homeowners Association

Published by Kenyon & Associates, Inc.

Spring 2011

PARKING GARAGE & STORAGE

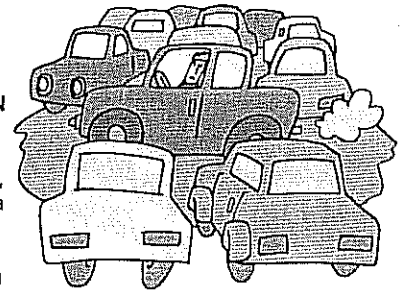
As every resident of the Park Tower is aware Parking is a highly sought after commodity.

The building was built with 88 units and only 50 parking spaces.

Remember, when parking in the **LOADING ZONE** your **HAZARD LIGHTS MUST REMAIN ON AT ALL TIMES**; if not, you are subject to immediate **TOWING**.

If you are an off site Owner of a unit at the Park Tower and you are not using your space, please contact Management at 674-8000 extension 106 and offer to sublet your space to a resident who does not yet have a space.

The Parking Garage is **NOT** a storage area, unless you use an approved storage unit in front of your vehicle. If using an approved storage unit, your vehicle may not protrude and impede other vehicles that use the garage. Also remember that hazardous materials may not be stored at any time in the garage. Any objects left in the parking garage that are not appropriate will be removed with no notice and thrown away or taken to the dump. Any costs incurred to remove personal property from the garage or any common area will be assessed to the unit owner.



Rules & Regulations

The nature of condominium living requires that each of us as homeowners and members of a closed community recognize the special obligations and responsibilities of sharing ownership in a common area and living in harmony. Self-government of this community requires a mature acceptance of restraints on our individual desires and lifestyles.

If you do not have a copy of the Rules and Regulations for Park Tower, please contact Amy Powers at 775-674-8000 ext 106 and a copy will be provided to you.



Thank You

We would like to take this opportunity to give a most appreciative thank you to all the current and past Park Tower Homeowners Association Board members who have volunteered their time over the past years for the betterment of the Association. Without their service, dedication, care and concern for the community the necessary business of the Association would not be possible. Your current Board members are:

Dale Hammermeister—President
Mike Fuess—Vice President
Linda Wolf—Treasurer
Joe Kliestik—Secretary
Steve McNeel—Director

MANAGEMENT

Please feel free to contact Management with any questions, concerns or comments.

Kenyon & Associates, Inc.
645 Sierra Rose Drive #105A
Reno, NV 89511
Fax: 775-674-8010
Phone: 775-674-8000

Office Hours for Kenyon & Associates, Inc are:
Monday - Friday, 8 AM to Noon and 1 PM to
5 PM

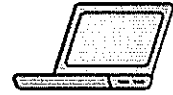
Ext 106 for Amy Powers—Community Manager.

E-mail: amyp@kenyonandassociates.com

It is important to note that any complaints or requests for Board action are required to be in writing so the Board may address the specific issue in a timely manner.

COMMUNITY ROOM

The Board of Directors has worked very hard in putting together a community room in the lobby area for residents to enjoy. The community room has a book exchange and wifi is now available in this room. You can access this room with your front entry key. The Board is open to suggestions to help improve this room and make it even more enjoyable for all the Park Tower residents.

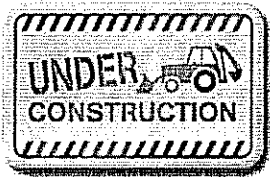


Owner Improvements

Spring is officially here and many homeowners will be considering spring projects for their homes. Please remember that if you planning to remodel or make other improvements, you may need approval from the Architectural Committee and the Board of Directors. Many projects require a building permit which must be posted downstairs in the lobby area. Walls cannot be moved or removed unless a structural engineer can certify that it will not effect the structure of the building. Please check with management to determine if you need pre-approval. Other important information is:

important information is:

- Construction may not start before 8:00 AM and must be concluded by 5:00 PM, Monday thru Saturday. No construction on Sunday or legal holidays is permitted.
- Contractors are NOT permitted to place debris, trash, etc in the Association dumpster, but are required to remove the debris, trash, etc from the property.
- Owners having construction/remodel/maintenance work done are responsible for keeping all areas clean. If the Association has to spend any time cleaning as a result of work done by the contractor, the owner will be fully charged, including, but not limited to overtime pay, if any.
- Prior to commencing interior renovations that may include moving or removal of a wall, a structural engineer report that states that such wall is not a barring wall or that it will not adversely effect the building, individual unit, common area or neighboring unit is required.
- When remodeling units, fire retardant material must be used in all walls. All materials and work must be city-code approved and authorized by the Association Board.
- All construction must take place in the unit. At no time may you use the hallways or other common areas during construction.



Elevators

If you find yourself stuck in an elevator at the Park Tower press the button that says "PUSH EMERGENCY PHONE".

This will trigger a call to the elevator service company, which will work to get you out of the elevator without issue.

If stuck in an elevator at Park Tower:

1. Don't Panic.
2. Don't Call 911.
3. Push the "PUSH EMERGENCY PHONE" button located on the elevator button panel near the bottom.
4. Wait patiently for help to arrive.

When moving items in and out of the elevators please do not prop the doors open as this causes the circuit board to malfunction and damages the elevators which could be assessed to whomever causes the damage.

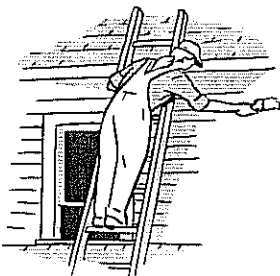
FIRE ALARM

When the fire alarm sounds in the building please evacuate the building as instructed by signs posted in the building. The fire alarm system is monitored by ADT and if the alarm goes off they can dispatch the fire department that should arrive within 5 minutes. Please do not re-enter the building until the fire department declares that it is safe to return back into the building.

2011 Park Tower Projects

The exterior building repairs should be starting very soon now that the weather is improving. Once that is completed, the building will be painted.

We are also planning on updating the front door entry system to a key card or fob system. These modern systems allow the association to better control access to the building.



PETS

Please, Please, Please, if you own a pet and it has an "accident" in the



common area such as the halls, elevator or lobby, for heaven's sakes, pick it up! There is nothing worse than pet owners not picking up after their pet.

All pets MUST be on a leash when not confined inside your unit.

The CC&Rs limit the number of pets per unit to two and the pet may not weigh more than 25 lbs. when fully grown with the exception of tropical fish.



GARBAGE

Please take care to properly dispose of your garbage. Do not leave bags and other trash in the hallways. Take care to use the dumpsters provided to properly dispose of your garbage. Bulk waste may NOT be placed in the dumpsters! Examples of bulk waste include:

- Appliances (working and non-working)
- Outdated or broken furniture
- Old electronic equipment
- Construction debris

Bulk waste must be removed from the community and taken to a recycling center or to the local landfill. Contact Waste Management for more information at 800-637-8648.



RECYCLING

Recycling of bottles, plastic, and newspapers is highly encouraged and recyclables may be placed in the containers at the west side of the gate in the first floor of the Parking Garage. Recycling helps us all, but if trash or other items are mixed in with the recyclables, Waste Management will not pick up our recyclables.

Insurance...

Park Tower HOA carries General Liability Insurance, Flood Insurance, Directors & Officers Insurance and Building Structure Insurance.

Many of you will require certificates of Insurance for your Mortgages. Proof of Flood Insurance is available to you via email or FAX from the Management Office. You may request a copy by contacting Amy Powers of Kenyon & Associates, Inc. at:

amyp@kenyonandassociates.com or by calling 775-674-8000 ext. 106

If you require a copy of any of the other Insurance Certificates, they are available by contacting: Wells Fargo Insurance, Agent: Scott Johnson at 775-827-1555.

Please Remember that it is part of the CC&Rs of the Park Tower HOA that each individual unit owner carry Homeowners/Condominium Insurance as well. If you do not have coverage at this time, please contact your insurance carrier immediately and get a policy to cover your individual unit. The Associations Insurance only covers the exterior structure of the building to the drywall. Carpets, appliances, contents of units, and paint are not covered by the Association's Insurance.

Park Tower Homeowner Assoc.
C/o Kenyon & Associates, Inc
645 Sierra Rose Drive, Suite 105A
Reno, NV 89511

~~~~~  
✦ To: The Residents of ✦  
✦ Park Tower ✦  
✦ Homeowner's Association ✦  
✦ ✦  
✦ ✦  
~~~~~