

Meeting Minutes for Forest Park Estates Condominium Association, Inc.

Meeting Type	Board
Meeting Date	01/29/2017
Location	Edgewater Rec Center: 5845 W. 25th Ave
Attendees	Shane Coffey Eli White Emily Bevington Andrea Sowell Karen Hayden Anna Schafer Tiffani Willis, CMCA, CAM
Called To Order	7: 30 pm
Minutes Approval	Actions ratified outside of the meeting via email include the acceptance of the minutes of the Board and Draft Annual meeting on 12/29/2016. A motion was made, seconded and unanimously passed to ratify the actions taken outside of the meeting.
President's Report	A motion was made to appoint officers of the Association as follows: President: Shane Coffey Vice President/Secretary: Emily Bevington Treasurer: Eli White Committee Member at Large: Andrea Sowell, as appointed at the 12/29/2016 meeting. The motion was seconded, and passed unanimously. Discussion was held regarding the position of each Board Member and duties for each. Signature cards were updated for the bank account/invoicing system. A mini new member onboarding session was held with documentation provided to Shane Coffey on roles and responsibilities on the Board and a simple web demo. One on one training is also available via web meeting with the Property Manager. Shane will look around and reach out with questions outside of the meeting.

Secretary's Report A request was made from the Secretary, seconded by the Treasurer and unanimously passed to reduce the work order authorization for Zeato from the budgeted amount to \$250.00 before a competitive bidding process is required to complete work. The Board understands that this will significantly slow down the process of homeowner reported maintenance requests and believes this is in the best interest of the community to conserve Association funds.

Treasurer's Report Financials were presented as follows:\

12/31/2016

Cash Operating \$4,984.72

Cash Reserve \$8,722.48

Accounts Receivable \$710.00

Accounts Payable \$1,524.04

The Association earned \$18.17 in interest for the year.

A motion was made, seconded and the financials were unanimously accepted as presented.

Manager's Report Maintenance

The temporary surprise water shut off on the 17th related to work completed in units 9 and 4. An emergency call was taken regarding water leaking in the basement. The vendor, previously authorized came back to complete the work, but failed to notify tenants.

NOTE TO ALL RESIDENTS: If your unit needs to have work performed to get the water shut off, please post notice on the neighbor's front doors 24 hours prior to turning off the water. Water shut offs are located in the crawlspace and the shut off does turn off the whole building. Please be courteous to your neighbors and post notice prior to completing work.

A hold was placed on the snow removal invoice from HPS requesting additional information from the contractor.

The draindown/flush of the piping system seems to have left air in the lines. Additional details are required from the contractor to complete the work.

Architectural Control

Requests and Violations were reviewed. Notices will be sent to members per the Governing Documents.

Annual Meetings

Thank you to all who attended the annual meeting. Please note that special assessment letters have gone out and the additional information you may need for your claim is as follows:

The special assessments dates are as follows:

- Estimated date of Hail/Wind 6/28/2016 per contractor
- Acceptance of Hail damage loss and to file a claim 11/10/2016
- Inspection date of hail damage 11/30/2016
- Annual Meeting Special Assessment Date 12/29/2016

Your Insurance company for your condo may be assigned the deductible portion of the roofing claim, if your policy allows. Please contact your agent for further details. Pending the type of policy, you may need to disclose one or all of these dates. Minutes for the 11/10 and 12/29 meeting were mailed out with copies of the Assessment notices.

Insurance companies refer to these claims as Special Assessment Loss coverage or an HO6 Rider. It is possible that your policy also has a separate wind/hail damage coverage. Please speak with your individual agent regarding the specifics of your policy. The Association's insurance deductible is 5% of the value of the buildings. The prorated portion of the Association's insurance is being assigned to your unit equally as an owner.

Questions? Please call or email manager@zeatoproperty.com 855-MYZEATO with a list of documents requested by your specific insurance agent.

Roofing Project

Finalization of the roofing project has been postponed until the weather clears. The contractors will reach out to schedule when there is no snow on the roof.

Landscaping Contracts

Two contracts for landscaping were represented to the Board. A motion was made and unanimously accepted to table the review for a future meeting and gather a few additional proposals from contractors.

New Business

The following items were discussed:

- Bike Racks were presented to the Board by Andrea Sowell, Committee Chair. A motion was made giving a budget not to exceed \$150, seconded and unanimously accepted to move forward with installation of the bike racks after review of the pricing sent via email. A decision will be made outside of the meeting on the specific model to be installed in the basement.
- Login Sheets for Contractors was suggested by the Committee as well to keep track of contractors in the common areas. A motion was made, seconded, and unanimously accepted to create a sign-in sheet for the downstairs area.
- Boiler Lock has been missing from the main door. Shane Coffey volunteered to replace the lock to the door in the boiler room and sign-in sheet.
- Plumbing & Boiler issues were brought to the attention of the Board by Karen Harding. The Board noted her items and will continue to create a to do list for maintenance items and the loan project.
- Lighting was discussed related to the mailbox, back parking area, and community fixtures. A motion was made, seconded and accepted to bid out the cost of these repairs.
- Grant Funding was discussed as a potential from the city. No decisions were made on how to move forward with this project.
- Solar Panels were discussed as a potential revenue stream for the Association. This item was tabled for a future meeting.
- Ice Melt was discussed, the amount of ice-melt applied by the service contractor seems to be too much or too little. A suggestion was made to place ice melt buckets onsite and allow owners to volunteer to place the ice-melt in lieu of the contractor placing the ice melt.
- Snow Shoveling of parking stalls was discussed and a request will be made to the Snow removal contractor to shovel out around the parked cars and not to just plow.

- BBQ Grill movement was suggested as the concrete pad has been determined to not be the Association's common area. The Board will move the BBQ grill downstairs until a new plan can be made with regard to the permanent residence of the BBQ Grill.

Karen Harding requested that she be stated for the record as being against the special assessment as she believes it will reduce property values or make units hard to sell.

Having no other items to discuss a motion was made, seconded and unanimously accepted to end the meeting at 9:07pm

The next Board Meeting is expected to occur with the banks, preferably on a Saturday to discuss loan options. Date TBD.

Next Meeting Date

Time Adjourned 9:00