

## Meeting Minutes for Forest Park Estates Condominium Association, Inc.

Meeting Type	Board
Meeting Date	10/27/2016
Location	Edgewater Rec Center 5845 W 25th Ave, Edgewater, CO 80214
Attendees	President: Emily Bevington Secretary: Andrea Sowell (absent) Treasurer: Eli White Member at Large: Brett Frisch  Members/Residents Present: Shane Coffey Anna Coffey Carol Jackson
Called To Order	Representing Zeato Property Management, Tiffani Willis, CMCA, CAM 6: 30 pm
Minutes Approval	After a summary reading motion was made, seconded, and unanimously approved to accept the minutes of the prior Board meeting.  Actions ratified from votes outside of the meeting occurred. A motion was made, seconded, and unanimously approved included approval of architectural drawings, violations reports, and maintenance work order authorizations.
Treasurer's Report	After a summary reading motion was made, seconded, and unanimously approved to accept the financials ending 9/30/2016 as summarized as follows:  Cash Operating \$3,812.98 Cash Reserve \$ 5,744.53  Accounts Receivable \$ 1,720.72 Accounts Payable \$3, 063.26  The Association earned \$2.05 in interest

Manager's Report Discussion on Exterior Projects was as follows:

- Roofing
  - Hail damage is found on the roof. The hail impact report shows that the timing of hail damage will result in claims against insurance toward the higher deductible. The estimate of that deductible if all buildings are processed under one claim is around \$83,000.
  - The Claim has not officially been filed, but insurance is on notice pending the Board's decision on next steps.
  - The roof was last replaced in 2000 per permits on file at the county.
  - Previous proposals for patching of the roof with GAACO coating are in the neighborhood of \$30,000.
  - The Board unanimously tabled decisions on next steps on the roof until a future meeting.
- Stairs, Railings & Paint
  - The Architect drawings for the stairs have been received at the 75% construction/permitting level. Plans for the stairs are now detailed enough for a future contractor to pull permits, but the Board needs a chance to review them and possibly schedule a separate meeting with the Architect regarding the drop beams required in a few places. Marking of the beams may also be appropriate on the common grounds to notify owners. As such, the Board unanimously tabled decisions on next steps until a future meeting.
- Interior Projects Review
  - The water between walls claim has been resolved by the owner's insurance company. Reimbursement for the mitigation efforts was pending in September, but expected to be resolved in October.
- Boiler Repairs
  - Proposals for the Boiler were presented from Lakewood Plumbing & Heating. After discussion and review of the budget, a motion was made, seconded and unanimously accepted to perform servicing on the transfer pump, back flow, 2 way Pilot, thermo coupler. All other proposed services were unanimously tabled pending a future meeting between the Board and Lakewood Plumbing & Heating.

- Boiler Recurring Maintenance
  - The recurring maintenance contract for inspection 3 times per year was motioned, seconded and unanimously accepted after discussion on the inspection requirements of the boiler. Lakewood Plumbing & Heating will be performing this work.

Grounds Projects & Contracts were reviewed:

- Trash renewal pricing decrease
  - A renegotiated pricing structure and updated 1 year contract was reviewed with the current trash/recycling service provider. After discussion regarding no changes in service level expectations or frequency of pickup, a motion was made, seconded and unanimously accepted to sign an extended one year contract.
- Landscaping Contracts for 2017
  - Three options for contracts were reviewed including TLC Land care, Designs by Sundown, and Continued Volunteering. After review of the budget, contracts, and cost of services, a motion was made, seconded and unanimously accepted to continue the volunteered mowing efforts and fall clean-up.
  - Discussion of creation of a landscaping committee charter and committee team leader occurred including setting a schedule for the 3rd Saturday of every spring/summer month to have the community volunteer to clean and weed the beds, mow, pick up or perform other projects. The general consensus from members present was that the community greatly enjoyed the volunteer efforts and wanted improved communication on expectations, times, tools needed/required etc. The Board will consider drafting of a Landscape Committee charter to allow establishment of this volunteer group. Establishing a community Newsletter was also brought up and unanimously tabled for a future meeting.
  - Tree & bush trimming was discussed and a motion was made, seconded and unanimously accepted to outsource the major maintenance and safety concerns to a third party provider. On or before the budget meeting, additional proposals will be reviewed and permission was granted by members and Board

present to follow up on this item as an action outside of the meeting.

- Snow Removal
  - Competitive proposals for snow removal contracts were reviewed. A motion was made, seconded, and unanimously accepted to hire HPS for the 2016/2017 snow season.

Responsible Governance Policies were Reviewed and a motion was made, seconded and unanimously approved to accept the following 9 policies as written:

- Adoption of Policy
- Alternative Dispute Resolution
- Collections
- Conduct of Meetings
- Conflict of Interest
- Enforcement
- Inspection of Records
- Investment of Reserves
- Reserve Study Policy

The policies will be scanned in and posted to the myzeato.com website for owners to view.

Legal Updates on Governing Document Rewrites included suggestions to review the plat maps and maintenance responsibilities between all the buildings in the community. The conversation was tabled for a later date as attorney opinions on the subject may be required.

The Budget Meeting date was set tentatively for November 10th, 2016 at 6:30pm and Annual Meeting for December 5th, 2016 at 6:30pm pending availability of this Rec Room.

Homeowner forum was opened to discuss matters and Brett Frisch put the Association on notice that he is planning on selling his home and pending the sale will be stepping down from the Board. The Board would like to take special note in the minutes to thank Brett for his years on the Board, past maintenance service, and input and wishes him the best. The vacancy will be posted with the annual meeting notice and Brett will continue to serve until his unit officially sells.



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Having no other items to discuss the meeting was adjourned at 9:05pm

Next Meeting Date 11/10/2016

Time Adjourned 9:05