

Meeting Minutes for Forest Park Estates Condominium Association, Inc.

Meeting Type	Board
Meeting Date	03/29/2018
Location	Lakewood Library: 10200 W 20th Avenue Lakewood, CO 80215
Attendees	Shane Coffee Sarah Cavey Tiffani Willis, CMCA, CAM of Zeato Property Management
Called To Order	6: 40 PM
Minutes Approval	Minutes of the prior meeting were reviewed and approved as submitted.
Treasurer's Report	Financials were accepted as follows: Cash Operating: \$15,858.04 Cash Reserve: \$8,081.09 Cash Insurance: \$ 54,435.99 Pending Payables: \$90,000.00
Unfinished Business	Loan Documents were tabled for review at a future meeting. The reserve study was discussed and tabled for a future meeting with plans to present to homeowners. The sewer project was completed by Quality First Plumbing. ACC Report: Questions from a homeowner on installing a bumper for his car door was reviewed and accepted if it can be temporarily installed without drilling into the cement.
New Business	Audit proposals were reviewed and presented, but tabled for discussion to be held and voted on via email upon updated RFP to vendors. Adding job descriptions to committee members was discussed and will be presented at a future meeting. A list of things to gather for the loan was requested and will be sent to the Board. The cost of repairing a single set of stairs shall be requested from the open RFP to see if the community can break apart the project.



P.O. BOX 764 LITTLETON, CO 80160-0764 • T: 855-MYZEATO (855-699-3286) • F: (720) 961-5911 • WWW.MYZEATO.COM

The amendment deadline for first mortgagees was discussed regarding unit 15's amendment and that deadline is May 14th.

Next Meeting Date 04/24/2018

Time Adjourned 8:00