

Meeting Minutes for Forest Park Estates Condominium Association, Inc.

Meeting Type	Board
Meeting Date	03/06/2018
Location	Lakewood Library: 10200 W 20th Avenue Lakewood, CO 80215
Attendees	Shane Coffee Emily Bevington Sarah Cavey Tiffani Willis, CMCA, CAM of Zeato Property Management
Called To Order	6:00 pm
Minutes Approval	Minutes of the prior meeting were reviewed and accepted as submitted.
Homeowner Input	No homeowners were present for open forum.
President's Report	A hearing meeting with account no. 52489166-213 was held regarding delinquent fees. Notice will be sent to the owner in writing regarding the hearing results and waiver of fees. It was noted for the record that the annual meeting Jan 2018, homeowners were incorrectly told that the sewer issue was resolved. There is an open proposal for sewer repairs in the common area storage room basement. This item is on the agenda to be replaced and was set in the 2018 budget, but at the time of the meeting was not yet repaired. This note shall serve to correct the record.
Treasurer's Report	Financials were accepted as follows: Cash Operating: \$18,328.98 Cash Reserve: \$ 84,956.21 Accounts Receivable: \$ 16,155.03 Accounts Payable: \$ 63,546.89 The following accounts were sent to the attorney, A Lien will be filed. 52489166-209 52489166-211
Manager's Report	Sewer proposal from Quality First was accepted and Zeato will sign off to get it on the schedule for repairs in the basement per Board vote at the meeting.

Drain Issue Work Order No. 81341 will be reviewed and re-inspected and has been tabled until additional information can be gathered. Plumber to reinspect.

A motion was made, seconded and unanimously carried to open a new insurance claim related to water damage from a frozen pipe in the basement area.

Reserve Study 1st draft was present to the Board. Having many questions, the acceptance of the draft was tabled for a future meeting and the Board will review outside of the meeting.

Loan Updates were presented from the SBA, Barret Capital, Community Banks, and Citywide. After short review, a motion was made, seconded and unanimously accepted to table for a future meeting pending review of the reserve study and other factors that will go into the loan decision.

Signing of the ACV document to Insurance was ratified as an action outside of meetings. Thank you to Sarah Cavey for getting this done so quickly via email votes.

2015, 2016 and 2017 tax returns were unanimously accepted as submitted.

Executive session was held regarding attorney correspondence received.

The Insurance claim open units were reviewed and status update as follows:

- 52489166-213 - pending/open
- 52489166-210 -pending/open
- 52489166-208 - complete submit to insurance

Unfinished Business

Due to the Library closing promptly at 8pm the following items were on the unfinished business list:

- Reserve Study
- Loan Options
- Insurance Claims
- Maintenance Requests

- Executive Session

Next Meeting Date 03/29/2018

Time Adjourned 8:00