

Meeting Minutes for Forest Park Estates Condominium Association, Inc.

Meeting Type	Board
Meeting Date	11/07/2017
Location	Lakewood Library: 10200 W 20th Avenue Lakewood, CO 80215
Attendees	Eli White Andy Balentine Emily Bevington Shane coffey Sarah Cavey Ashley Hammond Anna Schafer Tiffani Willis, CMCA, CAM of Zeato Property Management
Called To Order	6:05 pm
Minutes Approval	Minutes of the prior meetings were reviewed and accepted as submitted.
Treasurer's Report	Financials were reviewed as follows: Cash Operating: \$17,649.10 Cash Reserve: \$95,140.78 Accounts Receivable: \$16,645.53 Accounts Payable: \$16,175.35 The Budget worksheet draft was presented to the Board for review. A motion was made seconded and unanimously accepted to table the discussion of the 2018 budget for a future meeting to give the Board a chance to further review items.
Manager's Report	The insurance scope was reviewed and updated. The Association's insurance is still pending review by the building consultant, who will collaborate with the insurance company's building engineer, to advise the Association's agent/adjuster regarding the final claim. The Association's estimates for repair is still approximately \$65,000 off from the end goal to be picked up by the insurance company regarding the hail damage portion of the claim. The stair proposals were reviewed and questions answered regarding the apples to apples comparison between the three potential construction

companies. The Board is leaning toward working with Clarion Designs due to the overall estimated cost of the project, but motioned to table the award of the contract until all of the contract terms could be reviewed by the Board and potentially legal council.

Unfinished
Business

Snow Removal contracts are still pending negotiation by the Board.

New Business

Additional general maintenance items were discussed as follows:

- Tear/out clean up of trees in back parking lot, evergreen shrubs, bamboo, ground cover, and dead pine were sent out for competitive bids to TLC Landcare.
- Snow removal contract was requested from TLC Landcare.
- Work-order approvals are requested to be sent to the Board exceeding \$200 prior to any work being authorized.
- Water/heat level was requested to be checked on the boiler due to scalding hot temperatures reported by homeowners.

A motion was made, seconded and unanimously accepted to reduce the Zeato web access contract by one user login for the Board and provide summary reports to save on Association funds.

Discussion regarding adoption of an asbestos mitigation policy was held and tabled for discussion at a future meeting. The file shall be noted that asbestos has been found present in the drywall compound of multiple units. Owners should note that special demo will be required for interior repairs to all units as it was likely used in the construction. A formal policy will be discussed at a later date.

Input from Homeowners present requested that the Board consider adopting a Reserve Study prior to finalizing the budget for all projects to more clearly show the long term maintenance plan of the Association. Zeato has previously requested proposals for this service and will add this to the next agenda.

Having no other business to discuss, the meeting was adjourned at 7:50pm.

Action Items

Open Items from prior meetings were also presented and further tabled pending the budget discussion:

- Broken Sewer Line in basement.
- Parking Area Resurfacing.
- Boiler Replacement Schedule.
- Lighting.
- Hose spigot repairs.

Items to be discussed by Board outside of meeting:

- Stairs Contract.
- 2018 Budget.

Next Meeting Date

Time Adjourned 7:50