

Meeting Minutes for Forest Park Estates Condominium Association, Inc.

Meeting Type Board
 Meeting Date 02/11/2017
 Location Starbucks 22nd and Sheridan
 Attendees Shane Coffey
 Eli White
 Emily Bevington
 Anna Schafer
 Tiffani Willis, CMCA, CAM Zeato Property Management
 Called To Order 9:00 pm
 Minutes Approval Minutes of the prior meeting were read and accepted.
 Treasurer's Report Financials were reviewed and accepted as follows:

Cash Operating \$17,804.91
 Cash Reserve \$ 8,723.96
 Accounts Receivable/Prepaid \$2,105.00

The Association Earned \$4.04 in interest

A motion was made, seconded and unanimously accepted to transfer \$14k from Operating to Reserve.

The Construction Budget was reviewed as follows:

Stairs, Decks & Railings - \$130,540 (Based on project plan 75% drawings - may change)

Asphalt Replacement	-	\$ 4,922	(Asphalt Doctors Bid)
Trees		\$ 2,750	(Arbor Pro Bid)
Trees/Bushes		\$ 4,600	(Arbor Pro Bid)
Rockbed Maintenance		\$ 1,256	(Materials only)
Sprinkler Install		\$ 2,000	(Verbal Estimate All Class - includes front of unit 15)
Paint		\$ 4,339	(labor + materials)
Subtotal		\$ 19,867	

Insurance Deductible	\$83,0000	(Estimated based on value of homes-pending)
Licensing and Fees	\$14, 004	(Estimate)
Contingency	\$2, 591	
<u>TOTAL</u>	<u>\$250,000</u>	

Other General Maintenance was reviewed:

Boiler temp Controller	\$495
Boiler Insulation	\$838
Boiler Fire Door	\$1,042
Expansion Tank	\$1, 599
Transfer Pump/Backflow	\$1, 052
Parking/Asphalt Numbering	\$ 501

A motion was made to table the discussion on the loan budget, request updated proposals on old bids and request a meeting with the Architect and review line items at a future meeting. A meeting will be set with the Architect for March 2017.

Manager's Report Maintenance Items were Reviewed:

- Bike Racks - delivered to property. The Board motioned that Eli and Shane will install in the basement.
- Login Sheets - Special thanks to the Board for setting this up downstairs.
- Plumbing/Boiler- a motion was made, seconded and unanimously accepted to scope the sewer line for specific units.
- Keys- a motion was made, seconded and unanimously accepted to reissue storage keys to owners that have lost theirs at a rate of \$5.00 per replacement key.

Unfinished Business

Unfinished Business Included:

- Snow Removal Invoice- shoveler man hours, still pending/review contractor
- Boiler Recurring Maintenance-rebid, previous awarded contractor injured on job, removed/canceled contract

- Security Lighting - now more than one is out, updated proposals/bids
- Insurance Bids to switch carriers-updated, electric changes

Action Items

- Board to install bike racks.
- Email reminder to community upon installation.
- Schedule upcoming meeting with Architect.

Next Meeting Date 03/22/2017

Time Adjourned 10:13