

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

Meeting Type	Board
Meeting Date	04/14/2016
Location	Sloans Bar & Grill
Attendees	President - Emily Bevington Treasurer - Eli White Secretary - Andrea Sowell Vice President- Brett Frisch Member at Large - VACANT Zeato Property Management - Tiffani Willis, CMCA, CAM
Called To Order	6:32 pm
Minutes Approval	Minutes from the prior property manager were not received or reviewed at this transition meeting.
Homeowner Input	No members were present in person, online, or by phone with the exception of the Board.
Manager's Report	The Board Discussed the following items with the new property manager, Zeato Property Management. <ul style="list-style-type: none"><li>• Review Management Transition</li><li>• Financial Status Review</li><li>• Discuss Open Projects<ul style="list-style-type: none"><li>◦ Exterior Projects<ul style="list-style-type: none"><li>▪ General Discussion was held regarding transition projects:<ul style="list-style-type: none"><li>▪ Architect</li><li>▪ Seal Coating</li><li>▪ Roofing Claim</li></ul></li></ul></li><li>◦ Newsletter<ul style="list-style-type: none"><li>▪ A newsletter template will be drafted by Zeato and Andrea has offered to create content. This item will be emailed/mailed out.</li></ul></li><li>◦ BBQ Grill<ul style="list-style-type: none"><li>▪ The Board would like to have access to the propane tank.</li></ul></li><li>◦ Recycling Keys/Dumpster<ul style="list-style-type: none"><li>▪ Recycling Keys were discussed for new owners/tenants and a request was made to keep a copy onsite.</li></ul></li></ul></li></ul>

- Community Planting Day
  - Community Planting Day was set for Saturday, May 14th, 10 a.m. - Noon
- General Maintenance was discussed regarding:
  - Patio Furniture
  - Pet Pick Up
  - Trees
  - Emergency Mitigation

## Unfinished Business

- Service Contracts 3rd party vendors
  - Landscape Proposals/Contracts were reviewed. All submitted proposals exceeded the current budget and were unanimously voted down by the Board. New contract proposals will need to be ordered from local, small, third party vendors ensuring compliance with budget.
- General Discussion regarding planning of contracts for 2016:
  - Snow Removal 2016/2017 Season - tabled until September Meeting
  - Reserve Study - tabled for next meeting
  - Policy Revisions/Governing Documents - tabled for next meeting
  - Zeato's Contract was reviewed to Set Service Level Expectations Remainder of 2016 -Complete/Ongoing

Having no other matters to discuss a motion was made and seconded to adjourn the meeting at 9:00pm.

## Action Items

For Zeato:

1. Email/mail Newsletter
2. Hire Landscape Contractor within Budget
3. Locate previous documents on Exterior Projects from prior property manager
4. Review Insurance for Association, present recommendations, review liability caps
5. Order additional Recycling Keys/Send onsite

For Board:

1. Draft Newsletter

## 2. Review/Consider product types for Decks

Next Meeting Date 06/16/2016

Time Adjourned 9:00