

Meeting Minutes for Forest Park Estates Condominium Association, Inc.

Meeting Type Board
Meeting Date 06/16/2016
Location Sloans Bar and 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

Members Present: Liz & Jack Lunoe, Karen Hayden

Called To Order 6:32 pm

Minutes Approval The minutes of the prior meeting were read. Eli made a motion to approve the minutes as written, it was seconded by Andrea and the motion passed unanimously.

Actions outside of the meeting were ratified. Those decisions included: the decision to volunteer landscaping duties for the community to save money and decision to get rock delivered up to the budget amount.

Homeowner Input Karen Hayden presented the Board with an invoice for snow removal services provided to the association and the costs she was seeking as reimbursement. Karen was heard from 7:03pm to 7:19pm regarding her frustrations with last year's snow removal provider and various association topics. A motion was made, seconded, and unanimously accepted for the Board to review the facts and circumstances and provide Ms. Hayden with a formal decision on the reimbursement request at a later date outside of the meeting.

Treasurer's Report A motion was made, seconded and unanimously approved to accept the Association's Tax returns as submitted.

Financials for the Association were reviewed, motioned, seconded and unanimously accepted as follows:

As of 4/30/2016:

Cash Operating - \$12,105.10

Cash Reserve - \$0.00

Accounts Receivable - \$416.66

Accounts Payable - \$4,144.19

The Association earned \$1.77 in interest income.

As of 5/31/2016:

Cash Operating - \$9,540.10

Cash Reserve - \$0.00

Accounts Receivable - \$969.16

Accounts Payable - \$2,010.06

The Association earned \$2.05 in interest income.

Committee's Report

The Architectural Control Process was reviewed. To protect the covenants and create uniformity within the Association, the Architectural Control Committee (ACC) shall review all exterior modifications to the Association. Homeowners shall submit the requests in writing using the www.myzeato.com website and the Board/Committee shall review the information provided and send written responses back to the homeowners request. Failure to submit requests in writing constitute a breach of the Covenants and shall be enforced to the maximum extent available by the Governing Documents which shall include fines, liens, and attorneys fees when applicable.

The My Little Library ACC request was reviewed and unanimously accepted if installed with a solid neutral color.

Manager's Report

Open Projects were discussed as follows:

- Secretary of State Filings
 - Secretary of State Filings have been updated to direct Realtor calls to Zeato along with the update to the required Annual Disclosures.
- Exterior Projects
 - Architect drawings almost completed, material types still open, samples of timbertech decking will be dropped off for the

Board's review to pick the color and texture of new decking.
The project is expected to cost over \$100,000.

- Loan scenarios, notice requirements to owners, audit, and reserve studies were discussed.
- Seal Coating project was unanimously tabled to allow time to address other more pertinent issues in the community such as the boiler, landscaping, roofing and stairs before resolving the parking.
- Roofing Claim proposals were reviewed and a decision to select a contractor was unanimously tabled until the insurance claim could be discussed and deductible amounts would be known.
Current deductible amount is estimated to be \$83,000.
- General Service Level Expectations were reviewed
 - Zeato currently following the budget for services. Funding of specific items, such as landscaping are not sufficient to provide adequate services to the community. The budget will be addressed with the board in October/November to create a more formal plan that provides the services needed with a formal third party landscape contract.
- Legal Requirements and Discussion the HOA Industry
 - Current changes in the legal environment were discussed including the recommendation for the Board to Adopt the following 9 responsible governance policies:
 - Conflict of Interest Policy
 - Inspection of Records
 - Enforcement Policy
 - Investment of Reserves
 - Reserve Study Policy
 - Adoption of Policies Policy
 - Conduct of Meetings
 - Collection Policy
 - Alternative Dispute Resolution Policy
 - A motion was made, seconded and unanimously accepted to have these policies drafted for review at the next meeting.
- Insurance and Risk Mitigation
 - Insurance proposals were reviewed and a decision to switch carriers was unanimously motioned, seconded, and tabled until after the roof project was completed. Competitive bids will be requested prior to the next annual renewal 2017.

- A motion was made, seconded, and unanimously approved regarding the claim for water between units was assigned to the owner responsible for damages. Notice will be sent to the owner.
- Other Grounds
 - Locks have been replaced on shed and access door to main equip room.
 - BBQ lock changed.
 - Community Clean - Up Day completed. Thank you to the Board

Unfinished
Business

- Stairs Project
- Loan Project
- Rock Project

New Business

- Boiler Inspections/Maintenance
- Landscaping Services
- Snow Removal Contracts
- Insurance Claims
- Trash Contract

Having no other business to discuss the meeting, motioned, seconded, accepted and was adjourned at 9:05pm

Next Meeting Date 10/27/2016

Time Adjourned 9:05