

Meeting Minutes for Forest Park Estates Condominium Association, Inc.

Meeting Type Board
Meeting Date 06/21/2017
Location 10200 W 20th Avenue Lakewood, CO 80215
Attendees Eli White
Emily Bevington
Shane Coffey
Carol Jackson
Ashley Hammond
Andrew Valentine

Tiffani Willis, CMCA, CAM representing Zeato Property Management

Called To Order 6:01 pm

Minutes Approval Minutes of the prior meeting were accepted as submitted.

Treasurer's Report Financials were accepted as follows:

Cash Operating \$51,616.01
Cash Reserve \$22,731.14
Total Cash \$74,347.15

Accounts Receivable \$59,945.57
Accounts Payable \$ 3,439.14

The delinquency report was reviewed and payment plans were approved for the following accounts ending in 205, 213, 211, 209, 203, 214.

A motion was made, seconded and unanimously accepted to transfer the special assessment reserve funds from the operating account into the higher interest bearing reserve account while the work is pending.

Manager's Report Boiler

- The boiler contract was reviewed regarding annual maintenance.
- Annual maintenance of the boiler includes annual and mid season inspections regarding inspection of the electrical, checking for gas leaks, cleaning burners, inspecting low water cut-off controls, all operating and safety controls, startup and check of ignition and

main flame, operating pressure check, expansion tank check, seasonal shut-down, system lockout and tag-out electrical, check for water leaks, check operating pressures and provide any other inspection issues via report to building representative.

- Billing for the maintenance will occur in installments.

Sprinkler Repairs and Maintenance

- Sprinkler repairs were completed for 11 zones and replacement of 1 head and 3 flower nozzles.

Landscaping Contract Review

- Per prior meeting, the landscaping contract was reviewed. New landscapers are working out well and mowing on a consistent schedule.

Architectural control

- Requests were reviewed and ratified/approved as actions taken outside of the meeting.
- Roofing products and proposed roofing specs estimate was reviewed. A motion was made, seconded and unanimously tabled for a future meeting to allow competitive bidding on the project and ensure the scope is correct and within insurance scope.

Legal

- Volunteer waiver form was received by legal for any owner wishing to perform services for the Association.

Violations

- Open violation report was reviewed and action will be taken in compliance with dates based on the enforcement policy.

New Business

Homeowner open forum requested the board consider the following items:

- Review of water temp at the building.

- Installation of isolation valves for individual water turn offs for plumbing.
- Pine tree and general tree maintenance.
- Creation of a master plan for the community regarding current and future maintenance plans.
- Attorney review to disassociate unit 15 from the association.

All topics will be taken under consideration by the Board and a motion was made, seconded and passed unanimously to table this items for a future meeting.

Next Meeting Date 07/26/2017

Time Adjourned 7:40