

FOREST PARK 1  
MINUTES OF BOARD MEETING  
TUESDAY, FEBRUARY 9, 2016

Notice was posted 48 hours prior to the meeting as required by law

Meeting called to order at 6:37pm

Quorum was established. Board Members in attendance were Valerie Bay, Jerry Queen and Don Klengenpeel.

First order of business was to accept minutes from previous meeting held on January 20, 2016. Valerie Bay made motion to accept minutes, but before motion could be seconded, Jerry Konrad asked a few questions regarding items discussed at the January 20<sup>th</sup> meeting as he was not present.

Motion was again made by Valerie Bay to accept minutes from previous meeting the motion was seconded by Don Klengenpeel and all agreed.

Update on Contracts:

Valerie Bay discussed the work being performed by Mary Lame on the railings. Work has been completed on four buildings - it is going slow, but getting done. The inspector is aware of the delay.

Valerie Bay advised that the new pool contractor will begin servicing our pool on March 1<sup>st</sup>. Pool will be cleaned 2x/week for 6 months (warm weather) and 1x/week for 6 months (cool weather).

Valerie Bay advised that relationship with SunCoast Property Services Management Firm (SCPS) has deteriorated to the point that the owner (Dorothy Spriggs) will not allow our assigned property Manager (Shari Morrison) to do anything on our behalf or even step on our property. It was discussed that the new management company (Ameritech) will be reaching out to SCPS on February 10, 2016 to get the Forest Park 1 mailing list. Notice was given to the previous attorney (Robert Todd) where he was advised to no longer do any work on behalf of Forest Park 1. New attorney, Dan Greenberg, will not charge us any retainer fees.

Jerry Konrad asked for some specifics regarding the release of SCPS. Jerry Queen related just a few of the issues and assured Mr. Konrad that he has kept extensive notes of errors made by SCPS and that there was a blatant disregard of directives/requests made by Board Members.

Among the errors were failure to pay successive invoices for hazard insurance in October/November of 2015, resulting in temporary cancellation of our policy. This occurred even though SCPS paid August and September 2015 invoices on time.

Among the disregarded directives/requests was to provide the Forest Park Treasurer with details on all recoup fees prior to reimbursement so as to approve all recoup fees – otherwise SCPS is billing Forest Park for additional, unbudgeted, and unverified fees, and paying themselves using signatory authority without any oversight from the Board. SCPS has as well ignored repeated requests to take the lead in investigating incorrect bookkeeping budgetary entries related to Forest Park 1 payment of invoices which should have been paid by Forest Park Community – in fact Dorothy Spriggs of SCPS has dismissed Jerry Queen’s findings outright in a letter, even going so far as to portray Jerry of being ignorant of financial matters. SCPS has also ignored receipt confirmation of emails documenting amounts identified by Jerry Queen as bookkeeping budgetary errors which need to be corrected. Jerry has asked SCPS not to close the 2015 books until such corrections are completed. Dorothy Spriggs stated in an email on 01/22/2016 that the books were not closed yet.

Jerry also mentioned that on advice from our new attorney, Dan Greenberg, a certified letter was sent to SCPS on 02/03/2016 rescinding SCPS’s signatory authority on the bank accounts of both Forest Park 1 (FP1) and Forest Park Community (FPC).

#### Financials:

Jerry Queen discussed large overages in four FP1 budget categories which were first reported in the Board Meeting on 01/20/2016. Since SCPS refused to investigate on Forest Park’s behalf, he personally investigated and discovered specific errors. He contacted various vendors to determine how fees/charges are to be split between FP1 and FPC budgets.

So far his investigation has found that \$4,400 in funds have been incorrectly paid from FP1 funds which should have been paid from FPC funds:

- Pest Control (Category #62150) - \$300 per month is being paid to Soles Exterminating for rat baiting throughout the community. CY2015 invoices to Soles of \$3,600 were split as follows - \$1,200 paid by SCPS out of the FPC budget category #62150 and \$2,400 from the FP1 #62150 budget category. Jerry has instructed SCPS to transfer \$2,400 in expenses from the FP1 #62150 budget category to the FPC #62150 budget category to correct this mistake.

- Cable TV (Category #61400) - After many communications with Brighthouse, Jerry found the budget overage resulted from CY2014 missed payments and late payment fees all attributable to Resource Property Management mismanagement of invoice payment. Those previous balances and late fees were carried over into the 2015 expenses. No adjustments/transfers are required as all properties on the Brighthouse invoice were verified as being related to FP1 properties. Brighthouse has agreed to credit FP1's account the \$227.24 in late fees incurred to date at Jerry's request.
- Hazard Insurance (Category #68000) - After many communications with Wallace Welch & Willingham, it was determined that \$2,000 per year of premiums paid out of the FP1 budget are in fact actually covering FPC property, liability, and umbrella coverages. Jerry instructed SCPS to transfer \$2,000 in expenses from the FP1 #68000 budget category to the FPC #68000 budget category to correct this based on the vendor information he uncovered. At renewal, Wallace Welch & Willingham will issue a separate invoice for FPC coverage to simplify this.

Still to be determined:

- Professional/Legal Fees (Category #67100) – Jerry has received itemized invoices from both attorneys (Robert Todd, Becker & Poliakoff) and is still reviewing these invoices. He should be able to provide direction to SCPS regarding an amount to transfer by the end of the week.

Last item on the agenda was nomination of positions of elected board members.

President: Jerry Queen made a motion to nominate Valerie Bay for President, Don Klingenpeel seconded and all were in favor.

Vice President: Valerie Bay made a motion to nominate Ros Saval for Vice-President, Jerry Queen seconded and all were in favor.

Treasurer: Valerie Bay made a motion to nominate Jerry Queen for Treasurer, Don Klingenpeel seconded and all were in favor.

Secretary: Valerie Bay made a motion to nominate Ed Early for Secretary, Jerry Queen seconded and all were in favor.

Director: Valerie Bay made a motion to nominate Don Klingenpeel for Director, Jerry Queen seconded and all were in favor.

Meeting called to a close at 7:13pm.