

TPV#1 BOARD OF DIRECTORS MEETING  
Monday, February 8, 2010 @ 6:43pm  
1680 NW 4<sup>th</sup> Avenue – Business Office  
Miami, Florida 33136

**AGENDA**

**I. PRAYER/CALL TO ORDER**

**II. NEW BUSINESS**

➤ **Leadership Miami**

➤ **Survey Bids**

➤ **Maintenance Issues**

➤ **Evictions**

➤ **HUD Mortgage**

**III. OLD BUSINESS**

➤ **REAC Inspection**

➤ **Approval for the City of Miami CDBG-Hurricane Relief Funds**

➤ **Vacant Units**

**IV. MISCELLANEOUS**

**V. ADJOURNMENT**

## MINUTES OF THE ANNUAL MEMBERS MEETING

Monday, February 8, 2010

The directors of Town Park Village #1 held a meeting on Monday, February 8, 2010 at 1680 NW 4<sup>th</sup> Avenue, TPV Conference Room. The meeting began at **6:43** pm and ended at **8:50** pm.

The following directors were present in person or by telephone and constituted a quorum pursuant to the Bylaws of Town Park Village #1: Lillian Slater, Monique Stachan, Dana Lester-Alteme, Dana Milson, and Patti Walker. Also present by invitation were: LSGM Attorney Shahrzad Emami, Carrfour Management V.P. Doug Mayer and Geraldine Goimbert, CrossRoads Management Representative Teddy Valarezo, Americorp Representative Jessie Brown, and Leadership Miami members Tina Brown, Renata Pinheiro, AJ Morales, Jose Fernandez, and Michael Hughes. TPV board President presided as Chairman of the meeting and Dana Milson acted as Secretary.

### I. NOTICE

The meeting was called in accordance with the Bylaws of Town Park Village #1. Notice was mailed to the members and directors via hand delivery on February 18, 2010, in accordance with the Bylaws of Town Park Village #1.

### II. OLD BUSINESS

#### ➤ REAC Inspection

Because time is short, exit signs will be painted on the grounds to show where exits walkways are. Exit signs will be purchased and installed accordingly. Maintenance will go around the property to check smoke detectors for fully charged batteries. In addition, fire extinguishers will be check as well as window bar exits in units are to code.

#### ➤ Approval for the City of Miami CDBG-Hurricane Relief Funds

Windows/Doors grant i.e. (CDBG-Hurricane Relief Funds) from the City of Miami is still not approved. TPV need to place an advertisement in the local paper for BIDS. The process takes 10-15 days.

The Board made a motion and approved the resolution with correction for management to act on the behalf of TPV in processing the paperwork for the Windows/Doors grant.

#### ➤ Vacant Units

There are 6 vacant units, two of which will be available for renting. Those units are 12I and 4G. We currently have 4 parties on the waiting list to move into TPV.

### III. NEW BUSINESS

#### ➤ **Leadership Miami**

Leadership Miami an entity of the Greater Miami Chambers of Commerce wants to create a partnership with TPV and provide some assistance to the property through the Senior Citizens Task Force and the University of Miami/ Children's Trust SPEC-ey Program located on the premises of TPV.

Leadership Miami wants to revamp the Neighborhood Network Center located in 6A with a computer lab for tutoring and other pertinent resources for the residents of TPV. They want to provide musical instruments and lessons, a reading room, and other projects to partner up with the residents. UM Student Volunteer will provide the tutorial services. It is our desire to open the Resource Center at least 4 days a week 3 hours a day for the residents to utilize the technical resources that will be available to them. In mid April Leadership Miami would like to have a dedication in the opening of the Resource Room with invitation to the City of Mayor Tomas Regalado, Commissioner Marvin Dunn, and Miami-Dade County Commissioner Audrey Edmundson.

Additional assistance will be provided on behalf of the Senior Citizens Task Force through a fundraiser activity sponsored Leadership Miami in the way of security cameras for the property and the Resource Room. Michael Hughes of FIU will head the fundraiser on March 18, 2010 for TPV in Miami Beach at the Wolfsonian Museum.

#### ➤ **Survey Bids**

It was agreed that the survey needs to be done first before an architect is involved.

#### ➤ **Maintenance Issues**

When a work order is done, management need to call residents for feedback on the unit issues/work order.

#### ➤ **Evictions**

Two evictions are being processed for units 12E and 19H.

#### ➤ **HUD Mortgage**

Atty. Emami stated we need to clarify that HUD will accept the last mortgage payment and issue a Satisfaction of Mortgage. She submitted a letter to HUD 3 weeks ago in reference to accepting TPV last mortgage payment, but there was no response. The Board asked can HUD place us in default for not having a sufficient amount of reserves in the account. \*\*Note: There needs to be \$130k in reserves.

#### **IV. ADJOURNMENT**

- There is no further business, the board of directors agreed to adjourn the meeting @ 8:43pm.

## MINUTES OF THE MONTHLY BOARD OF DIRECTOR'S MEETING

Monday, July 12, 2010

The directors of Town Park Village #1 held a meeting on Monday, June 14, 2010 at 1680 NW 4<sup>th</sup> Avenue, TPV Conference Room. The meeting began at **6:51** pm and ended at **8:32** pm.

The following directors were present in person or by telephone and constituted a quorum pursuant to the Bylaws of Town Park Village #1: Monique Stachan, Dana Milson, and Patti Walker. Also present by invitation were: CrossRoads Management Representative Teddy Valarezo, Paul Escoffrey, and Americorp Representative Jessie Brown. TPV board Vice President presided as Chairman of the meeting and Dana Milson acted as Secretary.

### I. NOTICE

The meeting was called in accordance with the Bylaws of Town Park Village #1. Notice was mailed to the members and directors via email delivery on June 28, 2010, in accordance with the Bylaws of Town Park Village #1.

### II. OLD BUSINESS

#### ➤ **TPV Litigation (Presidio)**

As per Atty. Emami, the case is in the discovery stage. An update will be given at the next board meeting.

#### ➤ **40 year Re-Certification approval of bids**

Re-certification of the property is due next year. The board received and reviewed bids for a contractor to do the work needed for the inspection. A motion was made and agreed and decided upon in hiring All Home Meters, LLC for the job.

### III. NEW BUSINESS

#### ➤ **Special meeting in regards to re-certification**

Town Park Village #1 will have a special meeting to be held August 11, 2010 at 6:30pm to inform the residents about the 40 year Re-certification mandatory inspection.

#### ➤ **Board Development**

Human Coalition Services and Hands On Miami would like to provide board development training to the board in how to operate a board of directors properly. In

addition, Human Coalition Services wants to do a pre-luminary meeting with the TPV board for board development training.

➤ **Physical Needs Assessment**

Property Management Company Carrfour will pay the cost of \$3200 for the inspection of units required for the physical needs assessment documentation. The company Another Console Tech will do the inspection.

#### **IV. MANAGEMENT**

➤ **Report on Vacant Units**

Unit 1A, Mr. Horton's unit is being cleaned and painted by his grandson. In addition, the grandson will be paying TPV \$2000 toward \$4000 rent owed on the unit on Friday, July 16, 2010. The grandson also stated that he would incur the cost to fix things in the unit and not TPV. The only thing TPV will be responsible for is the AC which is new, the water heater (old), plumbing, and the electrical panel. Management discovered that there is an illegal closet built onto the wall in the bedroom facing north and will reiterate that the grandson have it removed because it is illegal.

Below is a breakdown of how and when TPV will place the units back online. Units that are less money will be worked on first so they can be rented while the units that need work will fall in order.

The first three units for rehabbing need minor work such as painting and the floors stripped and waxed. They are **8D** (1<sup>st</sup>), **13C** (2<sup>nd</sup>), and **5C** (3<sup>rd</sup>).

The next three units for rehabbing need painting, cabinetry, and tiling. They are **16H** (4<sup>th</sup>), **19H** (5<sup>th</sup>), and **13K** (6<sup>th</sup>).

The last three units for rehabbing need major work that will take a couple of weeks for each unit. 12E and 18D still have furniture to be removed from units. 4G has three layers of tile that has to be removed from the floors before any new tile is to be layed. The order of rehab to take place will be **12E** (7<sup>th</sup>), **18D** (8<sup>th</sup>), and **4G** (9<sup>th</sup>).

#### **IV. MISCELLANEOUS**

➤ **Move-In Procedures**

Any new tenant moving in will not be allowed to connect their gas stoves on their own. They must contact the management office to have a certified technician connect the stove to prevent anything from happening in relation to gas. Teddy will discuss cost of connection with Gustavo and policies with Shahr.



### ➤ **Other Happenings**

A UM service group wants to rehab a dilapidated building in Overtown. They chose TPV and a board member was contacted in reference to the project. The group wants to do the rehabbing on Ghandi's National Day of Service which is to take place on October 2, 2010. They want to know what needs to be done to the building, what materials are needed, and how many volunteers can TPV accommodate on this day. The UM representative's information was given to Americorp Representative Jessie Brown to follow through with this project.

Hands On Miami representative Mia Battle spoke with management about providing gutters for the property. Management will correspond with her on this project.

Another meeting with Hands On Miami representatives took place the week of July 5, 2010 in reference to the Resource Center. Tutors are being secured for math and reading on Saturday mornings for the children of TPV. Another area of interest was for the seniors in providing knitting sessions for them on Thursdays. More information on the tutoring and knitting sessions is forth coming.

Americorp Representative Jessie Brown spoke with a representative of BroadBand Coalition about offering free computer training and internet. At the present time TPV has a three year free internet contract service from Economy One. Management will look into when the contract ends with Economy One because there maybe a chance to receive a couple more years of free internet with BroadBand Coalition.

Illegal Activity on the property is causing a concern with the residents. There have been several shootings on the SE side of the complex and there are residents who are hosting this activity. The shootings have occurred in the mid afternoons and the robbing occurs between the hours of 10:30pm until early morning. In addition, several residents have complained about cars parked in the parking lot for months at a time that do not belong to residents. Board suggest management send notification to residents to decal their automobiles, and stress that they obtain visitors parking passes because all others will be towed at the owner's expense.

## **V. ADJOURNMENT**

- There is no further business, the board of directors agreed to adjourn the meeting @ 8:32pm.