

MINUTES OF THE MONTHLY BOARD OF DIRECTOR'S MEETING

Monday, March 14, 2011

The directors of Town Park Village #1 held a meeting on Monday, March 14, 2011 at 1680 NW 4th Avenue, TPV Conference Room. The meeting was called to order at **6:52** pm and ended at **8:58** 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 Strachan, Dana Lester-Alteme, and Dana Milson. Also present by invitation were: (TPV's) LSGM Attorney Shahrzad Emami, Crossroads Management Representatives Gladys Estrada, Carrfour Representatives Paola Roman, and James Petron. 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 email delivery on February 21, 2011, in accordance with the Bylaws of Town Park Village #1.

II. OLD/NEW BUSINESS

➤ MINUTES

Agenda minutes were read and approved with no corrections.

➤ **Development Update: City of Miami CDBG-Hurricane Relief Funds**

Law Firm Holland and Knight are preparing the Windows/Doors grant paperwork for Town Park Village #1 for work to begin A.S.A.P. so that the rehab of the openings can be completed by June 30, 2011. There are about ten more certifications needed to complete the requirements and request from the City of Miami for the grant. (Board member volunteered to knock on doors to get the signatures needed for the certification requirements.)

➤ **Legal Update – No Updates**

a. TPV Lien Mitigation Hearing May 5, 2011 @ 4:00pm

Town Park Village #1's Attorneys did a title search on the property and discovered that the City of Miami had placed a lean on the property due to violations that were not brought up to code. Town Park Village #1 was charged a violation fine of \$250 per day for not complying with the City code. Now the property owes an access of \$192,000 in fines for those codes, which can lead us to lose the property if not paid. Clarence Woods

stated that he may be able to have the fine waved or reduced. In any event, having TPV B.O.D. & resident can help get this done by attending the meeting in numbers.

b. ***NSP2 Funding for TPV Rehab***

A group of our Attorney's clients want to help Town Park Village #1 with trying to access funding to rehab the co-op. In contrast, the group of non-profit organizations does not have funding allocated to their organization for that category (new construction) to do this type of work. On the other hand, Carrfour is a member of that group of clients. They do have money under "**Category B**" which is acquisition, rehabilitation, and foreclosed properties. In essence, HUD considers a property foreclosed if it does not pay property taxes for 90 days. TPV #1 property taxes are due April 1, 2011. Hypothetically, if TPV #1 does not pay taxes on or before April 1, 2011 by July 1, 2011 the property would be in foreclosure which would make it eligible for HUD funding of foreclosed properties. Two problems with that scenario; 1st being an entity acquiring TPV #1 (purchasing Town Park Village, #1); like Carrfour or St. John CDC. As our Attorney states, "The problem is that TPV does not have one folio number for the whole property but 147 different folio numbers. The fee simple land is owned by TPV not the individual units.

*SN: (However, they would like for us to consider selling them independently, the land slot on the property where the two buildings were destroyed or damage and put two new buildings, thus breaking up TPV property. Meaning corporation would own property that was once owned by TPV. HUD does not have money. However, the funding in question is called a **contortion fund** which involves six non-profit organizations that can acquire foreclosed properties to fix up. HUD has no other funds but can put money up for the rehab due to foreclosure. On the other hand, there are tax credit funding available in excess of six to seven million dollars, but in order to get the funding the property would have to move from a co-op to a full fledge rental property. The trade off is we would get the rehab done but it will have to remain rental forever.)*

c. **Aramark Invoice Payment**

Upon a permanent separation from the Management Company and Town Park Village #1, an employee being dismissed must return the uniforms before receiving their last employment check.

d. **Carter Outdoor Advertising Proposal**

The Carter Outdoor representative is very persistent in the B.O.D. signing a contract with his company. Due to the fact the B.O.D. does not yet have an attorney for this type of agreement will slow the process. In addition, there are several advertisement companies waiting in the wings to approach TPV for advertising on the property. The B.O.D. will not agree to any advertisement unless it is in the best interest of the property.

III. MANAGEMENT REPORT

e. **Residential Evictions**

Residents in (undisclosed) Unit are inquiring if the B.O.D./TPV would settle for a certain amount and the remainder paid in installments over a period of months. B.O.D. is concerned that the tenant will not be able to pay any of the carrying charges owed due to personal reasons. So, we agree as a B.O.D. to take what they can give us now. If the tenant does not comply with the payment agreement the eviction will proceed as usual.

f. **2011 Budget Review**

A projected budget was given to the B.O.D. for the upcoming fiscal year. The net cash flow is just below \$30k. This is good for TPV because we are not in the red for the first time in many many years.

g. **Vacancy Update**

Two units are available to be rented. TPV has a worker from Crossroads who is designated to rehabbing only, so that the vacant units can be turned and rented over quickly.

h. **11-E Emergency Unit**

B.O.D. is in agreement with having an emergency unit available however, it does not have to be 11-E; therefore, upon 11-E being completed it will be rented when placed online.

i. **Removal of Furniture in unit 5-C**

Senior Citizen Task Force will be asked to sell off remaining furniture in 5-C and what is not sold given to Goodwill or Salvation Army.

j. **Cat Removal from TPV Common Areas**

It cost an access of \$50 to remove the unwanted cats on the property. *(There are 50+ cats on the property.)* Atty. Emami will look into having someone come remove or fix the cats, so they won't populate.

k. **40-Year Certification Update on work in progress**

Management is working diligently in replacing old outlets with new GFIs in the kitchen and bathrooms in every unit on the property. Windows and Doors on vacant units have been removed and replaced with plywood for a secure proper fit for the impact windows and doors rehab project. The next step is to hardwire the smoke detectors. Kibby Brown is looking into the CU to see if we get a reprieve for the hardwire smoke detectors to by

us some time to correct them in the units for coding purposes. Hardwire will cost the property in excess of \$30k.

IV. MISCELLANEOUS

➤Loans

TPV North is taking out a 40-year recertification loan on the property to fix it up. Atty. Emami suggests we get a loan to fix up the property otherwise she doesn't know how we are going to get any money.

A B.O.D. inquired about the money that HUD (close to \$40k) has for TPV. Our attorney says that HUD has the money until our affordability period ends in November 2011. Although we prepaid the mortgage, we will not receive our Satisfaction of Mortgage until November 2011.

Atty. Emami suggests we approach a bank to get a loan to fix the property, an amount in which we can pay back in a timely fashion.

➤Other Property Issues

Unit 1-E has a mold issue and resident in that unit need to be moved to another unit a.s.a.p. to fix the problem because it is a hazardous situation.

V. ADJOURNMENT

- There is no further business, the board of directors agreed to adjourn the meeting @ 8:58pm.

MINUTES OF THE MONTHLY BOARD OF DIRECTOR'S MEETING

Monday, May 16, 2011

The directors of Town Park Village #1 held a meeting on Monday, May 16, 2011, at 1680 NW 4th Avenue, TPV Conference Room. The meeting was called to order at **6:48** pm and ended at **7:43** 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 Strachan, Dana Milson (absent Dana Lester-Alteme). Also present by invitation were: (TPV's) LSGM Attorney Shahrzad Emami, and Crossroads Management Representatives Paola Roman and Gladys Estrada. 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 given to the board directors via email delivery on April 11, 2011, in accordance with the Bylaws of Town Park Village #1.

II. APPROVAL OF MINUTES

The minutes for the meeting held on March 14, 2011, were read. Motion to approve the minutes was raised and approved as presented.

III. OLD BUSINESS

➤ **Bank Account**

As per our management company, Town Park Village #1's bank account mailing address had been changed from the business office to a senior resident's personal address. Apparently, due to another alleged member physically going into a 79th Street branch to change it according to bank personnel. In addition, management also discovered that TPV#1 B.O.D. is the owners of the Senior Task Force Account. The B.O.D. is the one to sign off on all the accounts associated with TPV#1. Although the Senior Citizens Task Force has their own identity, TPV#1 owns the account in which it operates under. Due to this breach of change, TPV#1 is considering changing banks. A motion was set to research other banks that would give us a good rate for our accounts and handle them appropriately.

➤ **Windows/Doors Progress**

The contractors are threatening to stop work on replacing the windows due to nonpayment. Mrs. Slater will be going to City Hall to sign the grant/loan documentation to pay the contractors and to speak with the Mayor/Commissioners about having the funds expedited to pay the contractors. The complex can't afford to have the work stopped due to the deadline which is June 30th, 2011.

➤ **Lawsuit**

The Presidio lawsuit is done, and the lien has been removed.

➤ **City Lien Hearing**

Town Park Village #1's lien hearing is slated to take place on July 7, 2011. As per Atty. Emami, the city's attorney stated that the city can waive the fee Town Park Village #1 owes the city for the fines incurred for not following the city codes.

VI. NEW BUSINESS

➤ **Golden Hands**

CEO Odi of Golden Hands has stated that Town Park Village #1 owes him 18% interest on the loan that we have been paying him for over the past year or two. He was not pleased with the \$1500 that was offered in addition to the last loan payment. The board has agreed to meet with Odi of Golden Hands at next month monthly board meeting to discuss how we can resolve the interest owed amicably.

➤ **Line of Credit**

If the loan documents are not signed in a timely fashion to pay the contractor Town Park Village #1 need to look at securing a line of credit to pay the contractor until the documents are signed by the city. Carrfour is working with a financial institution (Total Bank) to lend Town Park Village #1 the funds to pay the contractor until the documentation is completed. Once we have those funds, we can pay the contractor and the city funds can pay the financial institution what we borrowed.

➤ **CRA Funding Update**

Clarence Woods of the County called Atty. Emami in reference to the funding that the CRA of the County has available. Apparently, Town Park Village #1 is the property the County CRA wants to give funding to because we really don't have any outstanding obligations. However, the County CRA wants Town Park Village #1 to have additional funds to go with the CRA funds. Atty. Emami told Mr. Woods that TPV#1 has received the \$542k grant from the City for the Windows/Doors and that Carrfour is putting together an application for Town Park Village #1 to establish a relationship with Total Bank (a member bank) for federal home loan funding. Atty. Emami stated maybe with this relationship between TPV#1 and Total Bank, the CRA may give the property \$2M

for the needed repairs; possibly for the plumbing and other major repairs, since we remained a rental property, we can apply for funding available to rental properties.

A motion was passed to give Carrfour authorization to complete a loan application with Total Bank for additional funds.

IV. MANAGEMENT

➤Reac Inspection Report

On the 12th management received a call-in reference to the Reac Inspection. The property lost 9 points due to a torn fence on the property which belongs to FDOT. The inspector stated we were cited because we use the fence. Management contacted several entities in reference to the fence stating that we do not own the fence and should not be cited for a fence that is owned by FDOT. In any event, we passed the inspection with 62 points. Another thing that needs to get done is the paint; it needs to be weatherproof but that can get done during phase 2 of the windows/doors project.

➤40 Year Inspection Update

TPV#1 has to hire the inspector and report that to the county. We are asking for an extension on the 40-year inspection to give us some time to complete the requirements.

V. MISCELLANEOUS

➤Towing of Automobiles

Apparently, we have to have a towing contract in place in order to tow inoperable cars. We are currently in contact with King Towing who will tow cars within 18 miles of the property for free under certain city code. The

➤Unit Updates (Vacant & Turnover)

Current resident (KM) in Unit 7A has already relocated to 12A while the transfer is being processed from 7A to 12A, 12D resident is gone, units 11A almost finish. 12E and 11E new countertops were purchased to go into the kitchen. 12I is moving to 12E and 11E will be rented. 1A will be occupied by Ms. Belmont because her unit 1E must be repaired. Ms. Watson's daughter had her attorney contact management about her mother's equity payment. Resident (KM) Unit 12A is still requesting a fence in the common area of her unit.

➤Windows/Doors Progress

Residents must remove furniture and other objects away from the windows so that the contractor can remove the bars quickly and windows can be replaced. We need the full cooperation of the residents because we are on a strict timeline to finish the project under the grant stipulations.

➤Extermination for Property

We need to find a reputable exterminator with a good price to exterminate the property on a regular basis, due to the bed bug increase. Once we get them, they are hard to get rid of them. HUD Statue states that the property must exterminate on a regular basis, according to management. A motion was passed to go with the extermination company with the best price and the most frequent visit to the property to exterminate.

➤ **Cat Problem**

Building 19 have 5 cats occupying a unit and is not up to par because of the feces piled up in the unit. We must do something about the excess cats on the property, either have them removed or spaded (\$50 per cat). Apparently, the cats keep down the mouse/rat, roaches, and lizard population. So, there is a plus to having them here. A motion was passed to hire Care Pets for the cat situation.

➤ **Section 8**

We must keep section 8 units for additional 20 years according to the mortgage payoff agreement.

➤ **Membership Fee**

The current membership fee (purchase of shares) is at \$800 (3 br), \$1200 (3 br T-house), and \$1600 (4 bedroom). A suggestion was made to lower the membership fee due to the fact we don't have a mortgage anymore and no gain in equity. BOD will consider it.

VII. ADJOURNMENT

- There is no further business, the board of directors agreed to adjourn the meeting @ 8:22pm.

MINUTES OF THE MONTHLY BOARD OF DIRECTOR'S MEETING

Monday, June 13, 2011

The directors of Town Park Village #1 held a meeting on Monday, June 13, 2011, at 1680 NW 4th Avenue, TPV Conference Room. The meeting was called to order at **6:45** pm and ended at **8:35** 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, Pattie Walker, and Dana Milson. Also present by invitation were: (TPV's) LSGM Attorney Shahrzad Emami, and Crossroads Management Representatives Gladys Estrada, Carrfour Project Representative Joe Pana, and State Attorney Office of Community Outreach Representative Janeen Jones. 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 given to the board directors via email delivery on May 23, 2011, in accordance with the Bylaws of Town Park Village #1.

II. APPROVAL OF MINUTES

The minutes for the meeting held on May 16, 2011, were read. Motion to approve the minutes was raised and approved as presented.

III. OLD BUSINESS

➤Development Report

Carrfour got Town Park Village #1 the \$500k from the City of Miami to complete the window/doors installation. According to Atty. Emami, the window contractor went to apply for a building permit to start work on the window installation, when the Fire Marshall told them that the windows that they were supposed to install were not sufficient and they had to choose a more expensive egress window that is coded by the fire department. In doing this, Town Park Village #1 will not be able to replace every window or even install new doors. So, the scope of work had to be shortened, no new doors, and 4 buildings (*5, 10, 14, & 18 which are classified according to the fire department as interior buildings*) will not be done. Because we must get a more expensive window and the funding does not cover the buildings stated above, the city has allowed TPV to apply for a second round of funding for phase II (*which includes painting, weather proofing, windows, and all doors in the complex, funding \$200k+*).

Atty. Emami states that the city is giving it to us because another project did not do what they were supposed to do to receive the funding for their project. The money is set aside for TPV to complete the other 4 buildings and all the doors of TPV. The deadline for this funding is December 31, 2011. We must finish the windows for the 1st phase by June 30, 2011, therefore the contractors will work until 7pm on the weekdays and from 8am – 4pm on the weekends.

Per Atty. Emami, there was a meeting with the county to define substantial completion. The county considers 95% of the project complete by June 30, 2011, pass inspection, and occupied by residents to get a TCO and a CO. There is supposedly something in writing from the county, stating that they agree 95% of the project is complete and occupied. Given the framework of time to complete this project, Ms. Slater asked Mayor Regaldo if we could get an extension on the windows project. The county has asked the state for an extension, which does not look promising.

In essence, the board wants to know what strings are attached to the second phase of window/doors project. Are they going to be included into the 1st phase of the grant agreement?

Bars complaint. The residents were asked if they want their bars and they reply no however, when the contractor starts to remove the bars and place them on the truck to discard the residents then want their bars and complain that the contractor is stealing the bars.

➤ **Legal Report**

CEO Odi Zidon of Golden Hands was invited to the board meeting to discuss Town Park Village #1 paying him interest owed on the work invoice TPV had with him. He stated that Town Park Village #1 owes him 18% interest on the loan that we have been paying him for over the past year or two because this is what he had to pay the bank back on the loan he took out to do the work for TPV. Odi wants the board/TPV to pay him half of \$23,800 which is a little over \$12,000 on the \$67,000 bill originally paid to him. The board has agreed to consider Odi's request to resolve the interest owed amicably. An update will be given at the next board meeting.

Ms. Gertrude Tillman equity update as of today is \$8868. Ms. Tillman's daughter obtained a lawyer who intern has contacted our atty. Ms. Tillman's attorney states that she is fine with the amount TPV is paying her however, she wants more money each time a payment is made. If we wave her moving fee, then she is ok with the payment plan. The payment was \$1000 for the first payment and then \$562 for each month until it is paid (14 payments). Current management states that we have pictures of when Ms. Tillman moved out and what the cost was to repair the damages for the unit for future rental. Golden Hands repaired unit 9A at \$7500 in April 2007. Once we have the

invoice from Golden Hands on the cost to repair unit 9A, Ms. Tillman will be allocated the difference (\$1300+).

Carter Advertisement Billboard Lease is still interested in placing a billboard on the property. McDermott, Will, and Emory will represent us on the legality of the billboard contract. The law firm will redraft the contract agreement because it was one sided in favor of Carter Advertisement. We are trying to get more money and the agreement to favor TPV.

The explanation on S-8 Equity Payout calculations, were little to no money for the S-8 residents.

➤ **Management Report**

Towing company contract/signage is with King Towing.

Eviction Update 11A M/O 5/26/2011 and 7A waiting on paperwork

Extermination started 6/8/2011 and will occur every Wednesday of the month.

Status on Unit turns M/I 12E is transferring from 11I, 11E will be rented to Vicki Smith, 8D will be rented to Ms. Evelyn Davis' daughter.

IV. NEW BUSINESS

Ms. Janeen Jones of the State Attorney Office of Community Outreach attended the meeting with regards to starting a partnership with TPV. She stated that there are services available to the community through the state attorney's office which can be beneficial for the residents. Programs available are ID theft, a bullying presentation, child support and domestic violence support. The SAO wants to know the community concerns so that they can assist in correcting the issues.

The board moved and appointed Ms. Phyllis McMurtry as a new board member and moved to appoint Pattie Walker as the treasurer for the board.

V. ADJOURNMENT

- There is no further business, the board of directors agreed to adjourn the meeting @ 8:35pm.

MINUTES OF THE MONTHLY BOARD OF DIRECTOR'S MEETING

Monday, July 11, 2011

The directors of Town Park Village #1 held a meeting on Monday, July 11, 2011, at 1680 NW 4th Avenue, TPV Conference Room. The meeting was called to order at **6:46** pm and ended at **7:45** 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, Pattie Walker, Dana Milson, and Phyllis McMurtry. Also present by invitation were: (TPV's) LSGM Attorney Shahrzad Emami, Crossroads Management Representatives Gladys Estrada, and Frances Poluis (Resident of TPV). 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 given to the board directors via email delivery on June 27, 2011, in accordance with the Bylaws of Town Park Village #1.

II. APPROVAL OF MINUTES

➤ **June 13, 2011, minutes tabled for August 8, 2011**

III. DEVELOPMENT REPORT

➤ **City of Miami Windows and Doors Update:** The first phase of the windows installation is completed. However, the punch list needs to be done and completed by July 30, 2011. Joe Pana (Project Manager of Carrfour) and Gladys Estrada (Property Manager @ TPV) will walk each and every unit to make sure the cosmetics are done to all windows installed. Payment is being withheld until the project is completed. Town Park Village #1 did receive the temporary certificate of occupancy (TCO) on June 30, 2011. Once the punch list is finished and the complete project is inspected and passed, TPV will then receive a Certificate of Occupancy.

➤ **Update on OT payment reimbursement of TPV employees from Greystoke Construction:** Board of Directors want contractor to reimburse Town Park Village #1 for OT paid to TPV employees. The report on this will be tabled for next meeting. Joe Pana (Carrfour Project Manager) will have the information regarding the OT paid out of TPV budget.

IV. LEGAL REPORT

➤ **Golden Hands Update:** Mr. Odi Zidon wants \$12k. Atty. Emami will inform Mr. Zidon that the BOD wants to offer \$5k for the interest. (On the other hand, if he refuses the \$5k then he may have to take us to court).

- **Ms. Gertrude Tillman Equity Update:** Ms. Tillman agreed to TPV terms of \$1000 for the first payment and 14 payments of \$562 a month until her equity is paid.
- **Carter Advertisement Billboard Lease:** No information will be updated; tabled to next month BOD meeting.
- **Update on CDBG Funds Disaster Round 2 & 3:** City of Miami Mayor Regaldo assigned Mr. Allen Morley (Mayor Regaldo's aide) to Town Park Village #1 to assist in obtaining grant funding and contract signing. Catellus instructed Ms. Slater/Ms. Estrada to contact Mr. Jorge Mitzer, CDBG Director, who assured Atty. Emami that the funds will be allocated to Town Park Village #1 for completion of the remaining 4 buildings and all of the doors in the complex. It was mentioned that Alfredo Duran is the contact or another contact for phase 2 & 3.

V. MANAGEMENT REPORT

- **Eviction:** 7A stock certificate owner was evicted, and unit is vacated.
- **Ms. P. Move Issue:** Board of Directors allowed her to go back to her unit with a stern understanding that she is not to sublet her unit to anyone without board approval.
- **Unit turn update:** 1A will be finished by the end of the month. 1E (did not want to stay in 1A after repairs are done to 1E) will remain living in unit while it is being repaired. It was apparent that the leak was an old leak that was never fixed. There are 13 vacant units. Units that are cleared, residents will move in after the window installation project is completed and cleared due to the amount of dust and they have small children. 7A will be the next unit to be turned over because not much work needs to be done to unit.

VI. OLD BUSINESS

- **State Attorney Office Community Outreach Division**
Ms. Janeen Jones sent over some CDs with information to view and the programs that the State Attorneys Office offer to the community.

VII. NEW BUSINESS

- **No new business**

VIII. MISCELLANEOUS

- **City Inspection prior to June 30, 2011:** Board of Directors wants to know how much TPV had to pay out of the operations budget. This information will also be tabled for next month's BOD meeting.
- **Commissioner Edmundson:** Is working on getting an extension for the 40-year re-certification.

- **Additional information needed for 40-year inspection:** Hardwire smoke detectors for the complex in the amount of \$30k. Carrfour is suggesting that the contractor that did the GFI installation will be solicited to do hardwiring of the smoke detectors. The project manager will try to get it done in 3 phases with a payment plan of \$10k a phase.
- **Repair Issues/Turnovers:** 17A needed plumbing work and the cost incurred was \$3100.
- **City Inspection prior to June 30, 2011:** Board of Directors wants to know how much TPV had to pay out of the operations budget. This information will also be tabled for next month's BOD meeting.

IX. ADJOURNMENT

- There is no further business, the board of directors agreed to adjourn the meeting @ 7:45pm.

MINUTES OF THE MONTHLY BOARD OF DIRECTOR'S MEETING

Monday, August 8, 2011

The directors of Town Park Village #1 held a meeting on Monday, August 8, 2011, at 1680 NW 4th Avenue, TPV Conference Room. The meeting was called to order at **6:30** pm and ended at **8:40** 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, Pattie Walker, Dana Milson, and Phyllis McMurtry. Also present by invitation were: (TPV's) LSGM Attorney Shahrzad Emami and Crossroads Management Representatives Gladys Estrada. 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 given to the board directors via email delivery on July 26, 2011, in accordance with the Bylaws of Town Park Village #1.

II. APPROVAL OF MINUTES

The minutes for the meeting held on June 13, 2011 & July 11, 2011, were read and a motion to approve the minutes was raised and passed as presented.

III. DEVELOPMENT REPORT

- **City of Miami Windows and Doors Update:** Phase I of the windows installation is completed and the punch is being done. As stated in last months meeting, Joe Pana (Project Manager of Carrfour) and Gladys Estrada (Property Manager @ TPV) will walk each unit to make sure the cosmetics are done to all windows installed. Payment will be made once project is complete and pass inspection.
- **Update on OT payment reimbursement of TPV employees from Greystoke Construction:** Management is still looking into the contractor to reimbursing Town Park Village #1 \$1500.00 for OT paid to Crossroads/TPV employees during window installation project.

IV. LEGAL REPORT

- **Golden Hands Update:** A couple of weeks before this meeting, Atty. Emami (with a board decision) and Mr. Zidon agreed to the \$14k settlement which includes 3 payments. Now Mr. Zidon wants more than \$14k paid to him for the interest owed. As per Atty. Emami, he informed her that he has secured an attorney in this matter. Mr.

Zidon wants a payment soon however, our Atty. Emami stated he would have to take us to court to get it.

- **Carter Advertisement Billboard Lease:** Carter Advertisement has offered a better proposal for placing their billboard on TPV property. Atty. Emami stated that we should have a deal by next week after the board agrees on the stipulation of the contract.
- **Update on CDBG Funds Disaster Round 2 & 3:** Atty. Emami stated that she saw paperwork from the City of Miami in reference to **CDBG Funds Disaster Round 2 & 3**. Ms. Estrada forwarded the email that she received from the City of Miami stating the funds are being applied for.

Mr. Clarence Woods visited the property to discuss *Phase II of the Windows/Doors/Painting* proposal so he can push the CRA funding for TPV. He also explained the MOU for \$3 million research analysis on how to obtain funding to rehab the property. The MOU has to be signed this week to be apart of the research project. BOD member D. Milson and L. Slater were in attendance with Mr. Woods but refused to sign the MOU due to the fact that it is a last-minute decision, and all board members are not aware of this MOU.

Mr. Catellis from the City of Miami Commission Dunn's office wants the **Debt Service Analysis and the itemized proposal** for work needed to rehab Town Park Village #1. Management has that information and will forward it to Mr. Catellis because he wants to know how much debt the property can take on because we must stay affordable.

On the other hand, City of Miami Commissioner Dunn contracted as a consultant to gather information for Mr. Catellis, Mr. Emmanuel Washington to come to Town Park Village #1 to see what needs to be done and assist in obtaining CRA funding. He came with two developers and stated that instead of a gut rehab they would rebuild each building and relocate residents within TPV instead of them leaving the property. BOD member D. Milson entered the business office while Mr. Washington and the developers were speaking to management. When Mr. Washington explained different scenarios as to how the project would be done and paid financed.

Scenario #1: Building 2 would be torn down and rebuild as well as build a new building #3. Residents in building #1 would be moved to the new buildings while they would tear down building 1 and rebuild it. Then move residents another building into it. The process for scenario would be done like that throughout the property if TPV seek a loan to finance the re-construction.

Scenario #2: Do a gut rehab in phases where residents would be relocated somewhere off the property.

Scenario #3: Not do anything until we get funding for work to be done.

Mr. Washington stated that if TPV choose to do the rebuild and secure a loan for the construction. That would allow them to put money back into the community to rebuild other buildings that need work. Ms. Milson stated, "What's the fine print?" Mr. Washington said there was no fine print. Ms. Milson replied, "Town Park Plaza North

is in receivership with a bank, Town Park Plaza South is near foreclosure status, Town Park Village #1 has no mortgage is partly done with the 40-year inspection which

expected pass. There is a fine print for Town Park Village #1 because the property is in good standing, and no one has ever done anything for Town Park Village #1 unless there is a fine print?" He said he would get back to us with information.

V. MANAGEMENT REPORT

- **Eviction:** 17G has a remaining balance of \$1400 and 12F a Section 8 unit is in the process of eviction.
- **Unit turn update:** 1A, 8D, and 11E are finished and waiting to be rented. 12I transfer to 12E is pending the completion of the windows installation project. *1E (did not want to stay in 1A after repairs are done to 1E) will remain living in unit while it is being repaired. 7A will be the next unit to be turned over after work is completed in 1E, because not much work needs to be done to unit. 11E applicant declined the unit because of the deposit and 8D is waiting to be moved in. (Waiting List: 10 applicants for a 3 Bd-Rm 2 applicants for a 4 Bd-Rm)*
- **40 Year Building Certification:** Some residents received notification of the pending 40-year certification. Management received the letter on July 25, 2011, stating that we have 90 days to the inspection.
- **Anonymous Letter to Management and Board:** The letter was about subletting units on the property in regard to specific residents.
- **Satellite Dish Installations:** Is it legal to have satellite dish installed without BOD approval. BOD has to research the issue and look into the fact that when rehab will be done on the buildings, and they would have to come down.

VI. OLD BUSINESS

- **Table minutes for May, June, July, and August for September's BOD meeting**

VII. NEW BUSINESS

- **Occupancy Agreement/Tenant Lease Enforcement:** BOD will review Occupancy Agreement/Tenant Lease Enforcement and update and adapt it accordingly.
- **Common Area owned by City or TPV:** Fencing area near park and building 4. Management will look at the survey to see who owns the property.
- **Hiring Maintenance:** BOD member asked the question if a current maintenance worker be pulled to do landscaping once a week. Another BOD member stated then the work orders would be back logged due to the change in work responsibility of that worker. A question was asked if an additional maintenance worker can be hired to do the landscaping. Management stated that it could cost more because TPV would have to purchase equipment to do the landscaping.

- **Resident Access to Management:** BOD members suggest that management handle business with the resident through the window of the business office instead of allowing them into the work office for employees only. This suggestion should be taken seriously due to the unprofessional behavior of some residents and should be considered as a precautionary measure.

- **Landscaping:** Management is looking into securing 3 bids for the landscaping and a tree trimming company to trim the trees for this hurricane season. We currently have a landscaping company that is doing insufficient work on the property and is not consistent with cutting the lawn. BOD is aware that the current landscaping company is being paid \$800 per cut which is the cheapest thus far. *“Ugh, you get what you pay for.”*

VII. MISCELLANEOUS

- On Wednesday, August 10, 2011, 3 BOD members are planning to visit the City of Miami Commissioners office for a status update on the **CDBG Funds Disaster Round 2 & 3** for TPV; to see if/when the funds will be allocated so that work can be begin because a deadline is slated for December 31, 2011.

VIII. ADJOURNMENT

- There is no further business, the board of directors agreed to adjourn the meeting @ **8:40pm**.

MINUTES OF THE MONTHLY BOARD OF DIRECTOR'S MEETING

Monday, December 12, 2011

The directors of Town Park Village #1 held a meeting on Monday, December 12, 2011 at 1680 NW 4th Avenue, TPV Conference Room. The meeting was called to order at **6:35** pm and ended at **7:38** pm.

The following directors were present in person or by telephone and constituted a quorum pursuant to the Bylaws of Town Park Village #1: via phone Lillian Slater, Pattie Walker, Phyllis McMurtry, (absent Monique Strachan) and Dana Milson. Also present by invitation were: Crossroads Management Representatives Gladys Estrada. 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 given to the board directors via email delivery on November 28, 2011, in accordance with the Bylaws of Town Park Village #1.

II. APPROVAL OF MINUTES FROM NOVEMBER 2011 MEETING

Minutes from August 8, 2011, meeting was read with no corrections and approved by the board.

OLD BUSINESS

➤Development Report

- a. City of Miami Window & Door Update Phase II
TPV president met with Ms. Misty of Commissioner Edmondson's office this week. Ms. Misty informed the president that the funds were approved and to expect them to be disbursed sometime in January. It was questioned if we need a change order. However, this is a continuation of the Windows & Doors project that was done on the property this summer. TPV does not need a change order, we only need an amendment to the previous grant to complete work on the remaining windows and to start and complete the doors and painting the property.
- b. CRA Funding
Our president Ms. Slater met with Commissioner Spence-Jones about the CRA funding for TPV's rehab of the property. Commissioner Spence-Jones wants to group all of the Town Park's together for the funding.
- c. Hap S-8 Voucher
A decision to keep or release the Hap S-8 for the property will be tabled for the next monthly meeting. The board present at this meeting would like for all board members to be present in making this decision.

➤ **Legal Report**

- a. Carter Advertisement Billboard Lease
Since we received funding from the City of Miami earlier this year and decided to remain an affordable rental property, the City of Miami is reviewing the billboard lease to make sure all the legalities are in order before we sign on the dotted line for approval.
- b. CDBG Funds Disaster Round 2
See Development Report (a) City of Miami Window & Door Update Phase II

➤ **Management Report**

- a. Eviction Update
Resident in 12F is abiding by the agreement with TPV on paying carrying charges due. Resident in 17G however, has defaulted and TPV management is taking the necessary steps in handling this situation.
- b. Unit turn update
Resident in 9E is ill and has a problem climbing the stairs to their current unit, therefore they asked for a transfer to the downstairs unit 9B which is being rehabbed for the transfer.
- c. US HUD Tour 12/12/2011
The tour was successful.
- d. 15F Equity Agreement Update
Former Resident of 15F has signed an agreement for TPV to pay them their equity in the amount of \$383.24 a month for a period of 15 months.
- e. Occupancy Agreement Addendum Approval
Attorney was not present therefore we have tabled this item to the next monthly meeting.
- f. Feline Issue on the Property
Management will put down repellent for cats in building 5-7

III. NEW BUSINESS

- a. Choosing paint Colors for TPV Buildings
A decision will be determined when all board members are present.

IV. ADJOURNMENT

- There is no further business, the board of directors agreed to adjourn the meeting @ 7:38pm.