

Meeting Minutes: LF HOA Maintenance Committee – August 14, 2025

Attendees:

- Keith Willy
- Bob Seibert
- Jack Chris

Platform: Zoom

1. Reserve Study Project Plan

Keith presented a draft reserve study project plan developed with Jack in the previous meeting. The plan aims to avoid hiring an engineering firm by leveraging the existing asset list and prior reserve study as a baseline. Key steps include:

- Validating and updating the asset list.
- Removing completed items.
- Repricing remaining items with help from Jack and third parties.
- Assigning replacement costs and spreading them over time.
- Setting a reserve floor and identifying homeowner maintenance responsibilities.

2. Discussion on Contractor Bids

Bob suggested getting a bid from Kona for an updated reserve study. Keith is open to evaluating both internal and external approaches depending on cost-effectiveness. Bob will reach out to Kona for a quote and also contact Joe from a local asphalt company for a bid.

3. Asset Review and Budget Planning

Keith converted the 2021 reserve study PDF into a spreadsheet with projected replacement years. Several items were flagged as overdue or needing reevaluation:

- Asphalt Seal Coating (\$25,000 in 2024) – not completed.
- Major Asphalt Overlay (\$470,000 in 2025) – not initiated.
- Signage Replacement (2023) – only minor updates done.
- Railroad Retaining Wall Repairs (\$20,000 in 2024) – not completed.
- Snow Blower – unused and possibly removable from the list.
- Irrigation Repairs (\$1,500 in 2023) – status unclear.

Bob emphasized the importance of aligning reserve allocations with actual needs and upcoming projects, especially in light of the pause lock system and new Colorado laws.

4. Asphalt Replacement Strategy

Jet Black declined to bid due to the scope of work; they only handle patch and seal. A Peak Construction was recommended for full replacement. Spring 2026 was proposed as the ideal time for asphalt work due to low occupancy and weather conditions.

5. Concrete and Heating Tape Issues

Heating tape under concrete near garages needs urgent attention before winter. Bob and Keith discussed the complexity and cost of repairs, including potential full concrete replacement.

6. Legal and Regulatory Updates

Bob and Keith discussed contacting law firms regarding new Colorado HOA statutes. Kevin Lovett has a contact at Altitude Law, and meetings may be scheduled to prepare for upcoming board discussions.

Follow-Up Action Items

Item	Responsible	Action	Due Date
Review and update asset list	HOA Board	Identify completed items and assign target dates for pending ones	Before next board meeting
Contact Kona for reserve study bid	Bob	Request updated quote and scope	ASAP
Contact Joe at A Peak Construction	Bob	Request asphalt replacement bid and timeline	ASAP
Coordinate heating tape repair	Keith	Follow up with Jack and contractors	Before winter
Finalize irrigation repair status	Keith	Confirm if 2023 work was completed	Before budget planning
Prepare reserve budget for 2026	Bob, Keith	Tag line items and align with financials	Before annual budget meeting