

**LAKE FOREST CONDOMINIUMS
BOARD OF DIRECTORS MEETING
October 11, 2022**

I. CALL TO ORDER

The Lake Forest Board of Directors Meeting was called to order at 4:03 p.m. via zoom.

Board Members Participating Were:

Skip Hale, President, 101C

Patti Tofe, Treasurer, 302B

Pete Shaub, 101A

Keith Willy, 203F/ 302E

Sally Delong, Vice President, 103B

Douglas Weigand, Secretary, 201B

Ron Crist, 104C

Owners Participating Were:

Hub Helm, 302A

Marty Tarabocchia, B301

Steve Gross, B204

Sue Sorensen, E304

Bob Seibert, F303

Eileen Kirrane, D101

Ben Duhl, E202

Paul McQuay E206

Representing Summit Resort Group was Kevin Lovett and representing Bells and Whistles Property Management LLC was Anastasia Bell.

II. MEETING NOTICE

It was confirmed that the meeting was properly noticed.

III. OWNERS FORUM

Owners were given the opportunity to speak. Owners present did not have specific comments at this time.

IV. MEETING MINUTES REVIEW/APPROVAL

It was noted that minutes from the August 23, 2022, Board meeting were approved via email.

V. ADOPTION OF PROPOSED AGENDA

The proposed agenda was adopted.

VI. ACTIONS VIA EMAIL

Patti moved to approve the following actions via email:

9-20-22 Approval of 8-23-22 Board meeting minutes, approved

9-12-22 Special assessment, approved

9-7-22 Security proposal, approved

9-2-22 Adoption of policy updates, Collection, Conduct of Meetings, Records

Inspection and Covenant and Rule Enforcement Policies, approved

Ron seconds and the motion passed.

VII. OLD BUSINESS

A. *President's Report*

President Skip reported that the Board and Maintenance Committee have been very busy and wrapping up many items. Skip reported on the following:

Unit B 304, 204, 104 stack repairs; Repairs to these units are underway with anticipated completion by October 21, 2022.

Unit D 302, 202, 102 stack repairs; Repairs to these units are nearly completed.

Attic insulating and tenting; Attic insulating, and tenting efforts are on schedule with anticipated completion by November 4, 2022.

Unit entry door codes; It was noted that Owners are changing their door codes with no notice to management. An email will be sent to Owners requesting a permanent code for management to ensure access is available.

Annual Fire Sprinkler inspection; The proposal from Western States Fire Protection has been received for the annual fire sprinkler inspection. Upon discussion, Pete moved to proceed as proposed; Salley seconds and the motion passes. The inspection is planned to take place the 1st week of December 2022. Notice will be sent to Owners in November as access to units will be required.

Security; Security improvement measures are underway. Wi-Fi has been installed at the trash / recycle building as well as the hot tub area. Nest cameras have been installed in both locations. The camera connection is pending and will be completed soon. The new punch code keypad install is pending. "Surveillance Notice" signs have been ordered. It was noted that the keypad codes should be updated regularly.

B. *Committee Reports*

Maintenance Committee; The following Maintenance Committee report items were discussed:

Insurance Claims; Patti noted the status of the insurance claims:

D 202 claim; this claim is closed.

D 304, 204, 104; Repairs are complete, and the insurance adjuster is satisfied. The final insurance payment is pending. It was noted that the attic insulating expense was not covered by insurance; this expense will be moved to the "Attic insulating" expense line item.

D 302, 202, 102; All insurance proceeds have been received. Insurance proceeds distribution agreement and limited release forms have been prepared and will be sent to the individual Owners. It was noted that the

fire watch expense was not approved for reimbursement from the insurance company; this expense will be moved to building maintenance.

B 304, 204, 104; The fire sprinkler system is online and in working order. The Western States Fire Protection final invoice is pending. Belfor work is nearly complete. Efforts underway to finalize invoicing. It was noted that the insurance company has not yet approved \$20,620 of expenses (Excellent Construction work and Supervision); additional efforts will be pursued to collect on the unpaid expenses.

Street sign install; Skip noted that the new street sign has been installed.

Skylight repair and replacement; The Association Declarations state:

8.1 A.... each Owner shall be responsible for all maintenance and repairs of his unit.... including all glass.

8.1 B... the Association shall maintain the exterior surfaces of all Units... but excluding all glass.

It was noted that the intent of the Association Documents is that individual Owners are responsible for repair and replacement to windows to include all glass and skylights. This has been confirmed by the Association Attorney. The Board wishes to clarify this. The Maintenance Committee recommended an Amendment to the Declaration to clarify. Patti moved to amend the Association Declaration, Pete seconds, discussion ensued to include comments:

- An Owner noted that this is just a clarification; it is not a change...

- An Owner noted history and stated that the Association has paid for skylight replacement for a few units in the past.

- An Owner noted that he just paid for replacement of his skylight.

- An Owner recollected that the HOA historically paid for only 1 skylight replacement.

- An Owner noted that the interpretation of the Board, Maintenance Committee and opinion of the Attorney is that skylights are the maintenance and replacement responsibility of the individual Owner.

- An Owner questioned if individual Owners should be completing repairs on the roof; it was noted that prior Board approval is required for all repairs and maintenance via the Architectural Review and Maintenance Policy and that Owners wishing to complete skylight repair or maintenance are required to submit request and obtain approval prior to proceeding, with this the Board will be able to monitor the repairs.

- An Owner noted that some states consider skylights are considered part of the roof but it is specific to each HOA's documents.

- Skip reminded everyone that there is only 1 approved skylight listed on the Architectural & Remodeling Policy document.
- The option to include the “clarification” on skylight responsibility in the “Insurance and Maintenance Responsibility Policy” matrix was presented.

Upon discussion, Patti withdrew her motion to amend the Declaration. Patti then moved to pursue the clarification with the Insurance and Maintenance Responsibility Policy matrix; Pete seconds and the motion passed. The Insurance and Maintenance Responsibility Policy will be updated to reflect the clarification, sent to Owners to review and then considered for adoption at the next Board meeting.

Architectural Improvement and Remodeling Policy and Forms; The Board discussed the updated Architectural Improvement and Remodeling Policy and submittal forms. Upon review, Doug moved to approve the updated policy and forms; Keith seconds and the motion passed. The updated documents will be sent to Owners for comment and considered for adoption at the next Board meeting.

Finance Committee; Patti Tofe presented the Finance Committee report.

- Financial reporting; It was noted that the Balance sheet is overstated by \$115,000 as insurance proceed funds are included in reported balances. Additionally, the P & L is overstated by \$95,000 due to same insurance proceed receipts. The goal is to close out all insurance claims in 2022.

-Budget 2023; The 2023 proposed budget was presented. Expenses were projected based on historical actuals as well as projections for 2023. Overall, an approximate \$100 per unit per month increase to operating dues is anticipated. Board members will review and send comments by October 26, 2022. The budget will be finalized via email and then sent to Owners during the week of November 7th along with notice of the Budget Ratification Meeting which will be held December 6, 2022 at 4:00 pm via zoom.

- Reserves; The Board will also discuss reserve funding plans.

-Garage dues; Four units have a “2nd garage” in which these owners pay a \$45 per month fee. The fee has not changed since 2019. The Board discussed increasing the fee based on actual expenses. Upon discussion, Pete moved to proceed with the 2nd garage fee increase based on actual expenses associated with the garages; Skip seconds and the motion passed. The amount will be update based on the approved budget with the increase becoming effective January 1, 2023 in conjunction with the 2023 budget.

-Western States Fire 2021 inspection deficiencies billing; It was noted that WSFP billed the Association for individual unit deficiency repairs, such as painted sprinkler heads and missing escutcheons, from the 2021 inspection. The Association does not believe that the garage work was completed as billed. WSFP is working to resolve the billing dispute. Also, WSFP will be providing the allocation of the individual unit deficiency repairs so these can be charged back to the Owners.

Rules Committee; The Board reviewed the draft Parking Policy Resolution. A statement prohibiting vehicle repairs was requested to be added. The Board will continue review and comment. Once the policy is approved by the Board, it will be sent to Owners for comment and then considered for adoption at the next Board meeting.

Communication Committee; Skip noted that a communication update to Owners to include information regarding the new security measures will be sent soon.

VIII. OWNER FORUM

Owners were offered an additional opportunity for comment. The following comments were stated:

-An Owner brought up EV's and EV charging with regard to vehicles being charged using HOA electricity. The Board will monitor and keep on the radar for future discussion.

-An Owner asked about the scope of the upcoming roof replacement. It was noted that roofs will be replaced on the trash building, spa building, the meter building and standalone garages.

IX. NEW BUSINESS

The following New Business items were discussed:

Summit Resort Group / Lake Forest Property Management Agreement; SRG proposed an increase to the base monthly management fee bringing the fee to \$1840 per month effective 1/1/23. Upon review, Patti moved to approve the increase, Skip seconds and the motion passed.

Welcome packet; Patti is working to develop a welcome packet to be put on the countertop of a unit before sale transfer. Once completed, we will reach out to owners looking for someone with marketing/computing skills that can produce a finished product.

X. NEXT BOARD MEETING DATE

The 2023 Budget Ratification Meeting will be held on December 6, 2022 at 4:00 pm via zoom. The next Board Meeting will be held on December 6, 2022, following the Budget Ratification Meeting, via zoom.

XI. ADJOURNMENT

At 5:52 p.m. the meeting adjourned.

Approved: __11-14-22 _____