

# LAKE FOREST HOA MEETING MINUTES

**Location:** Zoom  
**Date:** 10/18/23  
**Time:** 4:15pm  
**Facilitator:** Thane De Puey

## Agenda items

1. Attendees: Thane D., Pete S., Keith W., Sally D., Magaly B., Bob S., Skip, Doug W., Steven G., AnnMarie, Ken D., Roger M., Jaime N., Christine, Leslie & Mike O., Lisa K., Leslie R., Cindy L., Chen, Gloria Y.
2. Thane advised main meeting agenda for today would be PozLok.
3. First, acknowledge that 4 items were approved by votes via email.
  - a. Snow removal
  - b. Unit E306, furnace replacement
  - c. Replace concrete pad in Bldg. A
  - d. Maintenance Committee meeting minutes approved.
4. Pete & Keith reviewed findings since last HOA meeting:
  - a. Building in scope: A, B, E & F
  - b. Objectives of PozLok sub-committee
    - (a) Look at other contractors.
    - (b) Look at other HOAs/complex.
    - (c) Replace or fix.
  - c. Johnson Controls – Bid is pending; don't want to be spread too thin.
  - d. Walk-thru conducted of Wilderness HOA
    - (a) Soffits as part of their solution
  - e. Reached out to Fire Marshal for Freedom of Info (FOI)
    - (a) Sally has followed up 2x's; no info rcvd yet.
  - f. Two other GC's interested in doing the work. They have experience with similar large-scale projects.
  - g. Recommendations from research completed.
    - (a) Continue w/JC and convince to bid.

- (b) Further vet soffits solution as alternative to opening walls
  - (i) Bob mentioned soffits option should not be allowed.
- (c) PVC as a solution: less expensive for labor and materials but questions came about longevity and if it is a good option or not. PVC in 2 of our buildings today
  - (i) Skip stated he spoke to Fire Marshall as well and did **NOT** recommend mirroring what Silver Tree (same as Wilderness) did.
  - (ii) Steven G. also stated PVC was not recommended.
- (d) Consider if approach should be as a single project or multiple stages.
  - (i) As a single project, allows for lessons learned; could retain same staff; could keep same vendor.
- (e) Pete mentioned cost would be 50k per unit vs 80k.
  - (i) Keeping in mind significant cost associated w/having to move out.
- (f) Board Feedback on research
  - (i) Magaly asked if we could consult a SME or someone who has knowledge about all options so we can make an informed decision. Thane and others mentioned a mechanical engineer or University expert.
- (g) Homeowners Feedback
  - (i) **Lisa K.** – How long are we expected to be out of our units and do we have historical info on performance of PVC
    - 1. 3-3.5 months. PVC in units C&D since 1994 but no other info
  - (ii) **Ken D.** – Stated we do need an opinion from unbiased consultant.
  - (iii) **Anne Marie** – Advised we need update to declaration if going with soffits.
- (h) Thane continues with Agenda.
  - (i) One building at a time or more than 1?
  - (ii) One GC w/multiple pipe fitters a good option?
  - (iii) Vote to proceed or look into more research?
  - (iv) Get more 3<sup>rd</sup> party feedback & additional bids?
  - (v) Feedback requested on the above from Board members.
    - 1. Magaly suggested hiring a Project Manager who will do all the necessary research to include vetting contractors, options, cost, timeline and present to Board/Homeowners to make an informed decision.
      - a. Special assessment would be needed to cover cost.
      - b. All agreed on this proposal.

- i. Can't take longer than 45 days.
- ii. Study cannot exceed 20k? 25k? (Need to get ball park first)
- iii. Work to be done within 60 days of contract.
- c. Bob advised that we initially use reserve funds to pay cost, then include cost in assessment of PozLok project and refund the reserve account.
- d. Pete mentioned current bids are due by 10/31; Steve: we need to release contractors.
- e. All Board members are in favor.

(vi) Owners Forum

- 1. **Jaime N.** – Need to give Homeowners sufficient notice and time to prepare.
- 2. **Ken D.** – Thanked the Board for all the work done related to this project and is grateful that we are exploring options.
- 3. **Leslie O.** – Effective communication is critical for this project
- 4. **Ann Marie/Bob** – We have volunteer (Carol) for newsletter; Bob will work with Carol on this; time has been the constraint.
- 5. **Skip** – We need to let Homeowners know the updated timeline of when project will begin as it will no longer be April 2024

(i) Budget/Ratification meeting needs scheduled.

- (i) Thane will send email for dates. Needs to be done by mid-November for actual meeting in December. This will be effective 1/1/24.

Motion to adjourn meeting at 5:45pm

Action items	Owner(s)	Deadline	Status
Schedule Budget meeting	Thane	11/12/23	Email to Board for possible dates - Pending
Find Project Mgmt. company/Prof. engineering co.	All	ASAP	Pending