

**Lake Forest
Board of Directors Meeting
October 19, 2020**

Bob Seibert, Ron Crist, Patti Tofe, Dave Ehrenberger, Pete Shaub and Dennis Murphy were in attendance. A quorum was present.

Owners in attendance were Anne Marie Heneghan of unit B 201, Hub Helm of unit F 202 and Gerry Van Eeckhout of unit D 301.

The meeting was held via Zoom.

Representing Summit Resort Group was Kevin Lovett.

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I. Call to Order

The meeting was called to order at 5:31 pm.

II. Meeting Was Properly Noticed

Vice President Bob Seibert noted that the meeting was properly noticed.

III. Board of Directors, President Appointment

Dave Ehrenberger moved to appoint Bob Seibert as President Dennis seconds and the motion passed. Bob Seibert accepts the appointment through the next election which will be occurring at the 2021 Annual Owner Meeting.

IV. Meeting Minute Review/ approval, 8-17-20

The minutes from the August 17, 2020 Board meeting were presented. There was one change noted in section VII.; stone cap repairs were completed by Excellent Construction (not Edward Stone). Upon review to include the revision in section VII, the minutes were approved.

V. Adoption of Proposed Agenda

The agenda was adopted.

VI. Ratify Actions Via Email

Pete moved to ratify the following actions via email:

9-18-20 Board of Directors Appointee; Board approved tabling any action on replacement Board Member at this time and add the election of Kathy Chinoy's replacement to the agenda of the next annual meeting.

9-4-20 Maintenance Committee Recommendations; Board approved the following projects recommended by the Maintenance Committee:

1. Building A Timber Planting Bed Proposal: "Motion to approve proposal for Planter Box clean up, addition of topsoil this year followed by owner-volunteer planting next Spring for a total of \$1050, with costs split into ~\$400 this Fall, then remaining ~\$650 next Spring."

2. Building A&B Lawn and Landscaping: “Motion to approve Neils Lunceford’s proposal to address the irrigation and rotor issues and lawn reseeded on lakeside Buildings A&B and the additional irrigation needed for the planter box on the north-east side of Building A for a total of \$1200.”

3. Solar Light Vestibule Proposal: “Motion to approve the installation of high quality, low cost solar lights over the Building numbers in each vestibule with a total project cost of \$900 including labor.”

4. Garage Roof Repairs—12 garages to the West of Building E: “Motion to approve Excellent Construction’s proposal to address significant leaking from multiple garage roofs (especially at the Western most garages) with ice build-up for a total of \$5760.”

9-2-20 SPM Site Management Agreement; Board approved the updated Site Manager Agreement, Exhibits A,B,C, and D, the Site Manager Monthly Report and the Site Manager Repair and Replace Maintenance Task List.

8-18-20 B Building water seepage repairs; Board approved proceeding with proposed B Building water seepage repairs at a total cost of \$9,908.

Patti seconds and the motion passed.

VII. Management Report

It was noted that Keith has provided the Maintenance Committee an updated site Maintenance Report. In efforts of efficiency, Keith will be reporting to the Maintenance Committee directly and then the Maintenance Committee will report to the Board. Keith will not be expected to attend Board meetings unless specifically requested.

VIII. Old Business

The following Old Business items were discussed:

A. Presidents Report;

Bob Seibert delivered the Presidents report. Bob noted that many projects have been completed successfully and many goals accomplished thanks to the great work of the Board and Committees. Accomplishments include the construction project, insurance review and it was noted that the finances are in good order. Bob stated that he is available anytime and that Board members and Owners should not hesitate to reach out to him if needed!

B. Committee reports.

Maintenance Committee; Dave Ehrenberger presented the Maintenance Committee report.

Dave noted the following Maintenance Committee “key items”:

-Setting maintenance priorities and communication to site manager

- Establish the purpose of the Maintenance Committee
- SPM / Maintenance Committee communication and reporting

Dave noted that Maintenance Committee priorities include:

-Windows; The Maintenance Committee is currently working through defects with the Pella Windows. The proper “high altitude” rated windows were not delivered and some windows, primarily the ground level 3 sash bedroom windows installed in buildings A-D, are experiencing “pillowing” of glass due to pressure issues and are breaking. A warranty claim is underway, and the committee expects to hear from Pella this week. An Owner asked if the issue pertains to the sliding glass doors and all windows or just the 3 sash bedroom windows; at this point it is believed that only the 3 sash bedroom windows have the issue but the committee awaits a written confirmation from Pella.

-Stone Wainscoting; The Maintenance Committee is currently working with Edward Stone to address defects with the stone wainscoting. While very attractive, 2-3% of the stone is defective and flaking. Edward Stone is delivering replacement stones and will cover the expense of the replacement materials and install. We are also experiencing leaching of the stones; this is under discussion with Edward Stone.

-Bat Mitigation; A comprehensive assessment of the bat problem has been completed by Chase Wildlife. With Lake Forest’s close proximity to the lake, the complex is located in bat country. It was noted that there are areas of potential bat entry access points that have been identified; some access points have already been secured and other access point securing is pending. Additionally, some guano cleanup is necessary. While we will still see bats in the complex feeding, the goal is to prevent them from entering the buildings and roosting.

-Fireplace inspections; Western States Fire Protection has completed this year’s annual inspection. During the inspection, they reported a “blockage” which required SPM to complete “fire watch” until the fire department could come out. Upon inspection from the fire department, they noted that there was no blockage and fire watch ended. Efforts are being made to recoup the fire watch costs from Western States. Additionally, a list of needed repairs from the inspection to include back flow valve repairs and sprinkler head replacements has been submitted to the Maintenance Committee for review.

-Garage roofs; It was noted that work is underway to address the repairs needed on the garage flat roofs.

-Tree and shrub removal; It was noted that SPM has completed removal of trees and shrubs that had roots threatening the retaining walls behind E and F and alongside the entry wall.

-Snow removal; Last winter, heavy snow removal equipment damaged the concrete drainage swales and stone wainscoting. The Maintenance Committee

and SPM met with Emore Inc and Emore Inc is engaged and committed to assure no future damage.

-Signage improvement project; Efforts are in place to improve the signage throughout the complex.

-Trash Building door panel repairs; Repairs have been made to the damaged trash building door panel.

-Vestibule door closures; New closures are on order for the handicap vestibule doors in buildings A and B. These will be installed as soon as they arrive.

-Maintenance Committee Charter; The Maintenance Committee Charter was distributed. Upon review, Pete moved to approve the Charter as presented; Dennis seconds and the motion passed.

Dennis spoke to the following items:

-Solar power lights; Solar powered lights have been installed on the building vestibule peaks to light up the building numbers.

-Entrance sign light; The entry sign lights have been replaced to include new conduit and two new fixtures.

-Landscape timbers; Strategic Fence is working to replace the landscape timbers at the front of A Building.

Pete spoke to the following items:

-Front sign painting; It was noted that the front sign painting has been completed.

-Snow Removal; Pete stated that a message should go out to Owners informing them that with the snow season coming up, that any help clearing snow would be appreciated.

Finance Committee: Patti presented the following Finance Committee Report:

Year to date August 31, 2020 financials were presented.

The Finance Committee prepared the draft 2021 Budget. Historical expenses were reviewed and expenses for 2021 projected. There will be no change to overall dues for 2021. Operating expenses are anticipated to increase. In order to balance the budget, the contribution to reserves will decrease. Board members will review the budget line items and the budget will be discussed further at the next Board meeting. The Board will then distribute the draft budget to Owners for discussion at the Budget ratification meeting.

It was noted that a financial review is scheduled to be completed at the close of the 2020 fiscal year end. A proposal was received from Stuhr and Associates to complete the 2020 yearend tax return at a cost of \$500 and to complete the review at a cost of \$3500. Upon

discussion Patti moved to accept the proposal from Stuhr and Associated; Ron seconds and the motion passed.

Patti also noted that the recent water bill was high with excessive usage coming from building D. Keith will investigate.

Communication Committee: Bob Seibert is planning to send a Presidents letter to the Owners and would like to do this on a quarterly basis. Item to be covered in the upcoming Presidents letter include hot tub status, window status, trash, parking, noise and snow removal.

Grounds Committee: It was noted that Madeline Mishkind resigned from the Grounds Committee and that the Grounds Committee will be disbanded. The Maintenance Committee will assume oversight of the grounds and landscaping needs.

An Owner requested permission to plant perennials in the landscape bed along the A Building walkway. It was noted that the replacement of the landscape timbers in this area is underway and once completed, the Owner is welcome to plant perennials.

Rules Committee: It was noted that Rules discussions will be tabled until after the 1st of the year. Challenges with enforcement were discussed. An Owner recommended reviewing the Bylaws for enforcement guidelines first and then look to the rules. Town of Frisco Short term rental regulations were discussed, and it was noted that the Town of Frisco should be contacted in the event of short-term renter rule infraction. Volunteers for this committee to include chair are needed.

B. Asphalt Striping; It was noted that asphalt striping was completed, and this item will be removed from future agendas.

C. Insurance; The “Resolution of Insurance and Maintenance Responsibility” was discussed. Board members will review the resolution and offer up comments. Once the Board has approved, the resolution will be distributed to Owners for review and comment and then the Board will consider for adoption at a Board meeting.

IX. Owners Forum

During the Owners Forum, all Owners were given the opportunity to speak and Owner comments were received throughout the meeting.

An Owner stated that the complex looks great.

An Owner complimented the Board of their fine work.

X. New Business

The following new Business items were discussed:

A. Signage; New speed limit/ private property/ hot tub and trash building signage was discussed. Upon review, the Maintenance Committee was approved to proceed with signage replacements not to exceed \$500.

XI. Next Meeting Date

The next Board of Directors meeting will be held Monday November 16, 2020 at 5:30 pm to primarily discuss the 2021 budget. The Budget ratification meeting was set for Monday December 14, 2020 at 5:15 pm with a regularly scheduled Board meeting to follow.

XII. Adjournment

At 6:50 pm the meeting was adjourned.

Approved: _11-16-20_____