

**Lake Forest  
Board of Directors Meeting  
October 21, 2019**

Kathy Chinoy, Thane De Puey, Bob Seibert and David Ehrenberger were present in person. Patti Tofe and Ron Crist attended by phone. A quorum was present.

Owner Pete Shaub of 101A was present in person. Owners identified to be in attendance via telephone included Kathy Yale of unit A 102, Cindy Lowe of unit E 202, Ben Duhl of unit E 201 and Hub Helm of unit F 202.

Representing Summit Property Maintenance was Keith McBrearty. Representing Summit Resort Group was Kevin Lovett.

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**I. Call to Order**

The meeting was called to order at 6:00 pm.

**II. Meeting Was Properly Noticed**

President Kathy Chinoy noted that the meeting was properly noticed.

**III. Meeting Minute Review/ approval, 9-16-19**

The minutes from the September 16, 2019 Board meeting were presented. Bob Seibert moved to approve the minutes as presented; Dave Ehrenberger seconds and the motion passed.

**V. Adoption of Proposed Agenda**

Bob Seibert moved for the adoption of the meeting agenda. Dave Ehrenberger seconds and the motion passed.

**VI. Ratify Actions Via Email**

The following actions completed via email were reviewed:

- 10-4-19 Foundation wall repair, approved
- 9-26-19 Tree trimming and stump removal; approved
- 9-18-19 Asphalt project; approved patching only
- 9-18-19 Grill purchase, approved

Bob Seibert moved to ratify the above actions completed via email; Dave Ehrenberger seconds and the motion passed.

**VII. Management Report**

Keith McBrearty submitted the following Managing Agents report:

The construction project is under way. Lots of activity every day. Ron and Luke Drake have the master keys and master codes and list of home owners. Keith continues to check in with Ron Drake to see if he needs anything daily.

Hot tub area has been functioning well with no major issues to report. The hot tubs have been getting a fair amount of use. Keith has completed multiple hot tub drain and fills.

Light bulb changes have taken place. The new light bulbs are requiring frequent replacement. Due to the construction project, electrical breakers have tripped and required resetting.

Keith has closed garage doors at night.

A full trash sweep of the lake forest property is occurring weekly

Keith has cleaned all entrances and trash room, monthly

With the construction project happening 6 days per week there have been a few challenges. One is parking. Keith is working closely with the construction team to move items to create more parking. Two, is the trash truck being able to access the dumpster area; Keith has communicated with the construction team and trash company to coordinate trash pick-ups. Timberlines trash pickup service has been doing better.

The fire alarm system has been working properly.

Keith reported on winterization efforts. Irrigation system has been winterized. All heaters have been activated. The hot tub mechanical room is prepped for winter. The construction team has begun installation of gutters and heat tape. Ice melt buckets are being prepared. The snow plow contractor has been hired for the season.

Keith reported on a recent spigot plumbing line leak that damaged units A203 and A103. Keith was thanked for his after-hours response. The HOA has completed repairs to the plumbing line. Restoration and dry out is underway. The Board discussed responsibility for paying for the dry out and repairs to the drywall. Discussion will take place with the HOA insurance agent.

## **VIII. Old Business**

The following Old Business items were discussed:

### **A. Committee reports;**

*Construction Committee, Exterior Renovation Report;* Dave Ehrenberger presented the Exterior Renovation Project update. The Construction Committee last meeting was held one week ago. It was noted that the timeline goal was to have substantial completion of the project by October 15<sup>th</sup>. The project is now anticipated to be substantially complete 3 weeks from now due to delays with repairs needed to correct unforeseen building defects as well as recent inclement weather. The focus is to complete “weathertight” priorities and the railings. \$2,460,000 has been paid to date for the project. The final draws will be paid when work is final and signed off on to include punch list items. In unit punch list items are underway. Major items remaining to be completed include work to the D Building siding and railings. Minor items remaining to be completed include detail finishing work such as painting and caulking as well as interior unit finishes and punch list items. Concrete work on patios is still planned to be completed. Building numbers and letters have been ordered. The railings at the snow storage areas have been removed which will improve access to the snow storage areas. Asphalt repair work was

completed. Due to the damaged condition of the asphalt, the Board discussed the option of removing and replacing the asphalt in the future rather than spending money on a “seal coat”. Multiple bids will be retrieved for this work to include obtaining a proposal from Rose Asphalt company.

The Board discussed the proposal from Excellent Construction to complete the painting of the snow storage retaining walls. Dave Ehrenberger moved to accept the \$3600 proposal from Excellent Construction to complete the painting of the snow storage area retaining walls to include preparation, sealing and painting the walls in their entirety (both sides) with a “natural color” paint such as graphite; Kathy seconds and the motion passed. The expense will be paid out of General Reserves. The Board also discussed adding red or yellow striping on the asphalt to prevent cars from parking in this area; this will be revisited in the Spring. This winter, the existing chain and sign will be used when needed.

The Board discussed utilizing the leftover siding materials and paint to improve the appearance of the Town of Frisco utility shed and the Xcel Energy utility box. Upon discussion, Dave Ehrenberger moved to donate leftover siding and paint to the Town of Frisco and Xcel Energy for the improvement to the exterior appearance of the utility shed and the pedestal; Thane seconds and the motion passed.

*Finance Committee;* It was noted that August 2019 close financials were presented in the meeting packet. The 2020 Budget was presented. There is no change to dues proposed for 2020. Individual expense line item projections for 2020 were summarized. The Board will review the budget and vote on “approval for presentation to owners” via email by this Friday October 25, 2019. Once approved by the Board, the 2020 Budget will be sent to owners along with notice of the Budget Ratification meeting to be held on December 16, 2019 at 5:45 pm. The Board also discussed completing an Audit/ Review. The Board previously agreed to complete a Review every other year, with the last year reviewed being 2018 fiscal year end. The Board agreed to plan to complete an Audit or a Review of 2020 fiscal year end. Funds are allocated in the 2020 budget for Audit / Review in the instance the Board chooses to complete an Audit or Review of 2019 fiscal year end.

*Communication Committee;* There was no report from the Communication Committee. It was noted that communications are being sent from the Construction Committee and once the Exterior Renovation Project is complete, communications will resume from the communication committee.

*Grounds Committee;* The Grounds Committee (GC) has met with Neils Lunceford and has obtained a revised proposal to repair the grounds from the heavy construction traffic at the backside of buildings A, B, C and D. The revised proposal included repairs to be completed now (before winter sets in) as well as work to be completed in the Spring 2020. The landscape committee recommended acceptance of the revised Neils Lunceford proposal. Upon discussion, Kathy moved to accept the revised Neils Lunceford proposal with a total cost of \$38,996 and to pay 25% down now; Dave Ehrenberger seconds and the motion passed. This expense will be paid out of the General Reserve Account. A suggestion was made to have “Owner Work Day” events. During the Owner work days, volunteer Owners could work on various landscaping tasks around the property.

*Rules Committee*; It was noted that the Rules Committee continues to work on rules.

B. Grills; It was noted that per vote of the Owners, the “gas grills are permitted to be used on unit decks” Declaration rule change passed (with restrictions as stated in the set of Grill rules). A Declaration Amendment form was presented to memorialize the rule change. The Board reviewed and approved the Declaration Amendment form. It was further noted that new community grills have been purchased.

C. Smoking; It was noted that smoking at the complex is still under investigation.

D. Trash Building, Security System Addition; The Board discussed usage of the trash building. Owners continue to abuse the trash facility to include the dumping of large items (couches, mattresses, furniture). The trash dumpster at Lake Forest is for regular household trash only; large items and furniture are NOT to be placed at the Lake Forest dumpster. The Board discussed the addition of surveillance equipment to include the addition of 2 cameras at the dumpster area and 1 camera at the hot tub structure. This will be investigated further.

## **IX. Owners Forum**

During the Owners Forum, all Owners were given the opportunity to speak. Items presented during the Owners Forum included:

Pete Schaub volunteered to serve on the maintenance committee. Pete also presented an invoice for restoration services associated with foundation wall leak and requested reimbursement for the restoration and interior repairs. Pete recommended that the concrete drain swales be shoveled out with hand shovels instead of the plow as the plow blade is unable to “fit” properly in the swale to remove the snow.

Cindy Lowe thanked for Board for their work. Cindy went on record to state that she opposed the Board action of passing the Grill Vote as she stated that the Declarations can only be amended by vote of 37 units or more and that the votes received were not equal to or greater than 37.

## **X. New Business**

The following new Business items were discussed:

A. Bulk purchase for individual unit electric grills; Upon discussion, the Board agreed that the HOA would not participate in a “bulk grill” purchase program for Owners. If an Owner wishes to coordinate on their own, the Owner may do so at their own risk.

B. Units with second garages, dues; The Board discussed assessing an additional fee or increasing the regular dues for units that have a second garage. This will be investigated further.

C. Property Management Agreement Renewal, SRG; The Summit Resort Group Management agreement is scheduled for renewal this coming January 1, 2020. A renewal

proposal was presented. Upon discussion, Kathy moved to approve the renewal as proposed; Dave Ehrenberger seconds and the motion passed.

**XI. Next Meeting Date**

The next Board of Directors meeting will be held December 16, 2019 at 6:00 pm, following the 2020 Budget Ratification meeting to be held at 5:45 pm.

**XII. Adjournment**

At 8:39 pm the meeting was adjourned.

Approved: \_\_\_\_12-16-19\_\_\_\_\_