

**LAKE FOREST CONDOMINIUMS
BOARD OF DIRECTORS MEETING
December 6, 2022**

I. CALL TO ORDER

The Lake Forest Board of Directors Meeting was called to order at 5:02 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 (note that some Owners dropped off the call at various times during the meeting):

A 102 Leslie Radocy

A 201 Karen Bacon

A 302 Hub Helm

B 102 Steve Parsons

B 104 Doug Smith

B 202 Dave Remster

B 204 Steve Gross

C 102 Jamie Natter

C 204 Kristie Kimnach

C 302 Irwin & Adele Gelfand

D 103 Paul & Connie Moore

D 203 Carl Fritz

D 304 Jayne Burke

E 202 Cindi & Mick Lowe

E 206 Paul Mc Quay

E 302 Carmen Quenzer

E 304 Sue Sorensen

F 203 Carmen Quenzer

F 206 Lisa Kosloski

F 302 Marcia Kroonenberg

F 306 Gloria Yuan

A 104 Carol Thompson

A 203 Josh Chebul

A 304 Bill Gibson

B 103 Sally Delong

B 201 Anne Marie Heneghan

B 203 John Melquist

B 301 Marty Tarabocchia

C 103 Calvin Blaney

C 301 Edward Gondolf

D 101 Eileen Kirrane

D 104 Mark Price

D 303 David Cohen

E 201 Ben Duhl

E 204 Jason Eiseman

E 301 Thane and Leanne Depuey

E 303 Delron Shirley

F 202 Mike Anthony

F 205 Jennifer Skeeters

F 301 Matt Seto

F 303 Bob Seibert

Representing Summit Resort Group was Kevin Lovett.

II. MEETING NOTICE

It was confirmed that the meeting was properly noticed.

III. OWNERS FORUM

Owners were given the opportunity to speak.

- An Owner noted that “something needs to be done” in reference to Budgeting and planning for future expenses and stated that the Annual Owner Meeting is the venue.

- An Owner noted that with regard to fire sprinkler system protections that the 2 buildings (C & D) that do not have Poz-Lok should be brought up to code and have sprinklers added to the decks and vestibules.
- An Owner requested a pie chart showing budgeted expenses.
- An Owner stated that more information with regard to the fee increase for the site manager should have been given to Owners.
- An Owner asked if a structural assessment has been property has been completed.
 - o It was noted that the Professional Reserve Study is on the HOA website
- An Owner noted that from the Poz-Lok leak they could not occupy their unit for 9 months and recommends all Owners review their insurance policy for loss of use coverage.
- An Owner noted that they prefer special assessments.
- An Owner volunteered to be on the Poz-Lok Committee
- An Owner noticed the CD holding funds for asphalt replacement and asked “when” the asphalt work would take place.
 - o Timing for major asphalt is not known. Funds are held in CD and are from the sale of the HOA owned rental unit.
- An Owner noted that individual Owners should be responsible to ensure proper temperature is maintained in units to avoid freeze ups.
- Owners noted that there are various icy areas at the front of the buildings.
 - o It was noted that the Maintenance Committee has talked with the snow removal team to be more proactive with ice removal.
- An Owner asked if units could be occupied during the Poz-Lok replacement.
 - o It was noted that units could not be occupied during the recent Poz-Lok replacement project.
- Owners discussed special assessment insurance coverage. A few Owners noted that special assessment coverage only applies when there is an insurable event and Owners should review special assessment coverage with their individual agents.
- An Owner asked, “where did the funds go that were slated for moving water heaters since the water heater moving was not necessary”?
 - o It was noted that during the project additional pipes needing insulation were found in Buildings E & F and the funds went towards this.
- An Owner noted that the final cleaning completed in unit after the attic insulating project was unsatisfactory.

IV. MEETING MINUTES REVIEW/APPROVAL

It was noted that minutes from the October 11, 2022, Board meeting were approved via email.

Sally moved to approve the minutes from the December 5, 2022, Board of Directors Meeting; Keith seconds and the motion passed.

V. ADOPTION OF PROPOSED AGENDA

The proposed agenda was adopted.

VI. ACTIONS VIA EMAIL

Skip moved to approve the following actions via email:

11-23-22 Motion to approve sending information email to Owners re the 2023 Budget to include directed proxy, approved

11-10-22 Motion to approve the 2023 Budget to include increase to dues, bringing dues to \$808 per 2 bd unit and \$872 per 2 bd plus loft, approved

11-10-22 Motion to approve 10-11-22 Board meeting minutes, approved

11-8-22 Motion to allow Owner guest to bring dog, approved
Patti seconds and the motion passed.

VII. OLD BUSINESS

A. *President's Report*

President Skip welcomed new Owner Mark Price!

Skip asked SRG to email the 2022 Annual Owner Meeting Minutes out to owners as a refresh on topics discussed to include review of insurance coverages.

Skip noted that it has been a very busy year. There were 3 insurance claims this past year. Owners are asked to be responsible for their units and keep unit temperatures at a minimum of 55 degrees.

A revised budget will be sent out to Owners for ratification.

B. *Committee Reports*

Maintenance Committee; Keith presented the following Maintenance Committee items.

The Maintenance Committee has met with snow and ice removal contractors and requested more ice removal.

WSFP has recently completed annual fire sprinkler inspection. There were 19 units unable to access. There were two fire sprinkler heads with issue (painted over/ missing escutcheon ring); Owners will be contacted for follow up repairs.

The Committee has received four ARC request forms.

The attic insulating project is complete. Owners still need to be cognizant of sufficient in unit temperatures.

Strategic Fence will measure the retaining wall movement.

It was noted that Bells and Whistles Management is doing a great job with the vendor process. Anastasia obtains generally 3 multiple bids. She has selected many new vendors to help with the Lake Forest property. She has been working with JBS Property services to get the grass back to pre-construction conditions.

Finance Committee; Patti Tofe presented the Finance Committee report.
Account balances were discussed.

Efforts underway to close out the 3 insurance claims.

CPA will complete review of 2022 fiscal year close financials (a CPA review is completed every other year).

Rules Committee; Review of the Parking Rules is pending and will be placed on the next Board meeting agenda.

Communication Committee; There was no report from the Communication Committee.

C. Policies; The following policy discussions took place.

Insurance and Maintenance Policy Resolution; The updated Insurance and Maintenance Policy Resolution was sent to Owners for review and comment on October 31, 2022, along with notice that the policy would be considered for adoption at this meeting. Upon review, Patti moved to adopt, and Keith seconded. Owners were given opportunity for discussion. The vote was called, and the motion passed. SRG will post the updated policy on the website.

Architectural Improvement and Remodeling Policy; The updated Architectural Improvement and Remodeling Policy was sent to Owners for review and comment on October 12, 2022, along with notice that the policy would be considered for adoption at this meeting. Owners were given the opportunity to comment.

-An Owner recommended against having 1 person responsible for review and approval of an architectural improvement or remodeling request and to have full Board review and approval.

-It was noted that yes, the full Board reviews and approves requests however 1 person (the Maintenance Committee Chair) is responsible to ensure the request is reviewed and will handle communication with the requesting Owner.

The form as presented states that the "Board President" is the responsible person to sign off on approval of requests. Upon discussion the Owners and Board members all agreed that this should be changed to the "Maintenance Committee Chair".

Keith moved to adopt the revised Architectural Improvement and Remodeling Policy with the change to having the Maintenance Committee Chair sign off; Ron seconds and the motion passed.

It was noted that the Owners accepted the sign off change from President to Maintenance Committee Chair and accepted this.

The Policy and Form will be distributed to Owners and posted to the website.

-Duplicate from above.

IX. NEW BUSINESS

The following New Business items were discussed:

- A. Rules; An Owner asked what is the purpose of the update to the parking rules? It was noted that the goal is to gather up all of the rules associated with parking and put into one policy.
- B. Stairwell cleaning; An Owner asked what the schedule is for stairwell cleaning and what does the cleaning entail. It was noted that the cleaning schedule is every other month and consists of sweeping and vacuuming. This past summer the concrete was power washed but not the stairwells as previous power washing has resulted in flooded stairwells. This only affects Buildings A – D. Buildings E & F will be revisited in summer 2023.

X. NEXT BOARD MEETING DATE

The 2023 Budget Ratification Meeting will be held on January 5, 2023, at 4:00 pm via zoom. The next Board Meeting will be held on January 5, 2023, following the Budget Ratification Meeting, via zoom.

A Board meeting will be held March 14, 2023, at 4:00 pm.

The 2023 Annual Owner Meeting will be held June 24, 2023.

XI. ADJOURNMENT

At 6:34 p.m. the meeting adjourned.

Approved: ____1-5-23____