

**Lake Forest
Board of Directors Meeting
March 9, 2020**

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

Owners in attendance in person were Cindy Lowe of unit E 202 and Jay Wurts of F 305. Owners identified to be in attendance via telephone included Ben Duhl of unit E 201.

It is noted that there were connection issues with the “Go To Meeting” conference line; Summit Resort Group sincerely apologized for the trouble. Due to this, the meeting start time was delayed.

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 6:24 pm.

II. Meeting Was Properly Noticed

President Kathy Chinoy noted that the meeting was properly noticed.

III. Meeting Minute Review/ approval, 1-27-20

The minutes from the January 27, 2020 Board meeting were presented. Upon review and without objection, the minutes were approved.

V. Adoption of Proposed Agenda

The agenda was adopted.

VI. Ratify Actions Via Email

The following actions via email were reviewed:

2-11-20 Architectural Review Form Revision; this item was discussed via email, however no resolution finalized. It was noted that this item will be discussed during this meeting.

2-5-20 Units with Second Garages, Additional Dues Billing; this item was approved via email. The following units have been identified to have “second garages” and will be billed \$45 per month beginning March 1, 2020:

B 303, D 204, D 303, E 306

All four units have been sent notification via email and certified mail.

Upon discussion, the actions via email were ratified.

VII. Management Report

Keith McBrearty submitted the following Managing Agents report:

Master keys have been relocated back to the key safe. Construction team is still accessing units for punch list related items.

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. Painting of the hot tub area is underway.

Light bulb changes have taken place.

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

Keith has cleaned all entrances and trash room.

Ice melt buckets have been placed in front of buildings A, B, C and D.

Keith reported that the trash service has overall improved.

Ice buildup occurring in front of the A, B, C and D building entrances was discussed. Bob Seibert has been in communication with Emore with regard to snow removal. The snow removal budget was discussed. An idea was presented to include a "snow removal contingency" line item in the expense budget to assist with snow removal funding during heavy snow years.

Ice and snow buildup on roofs was also discussed. Garage flat roof shoveling has taken place.

A unit Owner Representative in E building requested roof snow removal as she thought there was a roof leak. After roof snow removal efforts and upon investigation, it was determined that the roof did not leak and moisture in unit was due to shower condensation. The Owner Representative additionally turned in a receipt to the HOA for expense reimbursement associated with the leak; the Board will address. It was also noted that the Owner Representative has a history of foul treatment of employees. The Owner will be formally advised that the HOA and HOA Representatives will deal with the Owner directly, not unit representative.

A roof leak occurred into a unit in the A building causing interior drywall damage. A roofer will inspect the roof. Upon discussion, Dennis moved to have the HOA complete repair of the interior damage in the A building unit; Thane seconds and the motion passed.

The snow melt system in front of the garages of the C and D buildings has been working properly with no breaker trips since the electrician completed repairs.

Allied Security has completed the process of installing "cellular transponders" for fire alarm monitoring. It was noted that the Century Link phone lines have been canceled.

Spring projects planned include construction debris clean up (particularly rear lawn), hot tub sand filter cleaning, power washing of all entry's, grill replacements, cleaning all light fixtures and front entrance sign repairs and new lighting install. It was also noted

that Keith would report any items that he sees on site that need to be addressed and also report any units that are being remodeled.

VIII. Old Business

The following Old Business items were discussed:

A. Committee reports.

Maintenance Committee; Dave Ehrenberger stated that the Maintenance Committee will hold it's first meeting on Wednesday March 10, 2020. Items to be discussed include establishing charter, scope, process and establish list of maintenance items to address.

An updated Architectural Modification Request form was presented and reviewed; this would replace the existing modification request form. Upon review, Patti moved to approve the updated Architectural Modification Request form; Dennis seconds and discussion ensued:

Thane moved to amend the motion to include revision to page 2, item 3 "Front door locksets and deadbolts" to change the word "recommended" to "suggested". With no second, the motion failed.

Bob moved to amend the motion to include deletion of page 2, item 3 "Front door locksets and deadbolts"; Thane seconds. Upon vote, this motion did not pass.

Thane moved to amend the motion to including the striking of page 2, item 5 "Flooring"; Bob seconds. Further discussion took place with regard to including the possible addition to this section of requirement to meet established "STC and/or "IIC" ratings. Upon additional discussion, Thane withdrew his motion with the understanding that STC and IIC ratings will be investigated and the Board will revisit this section with future possible amendment to include STC and IIC rating insertion.

Thane moves to amend the motion to include revision to page 2, item 4 "construction noise hours" to be permitted from 8:00 am until 6:00 pm (revised from 8:00 am until 5:00 pm); Bob seconds and the motion passed.

Thane moves to amend the motion to include revision to page 2, item 4 "construction noise hours" to include allowance from 8:00 am until 2:00 pm on Saturdays (revised from "no" construction noise on Saturdays); Bob seconds and the motion passed.

With original motion on the floor and subsequent amendments, President Kathy called for the vote; upon vote, the motion to approve the updated Architectural Modification request form passed as amended. Revisions will be made to the updated form and sent to Owners for review and comment. Consideration for adoption of the updated Architectural Review Form will be an item on the next Board meeting agenda.

Dennis reported on the garage roofs. He noted that the garage roofs have been shoveled. Upon inspection of the roofs, there were two conditions that could cause leak issues that are recommended to be addressed. One, the flashing termination point should be

corrected. Two, the flat roof vents should be removed. Excellent Construction is preparing a proposal to address. Additionally, an engineer has investigated the roofs to determine “what snow load” the flat garage roofs could withstand. The engineer states that 3-4 feet of snow is supportable, however when the snow turns to ice, it adds significant weight. It is likely that roofs will need to be shoveled one time per year.

Finance Committee: The Finance Committee reported that 2019 fiscal year end financials have been finalized and sent to the CPA for tax return preparation. January 2020 financials have 1 outstanding item to be addressed and then they will be approved.

Patti presented a cash flow summary of the exterior renovation project.

As electronic dues payments are becoming more prevalent, an amendment to the Association Collection Policy was discussed as follows (updates underlined):

- “i. a returned charge check or any type of electronic payment of \$100 plus any related bank charges that the Association incurs because of the returned check; and
- ii. If notice has been sent pursuant to C.R.S. 13-21-109 and the total amount due set forth in that notice is not paid within fifteen days (15) after such notice is given, the person issuing the check, any type of electronic payment, draft or money order will be liable to the Association for collection of three (3) times the face amount of the check, but not less than \$100.

Patti moved to approve the amendments as presented; Dennis seconds and the motion passed. The amended policy will be presented to Owners for review and comment and will be placed on the next Board meeting for consideration and adoption.

Participation in the “ACH” program (automatic dues payment) is recommended for all Owners.

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

Grounds Committee: It was noted that a preliminary landscape proposal was received from Neils Lunceford. The Grounds Committee will review and meet on site with Neils Lunceford to discuss.

Rules Committee: It was noted that the Rules Committee is working to establish a committee chair as well as recruit members.

B. Insurance: The HOA insurance policy renews this coming March 17, 2020. The Lake Forest HOA insurance Agent with REHIA Steve Deraddo shopped the market and determined that the CAU Policy continues to be the most competitive policy on the market for Lake Forest. The Board reviewed the 2020-21 renewal proposal to include coverages and the renewal premium. Upon review, Dennis moved to accept the 2020-21 renewal proposal as presented; Bob seconds and the motion passed.

Steve Deraddo continues to work with Excellent Construction to determine if the A Building concrete wall situation was an insurable event.

A draft “Insurance and Maintenance Responsibility Chart” has been received from Attorney Mark Richmond. This will be reviewed and discussed further.

D. Security System Addition: The addition of a security system at the trash building is underway.

E. Units with second garages, dues: As discussed above, the following units have been identified to have “second garages” and were billed \$45 per month beginning March 1, 2020:

B 303, D 204, D 303, E 306

All four units have been sent notification via email and certified mail.

F. Fire Systems Alarm Monitoring: As noted above, Allied Security has completed installation of cellular responders. The Century Link phone lines will be canceled.

IX. Owners Forum

During the Owners Forum, all Owners were given the opportunity to speak.

An Owner stated that he was surprised to learn that each unit does not have its own unit water shut off. It was noted that domestic water plumbing supply lines are “plumbed in stack”. Owners discussed “water leak” alarms.

An Owner recommended that the “ACH” dues payment form be included in the welcome letter sent to new Owners upon purchase.

An Owner commended the Board for establishing a Maintenance Committee and stated that notice of the Maintenance Committee meetings should be sent to all Owners.

An Owner stated concern that an insurance claim had not been filed for the \$30,000 foundation item repair/ loss; it was noted that the insurance company had been contacted and per preliminary reports there is no coverage due to foundation earth movement. The official written response is pending.

An Owner commented on the paint colors applied in the stairwells. The light color is “not working” and repainting of the light-colored stairwells should occur.

A ground floor Owner noted that the concrete skim coat addition to the ground floor patios is peeling up. Additionally, the area in back of his unit has water flowing “towards/ onto” his patio rather than away from patio and this needs to be corrected.

X. New Business

The following new Business items were discussed:

A. 2020 Annual Owner Meeting Agenda Items: The Board discussed agenda items for the 2020 Annual Owner Meeting. Items thus far include presenting of the past (a review of the exterior renovation project), short term rentals, a representative from the Town of Frisco, Construction Committee update, rules, insurance, smoking, distribution of

exterior paint code numbers, ACH dues payment recommendation, ARC Form handout and explanation and Insurance and Maintenance Responsibility.

XI. Next Meeting Date

The next Board of Directors meeting is scheduled to be held May 18, 2020 at 6:00 pm.

XII. Adjournment

At 8:44 pm the meeting was adjourned.

Approved: 5-4-20