

**LAKE FOREST CONDOMINIUMS
BOARD OF DIRECTORS MEETING
April 26, 2022**

I. CALL TO ORDER

The Lake Forest Board of Directors Meeting was called to order at 5:32 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:

Thane and Leanne DuPuey, 301E

Hub Helm, 302A

Doug Smith, 104B

Dennis Burke, 304D

Steve and Maddie Mishkind, 104D

Dennis Murphy, 203C

Potential unit buyer David Remster was on the call.

Representing Summit Resort Group was Kevin Lovett and representing Bells and Whistles Property Management LLC was Anastasia Bell.

II. MEETING NOTICE

It was confirmed that the meeting was properly noticed.

III. MEETING MINUTES REVIEW/APPROVAL

It was noted that minutes from the 2/15/22, 3/10/22 and 3/24/22 Board meetings were approved via email.

IV. ADOPTION OF PROPOSED AGENDA

The agenda was adopted with the addition of discussion of "Community Visioning" under New Business.

V. ACTIONS VIA EMAIL

Patti moved to approve the following actions via email:

4-20-22 JBS and Ceres Landscape proposals 2022, approved

4-19-22 Board member appointments, approve Sally DeLong to fill Bill Gibson term and Keith Willy to fill Dennis Murphy term

4-19-22 Sally DeLong appoint to Landscape Committee, approved

4-15-22 Unit F 202 ARC request exterior guest bedroom door replace, not approved

4-14-22 Keith Willy appoint to Maintenance Committee, approved

4-12-22 Unit B 301 ARC Water heater replacement request with vent to the exterior, denied

4-12-22 Unit B 301 ARC Countertop, sink, closet doors replace, approved

4-12-22 Unit A 202 ARC Install 2 Murphy beds, approved

4-8-22 Unit A 202 ARC Fireplace remodel request, approved

4-7-22 Unit A 304 Bathroom remodel request, approved
4-6-22 Unit A 202 ARC Storm Door replacement request, approved
4-5-22 Unit E 302 ARC Bathroom remodel (2) request, approved
4-2-22 Unit B 103 ARC Kitchen recessed light request, approved
4-1-22 Board meeting minute approval (2/15/22, 3/10/22, 3/24/22) approved
3-25-22 Bells and Whistles Property Management, LLC Property Management proposal, approved
3-21-22 Fire Sprinkler inspection report, owners to make adjustments in garages per fire Marshall, approved
3-17-22 SRG to complete nightly hot tub lock ups, approved
3-15-22 Charcoal grill request, denied
3-8-22 Pet Policy and Covenant and Rule Enforcement Policy distribution to Owners, approved
3-6-22 Skylight responsibility; reiterated Owners responsible for their skylights (and all windows)
2-22-22 2021 Tax return, approved

Pete seconds and the motion passed.

VI. OLD BUSINESS

A. President's Report

President Skip welcomed Anastasia Bell from Bells and Whistles Property Management to the management team. Skip noted that Pete will be Anastasia's direct supervisor and Skip will be back up. Skip also welcomed Keith Willy and Sally Delong to the Board of Directors as they fill Dennis Murphy and Bill Gibson's position vacancies created from their resignation. Skip thanked Dennis and Bill for their service.

B. Committee Reports

Maintenance Committee; The following Maintenance Committee report items were reviewed:

-Windows; It was noted that Pella will be on site April 29th to complete the window work in the four remaining units.

-Radon; It was noted that the testing results from unit D 104 came back with very low levels of radon. Owners were made aware that free testing kits are available if an Owner wishes to test for radon in their unit.

-Attic insulating and tenting; Excellent Construction has completed the freeze prevention insulating and tenting of the attic spaces in the D Building. C Building will be addressed next, then, Excellent Construction will move to all of the lakeside buildings and then to the buildings on the hillside.

-Landscaping; Six landscape companies were polled for proposals for this season's landscape maintenance. Two companies, JBS Property Services and Ceres were interested in the work. JBS Services will take care of the turf and shrubs and Ceres will take care of irrigation, fertilizing and reseeding. The

committee will meet to determine what work can be done with homeowner volunteers versus what will need to be done by JBS.

-Trees; The committee walked the property with Alpine Tree. Several diseased / dying trees were viewed. Alpine Tree will work to improve the health/ save the trees. Dead tree removal as needed will take place in the Fall. The trees around the hot tub area were discussed. It was noted that these trees do not pose a fire/ life safety threat as the hot tub area is not considered an inhabited structure.

-Insurance claims; The current insurance claims were discussed.

-B 304/204/104 Fire sprinkler leak; Review by the insurance company is underway. The adjuster brought in Belfor as a building consultant, and they provided a bid. The Belfor proposal was significantly less than the initial proposal provided by Excellent Construction. The HOA awaits further guidance from the insurance company and adjuster. A detail of the Belfor estimate will be obtained to compare to the Excellent Construction proposal. The Board was concerned with the insurance coverage and use of a third party company such as "Spectrum" to work on behalf of the HOA to ensure proper funds are allocated to complete the work properly was discussed. Keith Willy is assisting with claims management and will send over Spectrum contact.

-D 302/ 202/ 102 Leak; Repairs are underway for these leak repairs.

-D 304/ 204/104 Leak (2021); Work is nearly complete in these units.

-Insurance Loss Control, Underwriting Risk Management Letter and Response. The Board reviewed the letter received from CAU loss control with regard to the Poz-loc fire sprinkler systems. Upon discussion the Board agreed that a response would be prepared informing the insurance company that the fire sprinkler pipe did not "fail", instead, the leak was caused by the pipe freezing and that Excellent Construction has been contracted to insulate and tent the attic spaces in all buildings to prevent future pipe freeze ups.

-Poz-loc fire sprinkler system replacement; Pete is investigating options for replacement of the Poz-Loc fire sprinkler system in all buildings that currently have the Poz-loc system.

-Fire sprinkler system deficiencies; The last inspection report noted three garages as "deficient" due to plywood decking systems installed that would interfere with the coverage of the fire sprinklers preventing them from full sprinkler coverage in the garage. The owners have removed the plywood, but the fire marshal is requiring further removal of the framing which supported the plywood decking. It was noted that one of the Owners did remove the framing already leaving two garages currently out of compliance. Skip will contact the fire marshal and ask for report/ direction in writing. The two owners requiring framing removal will then be contacted.

-Hot tub securing; The Board discussed hot tub security. Additional installation of fence wiring will be installed this year. The options of installing a “swipe key” system which would track “who” entered the hot tub area as well as the option of installing a surveillance camera system were also discussed. The possibility of installing cameras at the dumpster area as well as the entry / exit of the complex was discussed. These options will be investigated further and possibly added to the plan/ budget for 2023.

-Review of Architectural Request form; It was noted that many Owners are submitting very nice, detailed requests prior to proceeding with projects and the Board is pleased. Owners are reminded to submit Architectural Request forms to Summit Resort Group (KLovett@srgsummit.com) and Kevin will then forward to the full Board and Anastasia for review and approval.

Finance Committee; Patti Tofe presented the Finance Committee report.

-March close financials; March close financials were discussed. It was noted that net income year to date is negative \$7,000 as expenses (primarily insurance premium) are exceeding budget projections.

-Reserve requirements; The committee tracks planned reserve projects. The finance committee requested that the maintenance committee provide an updated list of planned projects in order for the tracking to be updated.

-In unit fire sprinkler head deficiencies; It was noted that during the annual fire sprinkler inspections any painted over fire sprinkler heads will be considered defective and will be replaced. Owners are reminded that they are responsible for their in unit fire sprinkler heads and if they are considered defective, the Owner will be charged the cost for replacement.

-Owner calls to management; Owners are reminded that if they call management for work/ assistance with an item associated with their unit (outside of an “HOA” item) they will be billed.

Rules Committee; Patti Tofe presented the Rules Committee report.

-Pet Policy and Covenant and Rule Enforcement policy; The proposed Pet Policy and proposed revisions to the Covenant and Rule Enforcement policy were sent to Owners. Comments from Owners were received via email and reviewed by the Board. Owners present at the meeting were also given the opportunity to comment. Upon discussion and review of comments received, Pete moved to adopt the Pet Policy and revised Covenant and Rule Enforcement policy; Ron seconds and the motion passed.

VII. OWNER FORUM

Owners were offered the opportunity for comment. The following comments were stated:

-An Owner noted that he was working with Excellent Construction on repairs to his leaking skylight.

-An Owner asked if there was a list of units with fire sprinkler heads issues and if so, was his unit on the list? There are not any currently known fire sprinkler head issues that have not been addressed.

-An Owner would like to pursue installing blown in insulation in his unit attic but is hesitant to do so prior to completion of the attic insulating/ tenting project and requested he be notified when the attic insulating / tenting work is completed in his unit. The Owner was reminded to submit Architectural Improvement request form and receive approval prior to proceeding.

-An Owner asked if the HOA conducts regular checks of grills on unit decks to ensure they are compliant. Site Manager checks for this as best as she can without entering Owner's units.

-An Owner asked if we have Board members that own units in buildings E and F. A Board member has a unit in both E and F.

-An Owner noted that communication is very important.

VIII. NEW BUSINESS

The following New Business items were discussed:

A. Management Transition; It was noted that the management transition to Bells and Whistles Property Management is going very well.

B. Board of Directors vacancies and appointments; It was noted that Board members Dennis Murphy and Bill Gibson resigned from the Board. Keith Willy and Sally Delong were appointed to fill the vacant positions via email.

C. Maintenance Committee appointees; It was noted that Keith Willy was appointed to the Maintenance Committee and will be overseeing the insurance claim projects. Sally Delong has also been appointed to the Maintenance Committee and will be overseeing landscaping.

D. Lake Hill; There was no recent update on the Lake Hill project.

E. Annual Owner Meeting 2022; The 2022 Annual Owner Meeting will be held Saturday June 25th at 1:30 pm. The meeting will be held in the Senior Center building. A zoom attendance option will also be offered but Owners are notified that we cannot guarantee audio/ visual quality. Board of Directors election candidates will be introduced at the Annual Meeting and given the opportunity to speak; the election will be held via email after the Annual Meeting providing opportunity for all Owners to vote. A picnic will be held after the Annual Meeting beginning at 5:30 on site at Lake Forest. The HOA will provide the main dish with Owners bring sides/ deserts and drinks.

F. Community Vision; The future vision of the community was discussed; do we want to be a community of renter occupants or owner occupants? Pete will draft a survey to be sent to

Owner's collecting information with regard to how Owners use their units (rent, owner occupy, etc.).

IX. NEXT BOARD MEETING DATE

The next Board Meeting date is TBD.

X. ADJOURNMENT

At 8:02 p.m. the meeting adjourned.

Approved: _____8-23-22_____