

**LAKE FOREST CONDOMINIUMS
BOARD OF DIRECTORS MEETING
May 3, 2021**

I. CALL TO ORDER

The Lake Forest Board of Directors Meeting was called to order by Bob Seibert at 5:32 p.m. via videoconference.

Board Members Participating Were:

Bob Seibert, President, 303F

Dennis Murphy, 203C

Patti Tofe, Treasurer, 302B

Pete Schaub, 101A

David Ehrenberger, 302A

Ron Crist, Secretary, 104C

Owners Participating Were:

Paul McQuay, E206

Hubbard Helm, F202

Wendy Chen, F306

Jason Berman, E204

Representing Summit Resort Group was Kevin Lovett and representing Summit Property Maintenance was Keith McBrearty. Erika Krainz of Summit Management Resources was recording secretary.

II. MEETING NOTICE

Bob Seibert confirmed that the meeting was properly noticed.

III. MEETING MINUTES REVIEW/APPROVAL

Motion: Patti Tofe moved to approve the February 8, 2021 Board Meeting minutes as presented. David Ehrenberger seconded and the motion carried.

IV. ADOPTION OF PROPOSED AGENDA

The agenda was adopted as presented.

V. ACTIONS VIA EMAIL

1. 4/12/21 Approved April 6, 2021 Maintenance Committee Meeting minutes.
2. 4/7/21 Approved Alpine Trees Service \$4,290 proposal
3. 3/30/21 Approved denial of claim proceeds for C104/204 insurance claim proceeds.
4. 3/23/21 Approved two dog request from potential new owner.
5. 3/23/21 Approved insurance claim proceedings for D104/204/304 leak.
6. 3/24/21 Approved second and final bonus payment of \$43,647.78 for Excellent Construction.
7. 2/10/21 Approved Insurance and Maintenance Responsibility Resolution for presentation to owners.

Motion: Pete Schaub moved to approve all actions taken via email. Patti Tofe seconded and the motion carried.

VI. OLD BUSINESS

A. *President's Report*

Bob Seibert reported that the focus has been on leaks and the Annual Meeting preparation.

B. *Committee Reports*

1. Maintenance/Grounds Committee

- a. Leaks, D304/204/104 & C204/104 – One owner is waiting for permits before starting work. A second owner is about to start the work. There is evidence of an old leak in the corner of a guest bedroom. A remediation plan to prevent reoccurrence needs to be provided to the underwriter. Options that were rejected were routine inspections (logistically impossible), flow meters and automatic shutoffs for the plumbing (cost prohibitive and does not address the fire prevention system or frozen pipes) or insulation of the pipes in the attic (expensive and a weak solution). The most viable option would be a policy that mandates wi-fi enabled thermostats that will send alerts via email to the unit owner and management. This will be the plan submitted to underwriter. The policy will be drafted specifying the requirement for type of thermostat with a recommendation for a specific model, although alternatives can be considered. Pete Schaub recommended obtaining pricing and securing a contractor for the installation. Owners can also opt for a fully monitored system with Allied Security. The units without four wires to the thermostats will require additional work for the smart thermostats. Paul McQuay spoke in favor of a monitored system.

Action Item: Kevin Lovett will ask the underwriter for an extension to the May 15th due date.

- b. Unit Freeze Protection/Flow Logic – This system would work in a complex with a single source of water but is not a viable solution for this property.
- c. Green & Clean Proposal Review – Patti Tofe reviewed the proposal for the five landscaping beds. Half of the shrubs should be flowering. It would be about \$5,000 to implement the landscaping plan and there is \$1,000 earmarked for this landscaping in the budget. Some of the \$7,700 surplus in the Snow Removal line item could be used to supplement the budget. Neils Lunceford owes the Association a refund or shrubs for plants that died and were not replaced. The number of whiskey barrels will be discussed.

Motion: David Ehrenberger moved to approve the Green & Clean proposal. Pete Schaub seconded and the motion carried.

- d. Timber Stair Proposal Review – The proposals were approved by the committee. The first proposal is for removing the rotting steps between

Buildings E and F and replacing the lower five steps on E and lower seven on F with concrete. The cost estimate is \$8,600 and there is \$15,000 budgeted. There was discussion on the potential impact of removing the stairs on the structural integrity. This should be discussed with the contractor. A second proposal was received from Strategic Fence but it was not as thorough. The Board felt comfortable with this bid because the vendor has consistently been less expensive than the competitors and has solved difficult problems for the Association. There was brief discussion about changing the scope of work to new treads on the first four risers since they are not often used but this was rejected since the stairs are not safe and are the only way to access that area of the building.

Motion: Bob Seibert moved to approve the proposal for \$8,624 as presented. David Ehrenberger seconded and the motion carried with one opposed.

- e. B – D Metal Standing Seam Roof Venting Repair Proposal Review – This project is critical for proper ventilation and pest control. This approach was tested on Building A last year. The bid was \$4,900 per building and there is \$5,000 budgeted.
Motion: David Ehrenberger moved to approve the proposal. Patti Tofe seconded and the motion carried.
- f. A – D Furnace B Vent Coating Proposal Review – The bid includes prep work, minor repair and finish coating with a bronze color. The cost estimate is \$2,600. The existing mesh on the vents is not durable. This is an unbudgeted project and the cost will be charged to Maintenance. Patti Tofe recommended using a grey color instead of bronze.
Motion: David Ehrenberger moved to approve the roof venting repairs per the proposal. Pete Schaub seconded and the motion carried.
- g. Reserve Study Proposal Review – The Criterium-Cona Engineers bid was \$2,175 for a standard Reserve Study.
Motion: Pete Schaub moved to approve the Criterium-Cona Engineers Reserve Study proposal. Ron Crist seconded and the motion carried.
- h. Stone Wainscoting – The darker stone is deteriorating and there is some leeching, particularly on the northern exposures. The vendor conducted a site visit last summer and agreed to replace the deteriorating stones. The subcontractor has the stone and is planning to do the work this summer. The leeching can be resolved by power washing and will be addressed with Edward Stone when they are on site. A sealant could help prevent reoccurrence or the stone may need to be cleaned periodically. There is cracked grout between the asphalt and stone wainscoting that needs to be repaired.

- i. Windows – David Ehrenberger, Bob Seibert, Pete Schaub and Dennis Murphy will meet with Kerry Montez from Pella tomorrow. She presented a proposal for the first steps of remediation that include finishing the first sash of the triple sash bedroom window installation and an assessment of the other windows and sliding doors to determine which have high altitude glass. It has been confirmed that all 64 triple sash windows in the guest bedrooms are high altitude glass. The other 99 sliding windows and doors need to be assessed and this will entail destructive testing on each type of windows to determine if the glass is appropriate for the high-altitude environment.
2. Finance
Patti Tofe reviewed highlights of the financial report as of March 31, 2021:
 1. Alpine Bank Operating– \$194,941 but this included \$144,000 from the insurance proceeds.
 2. Alpine Bank Reserves - \$169,586, There was a recent payment to Excellent Construction for the 2nd payment for the 50% shared savings and the current balance is about \$139,000.
 3. Accounts Payable - \$62,182. There was a recent payment of \$43,000 to Excellence Construction so the current balance is about \$18,500.
 4. Snow Removal – \$7,795 favorable to budget.
 3. Communication – There is no standing committee. Bob Seibert will send a newsletter after this meeting with highlights.
 4. Rules Chair – Rules will be drafted using a template from another property. They need to be enforceable. Keith McBrearty offered to help with this task.
- C. *Insurance (Responsibility, Loss Control Recommendations/Action/Response)*
The Board reviewed the Resolution. Language was added to Section 1.3.b by the attorney to clarify responsibility for water leaks. There was discussion about making full door replacement an owner responsibility requiring Board approval of the model and maintenance and repair an owner responsibility. Patti Tofe will continue to work on this matter.
- D. *I-70 Noise Abatement*
Patti Tofe spoke to an engineer who is working on this project. They are doing a noise abatement study but will not release the results until it is given final approval. She does not anticipate the noise abatement will be approved but there could be more funds for projects such as this from the stimulus infrastructure bill. Exit 203 is a high priority because exiting traffic backs up onto I-70.
- E. *Comcast TV & Internet Renewal/Upgrade September 2021*
Bob Seibert signed the contract renewal.
- F. *2021 Annual Owner Meeting/Notice/Agenda/Board Applicants & Election*

The Annual Meeting is scheduled to be held on June 26, 2021 via Zoom. The meeting notice will be sent out on May 26, 2021. There will be three or four Board seats up for election. Three terms are expiring and one Board member's unit is for sale. Owners will be informed in the meeting notice that there will be three (and possibly four) seats up for election.

VII. OWNER FORUM

Owner comments addressed the following:

1. Frozen Pipe Prevention – There was a recommendation to standardize the thermostats in the units so they can be monitored electronically, to identify who will be responsible for monitoring and to establish a protocol for addressing issues for owners who cannot respond.
2. Stonework - Damage to stonework needs to be addressed.
3. Rodents – There have been rodent problems in Building E and it should be included in the vent screen remediation project. Bob Seibert said Building E has different conditions than Buildings A – D. Keith McBrearty said rodents may be gaining access through the dryer vents. Patti Tofe suggested filling cracks with steel wool to deter mice.
Action Item: Keith McBrearty will ask the exterminator to add the unit to the monthly service.
4. Unit E204 Pipe – There is a pipe from the bathroom draining into the ground.
Action Item: Keith McBrearty will follow up.
5. Owner Survey – **Action Item:** Kevin Lovett will provide a tally of the returns.
6. Inspections – Keith McBrearty created a list of recommended items for inspections.

VIII. NEW BUSINESS

- A. *Reserve Study*
This agenda item was discussed under Section VI.B.1.g.

IX. NEXT BOARD MEETING DATE

The next Board Meeting will be held after the Annual Meeting.

X. ADJOURNMENT

Motion: Patti Tofe moved to adjourn at 7:31 p.m.

Approved: ____ 8-2-21 ____