

**LAKE FOREST CONDOMINIUMS
BOARD OF DIRECTORS' MEETING
June 1, 2026**

I. CALL TO ORDER

The Lake Forest Board of Directors Meeting was called to order at 5:03 p.m. via zoom.

Board Members Participating Were:

Sally DeLong, Vice President 103B

Lisa Koslowski, Secretary 206F

Keith Willy, Director 203F

Bob Seibert, Treasurer F 303

Pete Schaub, Director 101A

Steve Gross, Director 204B

Owners Participating Were:

Ken Dondero 202A

Anne Marie Horvath 201B

Leanne De Puey 301E

Representing Summit Resort Group was Kevin Lovett.

II. MEETING NOTICE

It was confirmed that the meeting was properly noticed.

III. MEETING MINUTES

The minutes from April 20, 2026, Board meeting were reviewed. Upon review Sally moved to approve the minutes, Keith seconds and the motion passed.

IV. ADOPTION OF PROPOSED AGENDA

The proposed agenda was adopted with the addition of "nesting birds".

V. ACTIONS VIA EMAIL

The following actions via email were reviewed:

4-29-26 Motion: Keith move that the Board authorize Steve Gross and Pete Schaub to release the Request for Proposal (RFP) for Project Manager services dated April 24, 2026 (attached), for the purpose of soliciting proposals related to the HOA capital projects identified therein. This authorization is granted in recognition that the Association needs to make timely progress on the projects identified in the RFP and that additional management bandwidth is required to support planning, coordination, and execution of work anticipated for the upcoming summer construction season.

Limitations / Clarifications:

- This authorization is limited solely to releasing the RFP and receiving responses.
- This motion does not authorize Steve Gross, Pete Schaub, or any other individual to make commitments, enter into contracts, approve expenditures, or otherwise bind the Association.
- All contractor selection, fee approval, scope approval, and contractual commitments remain subject to approval by the full Board.

Time Sensitivity:

Time is of the essence. Board members are requested to provide comments and cast their vote within three (3) days of circulation so that the RFP may be released without delay.

Pete seconds and the motion passed.

5-12-26 Motion: Bob Moved;

Resolved, that the Lake Forest Condominium Association retains the services of J R Harris & Company to do an initial site visit and provide follow-up with an evaluation and repair detail as needed.

Further Resolved, that the Board authorizes expenditures for this engineering evaluation in an amount not to exceed \$5,000, inclusive of all professional fees and related costs, with such expenditure to be paid from the Association's Reserve Funds, consistent with the recommendation of the Treasurer; and

Further Resolved, that the Bob Seibert will personally manage this engagement. This includes being present for the onsite inspection and dealing with any interactions with the company to ensure a complete and satisfactory final report.

Purpose of Motion

The purpose of this motion is to obtain an independent, professional assessment of the hot tub building's structural condition so the Board may make informed decisions regarding safety, scope, prioritization, and potential future repairs or capital expenditures.

Pete seconded and the motion passed.

5-15-26 Motion: Keith moved,

Motion:

The Maintenance Committee hereby recommends that the Board of Directors approve the selection of **Providence Construction (John Collins)** to serve as Construction Manager for the Association's defined capital improvement projects, including the parking lot replacement, drainage improvements, hot tub building structural repairs, garage Radiant heat systems, PozLok replacement, and roofing projects.

Basis for Recommendation:

The Committee's recommendation is based on evaluation of proposals received in response to the Construction Manager RFP, including consideration of technical qualifications, demonstrated project management capability, responsiveness to the RFP scope, and cost structure. Providence Construction was determined to be the most qualified firm with demonstrated experience managing complex construction projects and providing detailed pre-construction, quality control, and project oversight processes.

Rate Structure (as presented in proposal)

The engagement is recommended to include the following fee structure consistent with Providence Construction's proposal:

1. **Pre-Construction Services:**

- o Hourly rate: approximately **\$170 per hour**
- o Scope includes planning, coordination, contractor qualification, bid solicitation, bid review, and project planning
- o Pre-construction scope to include a **not-to-exceed amount** to be established following initial project scoping

2. **Construction Management Services:**

- Fee-based structure applied per project, with an estimated **blended rate of approximately 7%–8% of total project costs**
- Based on current project assumptions, estimated total Project Manager fees are approximately **\$222,500 (approximately 7.18%)** if all identified projects are executed

3. Services Included:

- Bid packaging and contractor procurement
- Cost validation and comparison analysis
- Contract administration (as Owner’s Representative)
- Construction oversight and coordination
- Quality control and field monitoring
- Project scheduling and reporting to the Board

Authorization for Engagement Agreement

The Committee further recommends that the Board authorize:

- Execution of a formal **Engagement Agreement with Providence Construction**
- Agreement terms to:
 - Reflect the **rate structure and scope as presented in their proposal**
 - Include **defined not-to-exceed provisions** for pre-construction services
 - Include **clear definitions of services, deliverables, and reporting expectations**
 - Confirm that Providence Construction will act as **Owner’s Representative** (not as general contractor)

Pete Seconds, and this motion passed.

Upon discussion, Keith moved to ratify the above actions via email; Pete seconds and the motion passed.

VI. COMMITTEE REPORTS

Maintenance Committee: Keith presented the Maintenance Committee report discussing the following items:

Parking Lot; The Board would like to address surface drainage with repair/ replacement of the parking lot. Completion of a topographical survey is necessary prior. Proposals received for completion of the survey were discussed. The Maintenance Committee recommends completion of the survey; Board Representatives will meet on siter with the surveyor to discuss.

Hot Tub Structure; Bob met with the structural engineer at the hot tub area. The engineer noted that there were no immediate major structural concerns. However, there are items to address with addition of reinforcement brackets. The written report is pending; once received, noted repairs will be sent to contractors for proposals to fix.

Grills; It was noted that BMM has installed two new grills.

Fire Sprinkler Systems; It was noted that Element Fire is scheduled to replace failed switches.

Construction Manager; The draft contract with the Construction Manager is under review.

Flowers; It was noted that there will be no flower planting this year due to watering restrictions.

Garage Water Ways; BMM will provide proposal from the electrician to address the garage water ways.

Lighting inspection; Keith will follow up with BMM to ensure the lighting inspection was completed.

Nesting Birds; It was noted that there are approximately 30 soffit vent locations. Birds have taken to nest in some. BMM will be sealing up the vents to prevent birds from entering.

Poz Lok Committee: There was no report from the Poz Lok Committee.

Financial Committee: Bob presented March 2026 close financials in the meeting packet. Bob noted that we continue to run favorable to budget.

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

House Rules Committee: It was noted that the House Rules will be a hand out at the 2026 Annual Owner Meeting.

VII. OLD BUSINESS

The were no Old Business items discussed:

VIII. NEW BUSINESS

The following New Business item was discussed:

2026 Annual Owner Meeting; The 2026 Annual Owner Meeting will be held on June 20th, 2026, beginning at 1:30 pm MTN. Notice of the meeting has been sent to all owners. Picnic planning was discussed.

IX. OWNERS FORUM

Owners were given the opportunity to provide comments.

An Owner expressed appreciation for the hard work of the Board.

An Owner noted that window screen repair can be done at ACE True Value in Silverthorne.

X. NEXT BOARD MEETING DATE

The next Board of Directors meeting will be held on July 13, 2026, at 5:00 pm and will be held via Zoom.

XI. ADJOURNMENT

At 5:50 p.m. the meeting adjourned.

Approved: _____