

**Lake Forest
Board of Directors Meeting
August 17, 2020**

Bob Seibert, Ron Crist, Patti Tofe, Dave Ehrenberger, Pete Shaub and Dennis Murphy were in attendance. A quorum was present.

Owners in attendance were Ben Duhl of unit E 201, Marty Tarabocchia of unit B 301, Cindy Lowe of unit E 202, Carmen Quenzer and Keith Willy of unit F 203, Hub Helm of unit F 202 and Gerry Van Eeckhout of unit D 301.

The meeting was held via Zoom.

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 6:01 pm.

II. Meeting Was Properly Noticed

Vice President Bob Seibert noted that the meeting was properly noticed.

III. Meeting Minute Review/ approval, 5-4-20 and 7-6-20

The minutes from the May 4, 2020 and July 6, 2020 Board meeting were presented. Upon review and without objection, the minutes were approved.

IV. Adoption of Proposed Agenda

The agenda was adopted.

V. Ratify Actions Via Email

There were no email actions taken since the last Board meeting.

VI. Management Report

Keith McBrearty reported on the following Managing Agents items.

A new Maintenance Manager/ Technician report format was submitted.

Owners maintenance requests; it was noted that there was one Owner maintenance request, it was completed with 1 hour spent on it.

Minor repairs or replacements; it was noted that 5 items were completed with 9 items pending. 5 hours were spent on minor repairs.

Routine maintenance items were completed with 124 hours spent.

Meetings were attended totaling 14 hours.

Homeowner communications took place totaling 34 hours.

Important activities/ issues; it was noted that one homeowner from the D building was concerned about unauthorized usage of his unit as his monitoring device reported activity. Upon investigation, it was determined that the activity was actually blinds blowing in the wind.

Keith reported on bat activity and it was noted that this would be discussed further under the Maintenance Committee report.

It was noted that the fire alarm system experienced “communication error” issues in early to mid-July. Issues are believed to have been resolved.

Landscaping was discussed. It was noted that a walk through with Neils Lunceford was completed. An irrigation zone was found “not activated”; it has been activated, lawn is recovering and there is a plan for additional seeding to take place. Bush replacement was discussed; it was noted that the Landscape committee has been discussing replacement under warranty with Neils Lunceford.

New windows were discussed. It was noted that this would be discussed further during the Maintenance Committee report.

VII. Old Business

The following Old Business items were discussed:

A. Committee reports.

Maintenance Committee; Dave Ehrenberger presented the Maintenance Committee report. Dave noted that the siding renovation project was near completion. The maintenance committee has reviewed both punch lists (the “common” punch list and the “unit” punch list) with Excellent Construction and he is near completion of the outstanding items. The committee has requested final invoice from Excellent Construction. There may be a “hold back” on the final payment. It was noted that there is a 1-year warranty once project is completed. Dave pointed out that this was a “fixed price” contract and original agreement stated that if the project comes in under budget, that the HOA and contractor share the savings 50/50.

Dave noted that the details and records of the project has been captured both via hard copy (in binders) as well as digitally.

Dave discussed the status of the stone wainscoting. It was noted that flaking has occurred with some of the stone. Rectification is being pursued with Edward Stone with the cooperation of Excellent Construction. A question was raised with regard to the need for future power washing of the stone and who will complete the work; it was noted that the need for future power washing and if future power washing needs to be completed (and if so “who” completes it) will be determined as needed. Dennis stated that the installation of missing stone caps is underway by Excellent Construction and Excellent Construction has also completed repairs to sections of stone damaged this past winter by the

snowplow. Efforts underway to establish a plan to prevent future snowplow damage to stone.

The Maintenance Committee addressed issues with some of the new Pella windows. It was noted that the outer pane of some of the windows, particularly the triple sash side windows. It is believed that while the new windows were spec'd to be "high-altitude windows", that at least some of them came without the high-altitude specifications. An examination of all windows and inventory will be taken. This is being pursued as a warranty claim with Pella with the cooperation of Excellent Construction. An Owner suggested that an extended warranty on all windows be pursued with Pella.

Dave thanked Pete for headlining the sub-committee of the maintenance committee consisting of Pete, Thane, Kathy and Patti to modify the site management agreement.

The Maintenance Committee discussed bats at the complex. It was noted that members of the Maintenance Committee are meeting with bat experts. There were two incidents of "bats in units" in the past two months. It was noted that upon investigation, the bats entered via an open window or door (as opposed to through a breach in the building). Additionally, there are no signs of bats "nesting" at the complex (only "resting" between feedings).

B Building ground water seepage was discussed. Water is (and has been) seeping (during winter/ spring melt off) into the ground floor of the B Building west vestibule. This has been investigated and proposals received to remediate. The Maintenance Committee stated that this is a high priority repair and recommends accepting the Excellent Construction proposal as soon as possible. The Finance Committee reports that there are funds available to complete the project. An action via email will be sent to the Board members with regard to acceptance of the Excellent Construction proposal.

The planter box timbers on the west side of the trash building were discussed. The timbers were damaged many years ago. Strategic Fence provided a proposal to repair. Other contractors have viewed as well, but they have not provided an acceptable proposal. The Maintenance Committee recommends acceptance of the Strategic Fence proposal to repair the timbers. Dennis moved to accept the Strategic Fence proposal; Patti seconds and the motion passed. The Finance Committee stated that this invoice should be funded out of the unspecified maintenance task list line item.

Retaining walls were also discussed. Strategic Fence will be asked to install monitoring points to track any movement in the retaining walls. Additionally, the Maintenance Committee will be organizing a volunteer work committee to remove trees from the top of the retaining wall.

Finance Committee: Patti presented the "Finance Committee Charter" as prepared by the Finance Committee. Upon discussion, Patti moved to adopt the charter; Dave seconds and the motion passed.

Year to date June 30, 2020 financials were presented.

Owners are encouraged to participate in the ACH dues payment option.

The Finance Committee is working on Siding Renovation cash flows in preparation of receipt of the final invoice and in calculating “under budget” expense savings sharing.

The Finance Committee is working on the 2021 Budget. Overall operating expense increases are anticipated.

Communication Committee: There was no report from the Communication Committee. It was noted that a recent communication from the President was sent. The Board would like to have someone from the Board reach out to new Owners to welcome them! SRG will send the Board notice when a unit sells, and new owner contact information is received.

Grounds Committee: There was no report from the Grounds Committee. It was noted that President Kathy has been working with Neils Lunceford on various items.

Rules Committee: There was no report from the Rules Committee. Volunteers for this committee to include chair are needed.

B. Asphalt Striping; It was noted that previously stripped areas were restriped.

C. Insurance; The “Resolution of Insurance and Maintenance Responsibility” was included in the meeting packet. Board members will review the resolution and offer up comments. Once the Board has approved, the resolution will be distributed to Owners for review and comment and then the Board will consider for adoption at a Board meeting.

IX. Owners Forum

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

An Owner inquired as to which buildings have experienced windowpane breakage. It was noted that only the A, B, C and D buildings.

An Owner commented on the B building west vestibule water seepage and noted that years ago attempts were made to address this. The Maintenance Committee will look into this further. Owners with information regarding this project were asked to provide any information.

X. New Business

The following new Business items were discussed:

A. Announce new committee to negotiate Summit Property Maintenance Contract; It was noted that a committee is being formed to negotiate the Summit Property Maintenance Contract.

B. Website cleanup; It was noted that the website is becoming cluttered with many “old” items that may not be necessary to keep on the website. The Board will review and consider items for removal.

C. Hot tub status (covid-19, closure); It was noted that the hot tub area is still closed due to Covid regulations. The hot tubs are circulating. Options to winterize and completely shut down will be explored

D. Long term renters having animals; An Owner requested permission to allow his long-term renter to have a dog. It was noted that the Declarations prohibit renters from having pets. The Board stated that they are not entertaining a Declaration change.

XI. Next Meeting Date

The next Board of Directors meeting will be held Monday October 19, 2020 at 5:30 pm.

XII. Adjournment

At 7:50 pm the meeting was adjourned.

Approved: 10-19-20