

**LAKE FOREST CONDOMINIUMS
BOARD OF DIRECTORS MEETING
August 2, 2021**

I. CALL TO ORDER

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

Board Members Participating Were:

Skip Hale, President, 101C
Patti Tofe, Treasurer, 302B
Pete Shaub, 101A
Dennis Murphy, 203C

William Gibson, VP, 304A
Douglas Weigand, Secretary, 201B
Ron Crist, 104C

Owners Participating Were:

Elizabeth Koester, 302D
Jaime Natter, 102C
Anne Marie Heneghan, 201B

Steve Gross, 204B
Thane DePuey, 301E
Ben Duhl, 201E

Representing Summit Resort Group was Kevin Lovett and representing Summit Property Maintenance was Keith McBrearty.

II. MEETING NOTICE

It was confirmed that the meeting was properly noticed.

III. MEETING MINUTES REVIEW/APPROVAL

Pete moved to approve the May 3, 2021, Board Meeting minutes as presented. Bill seconded and the motion carried.

IV. ADOPTION OF PROPOSED AGENDA

The agenda was adopted with the addition of “committee assignments”.

V. ACTIONS VIA EMAIL

Bill moved to ratify the following action via email:

Board member officer position appointments

Pete seconds and the motion passed.

VI. OLD BUSINESS

A. President's Report

Skip thanked the Board members for volunteering.

B. Committee Assignments

The Board members discussed the following Committees and appointed chairs and committee members:

-Maintenance Committee; Dennis Murphy was appointed as chair. Pete, Patti and Skip were appointed as Maintenance Committee members. It was noted that “security” will be a sub committee of the Maintenance Committee.

-Finance Committee; Patti was appointed as Chair of the Finance Committee. Cindy Lowe and Ben Duhl will be Finance Committee members.

-Landscape Committee; Bill Gibson was appointed chair of the Landscape Committee. Doug, and Pete will serve as Landscape Committee members.

-Communication Committee; Skip was appointed as chair of the Communication Committee.

-Rules Committee; Patti was appointed as chair of the Rules Committee. All Board members will be members of the Rules Committee.

C. *Committee Reports*

Maintenance Committee; Dennis Murphy led the Maintenance Committee report.

-Freeze Protection; With respect to the frozen pipe leak at the D Building, multiple options were investigated in efforts of frozen pipe prevention. Upon review, the most effective freeze protection system has been found to be a temperature monitoring system provided by Allied Security. With this system a temperature monitoring device will be installed in an inconspicuous spot within each unit. The monitoring devices are tied to a central system for reporting. Dennis moved to accept the proposal from Allied Security to install the system, Bill seconds and the motion passed. The exact install location in each unit is to be determined. In addition, Excellent Construction is working to install a “guard” over the pipes running above the ceiling in the top floor units to include spray foam insulation to insulate the pipes and protect them from freezing. Excellent Construction is starting with the D building.

-Reserve Study; Cona Engineering has completed an update to the Reserve Study; fine tuning of the report is underway.

-Windows; All of the guest bedroom windows have been replaced due to determination that these windows were improperly manufactured. Pella has also completed test replacements on the sliding glass doors as well as the single sashes and has determined that these units were properly manufactured. The Board expects additional testing of all window types to be completed by this Fall.

-Stone; It was noted that some of the dark stones are flaking. The stone manufacturer has not been cooperative, and it is possible that the HOA will need to replace the failed stones at the HOA expense.

-Roof Peak repairs; Roof peak repairs on the B, C and D Buildings have been completed. The Contractor is inspecting the E and F Buildings.

-Vent Stack repairs and painting; Repairs and painting to the vent stacks should begin in the next two weeks.

-Skylight; It was noted that repair to a skylight is on the Maintenance Committee agenda to review.

-Stair Finishing; The Maintenance Committee will be discussing possible products to be used for stair refinishing. It was noted that finding the proper product is key to this project.

-Patio/ gutter system; It was noted that two units are experiencing water pooling and there is a concern of water infiltration into the units. The Maintenance Committee will address.

Finance Committee; Patti Tofe presented the Finance Committee report.

-Landscape expenses; It was reported that the landscape expenses are over \$13,000 this year. A large portion of expense incurred this year was for removal of 32 trees. It is not believed that this magnitude of tree removal will be necessary again for a number of years.

-Budget; Preparation of the 2022 Budget is underway.

-Reserve Requirement Spreadsheet; A spreadsheet was presented to help determine future reserve funding needs.

-Investments; Placing \$250,000 of reserves funds into an internet bank was discussed. The Board supports the overall concept. The Finance Committee presented an option from Marcus/ Goldman Sachs. A Homeowner stated that "VIO" was offering a return of over 1%. The Finance Committee will investigate and report to the Board.

Rules Committee; Draft Rules, both "fuller version" and "short version" were presented. Board members will review and offer comments/ approval via email. Once versions are approved by the Board, the documents will be sent to Owners for review and comment, and then considered by the Board for adoption.

- D. *Insurance*; It was noted that the Insurance Loss Control response was submitted with no response from insurance company.
- E. *CDOT, I-70 Noise Abatement*; It was noted that CDOT has reported that there is no funding available for the requested noise abatement wall.
- F. *Comcast TV & Internet Renewal/Upgrade September 2021*; The Comcast TV and Internet Upgrade is scheduled for this September. Access to each unit is required. SRG will check in with Comcast for scheduling specifics.

VII. OWNER FORUM

Owner comments addressed the following:

-An Owner asked if there were any rules that applied specifically to renters. It was noted that renters are not permitted to have pets and that Owners doing short term rentals must comply with Town of Frisco short term rental registration and licensing requirements.

-An Owner inquired as to what is required with regard to gaining approval for unit remodeling work. It was noted that Owners are to fill out the Architectural Improvement and Remodeling form and send in for review and approval.

-The Owners discussed the "New Owner Welcome Letter" and how best to get it to new buyers. It was noted that the Welcome Letter along with the New Owner Contact Information form are sent to the title company with closing documents and the title companies are asked to provide to the new owners. It was suggested to give the Welcome letter to the seller and ask that the seller provide the welcome letter to the new owner. The welcome letter will also be posted at the hot tub area.

-An Owner asked about the windows and if any notice will be given to Owners once the window work is completed, as well as warranty information. It was noted that yes, Owners will be notified once the window work is completed, and the warranty period will begin once the work is completed.

-An Owner asked if the HOA attorney has been contacted to determine if it is worthwhile to pursue legal action against the stone provider and encouraged the Board to talk with the attorney. The Owner asked if grout repairs had been completed. It was noted that yes, grout repairs have been completed. It was also suggested to "seal" the stone.

-An Owner noted that trees were growing out of the RR ties between E and F Buildings and recommended removal.

-An Owner noted that he likes to keep his heat at no more than 50 degrees, and he is reluctant to increase it higher. If the Board requires heat to be set at a higher temperature, he asked what is his penalty? The Owner asked the board to consider a heat setting of 50 degrees as the minimum temp.

-An Owner stated that when it comes time to replace / repair skylights, that this be an HOA project and expense.

-An Owner noted that he wishes at some point in time to replace his fireplace and requests the Board allow through wall venting. He noted that he does not feel the HOA should have the authority to approve/ disapprove interior unit remodeling work. The Board requests that all Owners pursuing interior unit remodeling work fill out and send in the request form so that all can be aware of the activity, be aware of construction noise as well as remodeling debris and possible messes in the common areas.

-An Owner stated disappointment with the number of dogs running off leash. Rules need to be completed and enforced.

-An Owner recommended the addition of parking striping lines in the parking spaces around the hot tub structure/ center of complex.

-An Owner expressed concern of solicitors on property. It was noted that Summit County allows solicitations, however, site management discourages solicitations.

VIII. NEW BUSINESS

A. Motion to hire roof engineer for analysis of clubhouse roof replacement projected reserve budget in 2021; analysis of all other roofs. It was noted that this is not needed at this time.

B. Motion to approve contract for Temperature Monitoring sensors for insurance mitigation implementation. It was noted that this was completed earlier in the meeting.

C. Motion to approve Unit Inspections. Triggered by recent plumbing leaks, the Maintenance Committee is requesting approval to put in place a procedure to inspect unit plumbing lines, fixtures and appliances in efforts to alert and advise Owners to take steps to ensure proper maintenance and upkeep to prevent leaks. Upon discussion Pete moves to authorize the Maintenance Committee to create a protocol and plan for inspections; Doug seconds and the motion passed.

D. House Rules; review new draft. The House Rules drafts were reviewed as stated above.

E. Welcome packet; review new letter. The new Welcome Letter was presented. Board members are to review and offer comments / approval via email.

IX. NEXT BOARD MEETING DATE

The next Board Meeting will be held Monday October 18, 2021, at 5:30 pm.

X. ADJOURNMENT

Bill moved to adjourn at 7:39 p.m. Dennis seconds and the motion passed.

Approved: __10-18-21____