

LF Maintenance Committee Meeting Minutes

Date: June 12, 2025

Attendees: Keith Willy, Lisa Kosloski, Jack William, Anne Marie (HOA member)

Meeting Called to Order: 6:00 PM

I. Administrative Items

A. Approval of Agenda

1. Landscaping report added to the agenda per Sally's request
2. Motion to accept changes passed

B. Approval of Previous Meeting Minutes

1. Motion made and seconded
 2. Minutes approved
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II. Johnson Controls Fire Inspection

- A. Annual inspection completed per contract
 - B. Invoice misrouted, led to temporary collections issue
 - C. Johnson Controls bid \$30,000 for remediation
 - D. Jared's company completed work for ~\$7,000
 - E. Discussion on possibly contracting Jared's company for future inspections
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III. 2023 Flood Event

- A. Final checks were issued to the six units affected by the 2023 flood, officially closing the matter.
 - B. Jack William raised questions about how many homeowners were able to receive reimbursements through their HO6 insurance policies.
 1. Keith Willy confirmed that at least two homeowners successfully received loss assessments, but there is no formal reporting mechanism to track this across the HOA.
 2. Jack emphasized the importance of understanding what specific policy provisions enabled those reimbursements, suggesting that if a particular clause—such as a “special assessment” rider—was the trigger, other homeowners should be encouraged to add it to their policies.
 3. Lisa Kosloski noted that one homeowner, Bob, received a payout and likely had a special assessment clause in their policy.
 4. Jack contrasted this with experiences at other properties, where insurance companies denied claims due to the absence of a formal claim or a shortfall between HOA insurance and homeowner responsibility.
 5. The committee agreed that educating homeowners on the importance of specific HO6 policy provisions—especially special assessment and drain backup coverage—should be a priority.
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IV. Landscaping Committee Report (Sally)

- A. Spring cleanup and mowing completed
 - B. Flowers planted; no hanging baskets this year
 - C. Maintenance list additions:
 1. Grill maintenance and propane tank return
 2. Evaluation of grill condition and parts replacement
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V. Architectural Review Compliance

- A. Ongoing issue with unapproved unit work
 - B. Proposal for quarterly reminders to homeowners
 - C. Discussion of fines for non-compliance
 - D. Plan to include reminders and forms in quarterly communications
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VI. Hot Tub Monitoring and Maintenance

- A. QR code signage installed for real-time issue reporting
 - B. Daily monitoring by Buffalo Mountain confirmed
 - C. No complaints received via QR system
 - D. Proposal to install external digital thermometers
 - E. Suggestion to separate operational vs. maintenance costs in accounting
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VII. Maintenance List Review

A. Grills

- Propane tanks have already been returned to the grills
- One grill, located below where snow is typically pushed (likely between buildings B and C), is not functioning properly. The flavor bars in this unit are corroded, and it currently has no propane attached due to its poor condition
- Jack William recommended replacing the flavor bars for all grills, noting that there are likely two different grill models in use
- He also suggested replacing the grill plates themselves to improve cleanliness and user experience, especially given the high volume of community use
- Jack emphasized that this type of maintenance—replacing flavor bars annually and grill plates every one to two years—would help maintain the grills in a more appetizing and functional condition
- Keith Willy agreed to locate the previous email with the link to the replacement parts and make a motion to the board for approval of the purchase
- Jack also committed to identifying the second grill model and providing the appropriate link for its parts
- Some grills need flavor bar and grill plate replacements
- Recommendation to replace flavor bars annually and grill plates every 1–2 years for cleanliness and usability

B. Roofing

2. Riley Roofing was recommended for upcoming maintenance without soliciting additional bids
3. Justification for sole-source recommendation:
 - Riley Roofing was previously selected by a high-end Keystone property after a competitive interview process involving five contractors
 - The company, led by Derek Riley, is highly responsive and treats the area as a core market, unlike Denver-based contractors who often cancel or delay
 - Riley provided a comprehensive drone-based inspection report with detailed photographic documentation and a \$15,000 bid
 - The committee emphasized the value of this no-cost, high-quality assessment
4. Jack William cautioned that using Riley's report to shop for lower bids would likely damage the relationship:
 - "He doesn't really want you using this to get other bids and quotes... Don't expect me to come up and do this again," Jack noted, emphasizing the importance of honoring the trust and effort Riley Roofing invested in the assessment
5. The committee agreed that the proactive maintenance approach aligns with long-term cost savings and risk mitigation, especially in light of recent HOA industry trends

C. Rock Facade and Wainscoting

1. Significant deterioration observed in the stonework and mortar
2. Jack William noted that compared to other properties he manages, Lake Forest is experiencing an unusually high failure rate in both lower and upper facade areas
3. Issues include:

- Mortar missing entirely in some areas
 - Loose or fallen stones, especially at the base and ledges
 - Suspected installation or material quality issues
 - 4. Jack recommended:
 - Applying a sealer to prevent further water intrusion and mortar degradation
 - 5. Keith recommended exploring warranty claims with the original contractor
 - Inquire about materials and workmanship warranties with Excellent Construction
 - Inquire about the same with SRG Group.
 - 6. A vendor is preparing an estimate for repairs and sealing
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VIII. Annual Meeting Preparation

- A. Property cleaned and painted
 - B. Hot tub structure roof repairs completed
 - C. Stairwell window screens ordered
 - D. Additional hot tub improvements discussed
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IX. Other Topics

- A. Plumbing Stack in Building A
 - Drain backups discussed
 - Recommendation for HO6 policy coverage
 - B. Downspouts
 - Backside downspouts frequently damaged
 - Proposal to replace with PVC extensions
 - C. Window Screens
 - Several units have damaged screens
 - Plan to notify owners and enforce maintenance
 - D. Stairwell Maintenance
 - Painting and staining discussed
 - Specific splintering board identified for replacement
 - E. Gravel and Asphalt
 - Awaiting estimates for replacement and re-surfacing of the parking lot.
 - The committee reviewed ongoing issues with gravel and boulders, particularly in areas where snow is pushed during winter.
 - current situation as inefficient and unsustainable:
 - Rocks are repeatedly pushed and lost during snow removal and must be manually raked back each spring
 - This cycle is labor-intensive and results in long-term displacement and degradation of the gravel surface
 - Committee questioned the original purpose of placing gravel in these areas, suggesting it may have been intended for erosion control but is no longer effective.
 - Recommendations included:
 - Replacing gravel with a hard-packed surface or extending asphalt into these zones
 - Installing a metal edge or barrier to delineate snow push zones and prevent gravel migration
 - Avoiding labor-intensive efforts to retrieve rocks from the boulder field, which pose safety and cost concerns
 - Jack committed to sending a crew to rake back displaced gravel in the short term but emphasized the need for a long-term solution, possibly as part of the upcoming asphalt project.
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 - Discussion on replacing gravel with asphalt
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X. Adjournment

A. Next Meeting: August 14, 2025

Action Items

1. Keith to follow up with Jared's company about future inspection contracts
2. Keith Include architectural review reminders and forms in quarterly newsletter
3. Keith to propose grill part replacements to the board
4. Keith to make motion to Approve \$15,000 roofing bid from Riley Roofing
5. Keith to Investigate warranty options for rock facade issues
 1. (Note – Thane informed Keith Monday 6/16/2025 that Thane scheduled meeting with Ed Storako to inquire about workmanship and materials warrantee. Thane will report back to Keith on Findings).
 2. Keith also inquired with Kevin Lovett about access to contracts and purchase orders to review for warrantee provisions.
6. Label basement drains as "stormwater only"
7. Window Screen Maintenance:
 1. Lisa to send list of damaged window screens to Keith
 1. Lisa provided list including torn screens
8. Keith to make motion to issue notices to home owners reminding them that
 1. Screen maintenance is the responsibility of home owners
 2. The HOA will bill for repair of screens if screens are not repaired by home owners within 45 days of notice.
9. Jack Get quote for PVC downspout replacements
10. Keith will include a reminder in the next quarterly newsletter encouraging homeowners to review their HO6 policies and ensure they include
 1. Special assessment and
 2. Drain backup coverage.