

Lake Forest HOA

# Maintenance Committee Meeting

## MINUTES

December 8, 2020, Tuesday 5:30-7:00pm

**Location:** GoToMeeting

**Members Present:** Patti Tofe, David Ehrenberger (Chair), Bob Seibert, Pete Shaub; Dennis Murphy, Ron Joy. **Owner Present:** Ben Duhl. **Absent:** Keith (death in family)

**Attachments:** Maintenance Cte Minutes 10.14.2020; Maintenance Priority Spreadsheet (updated); Site Manager Monthly Report

1. Minutes: 10.14.2020 Approved as written
2. Site Manager Report—reviewed.
3. Maintenance Prioritization Spreadsheet (David)--updated
4. Property Maintenance Issues—Priority Projects
  - a) Pella Window Defects (Dennis, David): report on replacement project and first phase completed last week. cursory inspection of several additional windows: documented some pillowing. Should hear back from Pella by the end of this week. Discussed options regarding engagement with Pella Corporate re other defective windows (aside from the 64 3-sash required windows, there were 99 optional windows and sliding doors purchased and installed). To date, numerous emails and communications to Pella Corporate, including the President, have been met with no accountability regarding Pella's failure to deliver the 'high altitude' windows ordered (beyond the 3-sash above). Options discussed: warranty follow up vs. legal action. Will await the feedback from Pella after the report from its installation crew is received as above.
  - b) Bat Mitigation (David)—Guano clean up in the 5 affected units completed.
  - c) Fire Sprinkler Inspection and Repairs—Report (David)
    1. Western States Invoice—David will work with Bob on addressing our concerns re poor WS performance during inspection (claimed Building D stack ½ sprinklers were not working; claimed 2 backflow valves were defective). On the \$5800 invoice, will deduct the avoidable HOA costs of \$1500.
    2. Unit owner invoicing—regarding the "painted over" sprinkler heads, any costs will be borne by the respective owners.
  - d) Garage and Building A Planting box repairs (Pete, Dennis)--Completed
  - e) Garage Roof Repair Project--12 garages to the West of Building E (Dennis)--completed
  - f) Snow removal work—(David) Costs noted to be excessive so far this season.
    1. Emore scope: Remove snow if >3"; Shovel 4-5' walkways to vestibules.
    2. Summit Property Maintenance: shoveling 1-3"
      1. Will discuss with Keith, possibly purchase a snow blower, or ATV with plow blade.
5. Other Maintenance Issues:
  - a) HOA Signage update (Bob): update. Garage sign is being installed this weekend. Other signage needs to be inventoried.
  - b) HOA Photo-documentation (Patti)—Steve DeRaddo update. Patti has discussed with Steve and will forward photos from HOA Newsletters which will meet our insurance needs.

- c) Hot Water Heater and Toilet replacement program idea (Patti)—update. Suggestion to craft recommendation options (products, installers, prices) for replacement and present at the yearly owners meeting.
  - d) Closures for the ADA doors in Buildings A&B vestibules (Dennis, Keith)—Completed
  - e) HOA Entry Sign—repair of the electrical conduit by Darrel. David will follow up with Keith.
6. Spring projects:
- a) Complete work on roof peak ventilation
  - b) Repair timber stairs between E&F (Ed: replace bottom half of stairs with concrete)
  - c) Build timber stairway between C&D: Ed's bid was \$8786
  - d) Stone wainscoting repair work—Edwards Stone has committed to this repair work (T&M)
  - e) Building A Timber Planting Bed (Pete)
  - f) BBQ Propane Monitoring: installation of gas gauges (Keith)
  - g) Gravel Dressings Buildings A-D (between buildings and garages)
  - h) Removal of dead pine trees: lakeside (Pete)
  - i) Spa Building Trees—selective removal
  - j) Triennial Roofing inspection
  - k) Buildings E&F retaining wall monitoring (Keith)—Next measurement will be in April 2021.
7. Landscaping:
- a) Patti to talk with Julie about some work that was paid for but not done
  - b) Building A&B sprinklers, lawn and landscaping
8. Owners Forum: no additional owner input.
9. Next Meeting—Tuesday, February 9, 2021 5:30pm

--David Ehrenberger