

Lake Forest HOA

Maintenance Committee Meeting

MINUTES

February 9, 2021, Tuesday 5:30-7:00pm (Zoom)

Members Present: Patti Tofe, David Ehrenberger (Chair), Bob Seibert, Pete Shaub; Dennis Murphy;

Owners Present: Hub Helm, Marty Tarrabocchia. **Absent:** Keith McBrearty (meeting conflict); Ron Joy

Attachments: Maintenance Cte Minutes 12.8.2020; Maintenance. Priority Spreadsheet; Site Manager Monthly Report

1. Minutes: 12.8.2020 approved as written
2. Site Manager Report (David, on behalf of Keith)
 - a) Reviewed January report: 36 hours (shoveling) and 17 hours (Fire Watch)—important to clarify hours attributed to flood. Will clarify with Keith re “Lost track”?
 - b) **Comments in report re existing deck venting of fireplaces; hot water heater venting out wall—this has not been previously known to the Board or this Committee. Needs investigation, documentation of units involved and possibly a remediation plan.**
3. Maintenance Prioritization Spreadsheet (David)
 - a) **Reviewed line items, edited. Will add Springtime projects (#6 below)**
 - b) Maintenance Ledger Accounts (Patti)—discussed Patti’s excellent analysis over the past 5 years.
4. Property Maintenance Issues—Priority Projects
 - a) Building D Flood—D304, D204, D104
 1. Damage, cause, plans for remediation
 1. D304 furnace failure led to rupture of water line in attic
 2. WSFP repaired sprinkler damage by restoration company (D104)
 2. HOA insurance adjuster—Dennis and David met with Jim Suminski 2/4/21 after his site visit
 1. Belfour construction company will present a bid to restore damaged units to original construction grade build; owners can either use Belfour or have their own contractors or Ed to the work, with any additional improvements out of pocket.
 3. Lesson learned—attic water pipes are standard across the HOA and rely on heat from units to avoid freezing. Board discussion 2/8/21 explored WiFi-enabled thermostats that will alert owners if unit temps too low (reflecting furnace failure).
 4. Discussed Board oversight of HOA and Owner insurance company/adjuster claim activities; Kevin has already invoiced D304 and C204—we will ask him to be the point person, supported by Dennis and David.
 - b) Building C Water Damage: C204, C104—briefly addressed (failure of C204 bathroom plumbing improvements in prior years led to damage in unit below)
 - c) Pella Window Defects (Dennis, David): report on replacement project; meeting with Doug Pfadenhauer, site visit 2/8/21, plan.
 1. Dennis: Doug met with Ed, examined wrapped, unused windows (stored in garage), examined all types of windows installed (optional), documented the model numbers; Ed will ship one of the packaged/extra windows to Doug for

further analysis. Though some windows were seen to be pillowing, it does not appear that all optional windows will need to be replaced.

2. Fire Sprinkler Inspection and Repairs—Report (David): WSFP Invoice resolution

- d) Snow removal work—(David) —updates re Keith & Son's snow removal roles, performance, use new HOA snow blower.

5. Other Maintenance Issues and New Projects:

- a) HOA Signage update (Bob): update (tabled till next meeting)
- b) Architectural Improvement and Remodeling: A202 request (approved)
- c) Recycling Consultation--High Country Conservation Center--scheduled by Keith, update at next MC mtg.
- d) **Roof stacks: repair, paint, secure**—add to Spring projects Maintenance Project spreadsheet
- e) Deck snow removal—owner responsibilities (discussion)—Maintenance Committee recommends the HOA/Board craft a rule to clear snow and icicles. If owners are absentee, then they would be responsible to contract for this work to be done.

6. Spring projects (reviewed):

- a) Complete work on roof peak ventilation: Buildings B, C, D
- b) Repair timber stairs between E&F (Ed: replace bottom half of stairs with concrete)
- c) Build timber stairway between C&D: denied; safety issue accessing meters and signage to prohibit passage—Pete to explore
- d) Stone wainscoting repair work—Edwards Stone to do 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: April 2021.
- l) Spa deck painting

7. Landscaping:

- a) Patti: update re Lunsford (work that was paid for but not done): ~\$355 left over from our 2020 contract; there is a 50% reduction in spring clean-up invoice (due to poor performance).
- b) Dennis reports he has come across a company that does decorative flowers—they will do a draft proposal for our consideration by Spring
- c) Building A&B sprinklers, lawn and landscaping planned for Spring

8. Owners Forum

9. Next Meeting—April 6, 2021, 5:30p (Zoom)

--David Ehrenberger