

Lake Forest HOA

Maintenance Committee Meeting

MINUTES

April 29, 2020, Wednesday 6:00-7:30pm

Location: GoToMeeting

Members Present: Dennis Murphy, Kathy Chinoy, Pete Shaub, Ron Joy, Thane Du Puey, David Ehrenberger (Chair), Patti Tofe; **Absent:** Bob Seibert

Attachments: Maintenance Cte Minutes 4.8.2020; Maintenance Priority Worksheet; Owner-Reported Issues Form DRAFT; Architectural Improvements and Remodeling Policy and Request Form FINAL

1. Minutes: Approved as submitted
2. LF HOA Maintenance Budget
 - a) Sale of the LF HOA Owner's unit contributed \$250 to Reserve Funds—Board Minutes from 5.14.2018 referenced **Unit proceeds and reserve funding: to be addressed at the Board meeting in May**
3. Property Maintenance Issues--current and ongoing (see attached)
 - a) Maintenance Prioritization Spreadsheet: overview of worksheet and current prioritization. David sheepishly admitted the tool has proved to be too complex.
 1. **A simplified prioritization tool with only "priority" and "urgency" as variables will be sent out to Cte members who have yet to complete their issues prioritization**—attendees agreed to return completed "short form" by next Wednesday. This member input will then be collated for sharing/discussion at next month's Cte meeting.
 2. Adoption of any identified and prioritized maintenance issues by specific Cte members ("Owners") will be critical to ensure things get done and that this work is shared equitably. Going forward, identified issues without owners will not be addressed or managed by this committee.
 - b) Specific Issues:
 1. Maintenance expenditures. Maintenance Cte budget for this year is \$12k. Discussed process for line-item, non-routine expenditures. **Will address at the Board re whether the Cte may be delegated authority to authorize these expenditures within the yearly Board approved budget** (vs. requiring Board-approval for all non-routine items).
 2. Attic Ventilation:
 1. Ed will evaluate attic ventilation beginning with Buildings A-D: Proposal sent out today—Total \$1,468; Focus on ventilation (adequacy) but he will also note any evidence of bat intrusion. Ed has received an email regarding the imperative of using proper PPE/respirator where bats may live (risk of histoplasmosis) per Department of Wildlife (DOW) recommendations.
 1. **Send DOW recommendations to Dennis to reinforce with Ed.**

2. Department of Wildlife: David spoke with Stacy Chase from the Department of Wildlife earlier this month re bat intrusion evaluation and mitigation planning. Summary of this discussion:
 1. The DOW can do both the inspection and the mitigation work (no need for a pest company to be involved). Cost is \$175/hr and typically takes 2-3 hours.
 2. Unfortunately, *there is a moratorium on any other bat mitigation work from 4.15.2020-8.15.2020*. After this period (late summer), mitigation priorities will include blocking entry “doors,” install one-way (out) doors, then clean and decontaminate guano.
 3. Bats as biohazard: histoplasmosis is the biggest risk (potential for severe respiratory infection and chronic lung disease)—essential to use respirator where there are bats/guano in attics. Note that the regional prevalence of Rabies is <0.5% per Stacy.
 4. David asked Stacy to ensure LF HOA is in her queue for scheduling the eval and mitigation work as early as possible this late summer. **Keith will also follow up with Stacy to ensure we get this work completed this year.**
4. Garages Buildings E&F: update on owner notification re interior wall code violations (Kathy)—Kevin has sent out 1 letter to the 4 owners explaining this requirement and to remove the walls by 8.1.2020; **David will ask Kevin to send a second letter in early June.** Kathy notes one owner has already removed the wall. Keith will confirm all walls removed by the August 1 deadline.
5. Stone wainscoting: flaking, leaching (Dennis)
 1. Edwards Stone has been notified that the new stone wainscoting has been found to be both leaching and flaking. Dennis reports they will be inspecting this weekend. Keith is concerned the stone was not sealed. **DM to ask Ed for the contract with Edward Stone**—as we consider remediation work, the warranty on material will be important.
4. Property Maintenance Responsibilities (all)
 - a) There has been no feedback on responsibilities spreadsheet distributed at last Cte meeting.
 - b) **Thane and Pete volunteered to work with Keith to review and draft an updated property manager responsibilities spreadsheet with attention to scope, routine delegated activities, communication etc. They agree to present this draft at the Cte meeting next month.**
5. Owner-Reported Issues Form (common and limited-common elements):
 - a) Reviewed draft, one-page document. Edits suggested.
 - b) **Updated form will be presented to the Board next month for approval. Then will ask Kevin/SRG to post on our website for easy access by owners.**
 - c) **Share form and process at the Annual Owners meeting.**
6. Construction Committee (sunsetting by Board 1.2020) follow up items: see Minutes from last meeting—updated with subsequent input from Ed. Most of this work is scheduled for completion in May.
 - a) Report on status at next Maintenance Cte meeting (May)

- a) Unit punch list—Pete expresses concern that there are unit-specific items yet to be completed in spite of repeated communications. **Dennis will discuss with Ed and develop a plan to ensure unit-specific issues are addressed ASAP.**
- 7. Owners Forum: no non-Cte owners present.
- 8. Miscellaneous:
 - a) Steve DeRaddo, our insurance agent, has made the recommendation to photo the new HOA building exteriors and other HA structures where changes and improvements are made. Discussion. Photos as part of the yearly inspection per Keith. **Kathy will work with David to craft a systematic process to ensure this photo-documentation is done and archived.**
 - b) **Architectural Improvement and Remodeling Policy FINAL—shared with Cte. Sent to Board for approval.**
- 9. Next Meeting—May 27, 2020, 6-7:30p

--David Ehrenberger