

Lake Forest HOA

# Maintenance Committee Meeting

## MINUTES

September 2, 2020, Wednesday 5:30-7:00pm

**Location:** GoToMeeting

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

**Attachments:** Maintenance Cte Minutes 7.29.2020; Maintenance Priority Spreadsheet (updated); Master Punch List Updates (Unit and Common Elements); Building A Timber Planting Bed Proposal; Complex Signage Needs Inventory; Maintenance Committee Charter; Spa Repair Estimate; Garage Roof Repair Proposal

1. Minutes: APPROVED. Committee Members are thrilled to have our esteemed neighbor Ron Joy back attending the Committee and in much improved health!
2. Site Manager Agreement and Exhibits: Documents have been finalized with Keith and submitted to the Board for Approval.
3. Property Maintenance Issues--current and ongoing (see attached)
  - a) Maintenance Prioritization Spreadsheet: Reviewed and updated current prioritization list.
  - b) Buildings E&F timber stair repairs and retaining walls:
    1. Planting box repair & retaining wall monitoring (Buildings E&F) and cleaning of culvert above driveway rock wall (dirt, plants, weeds). (Dennis)
      1. Work will begin on the planter box adjacent to the Garbage building later this Summer or Fall.
      2. Strategic Fence will also give us a bid on straightening the short timber retaining wall to the left of Building A entry.
    2. Tree and shrub removal above retaining walls (Buildings E&F, driveway rock wall)—Keith to assess the work required and make recommendations to the MC this month re remove all trees and bushes, especially with trunks greater than 3", along with dirt in the concrete pan above the entry rock wall.
    3. Retaining Wall Monitoring (behind Buildings E&F)—Strategic Fence and Wall Company has completed the initial measurements of the retaining walls in coordination with Keith. Ongoing measurements will be performed by Keith on a 6-month interval to monitor any potential movement over time. This monitoring interval may be extended (for instance, to yearly) if the measurements are consistently stable.
  - c) Signage update—design/color standards
    1. Complex signage needs inventory—see attached
      1. Bob presented his mocked-up signs based on the recommendations by Kathy and Madeline. Bob will finish the mock-ups and then redistribute for Committee approval. Estimated cost: \$200-300 total.
      2. Patti recommends signage also be added in the Garbage Building (e.g., what to recycle, put in garbage, and items NOT to leave in the building).
  - d) Building B Seepage: Mitigation by Excellent Construction completed (Dennis)

1. This work was completed last weekend and included excavation of the gravel with regrading (to ensure a negative grade), installation heavy duty liner--with protective membranes on top and bottom, sealed against building & concrete vestibule and tucked under the parking pavement) and followed by application of 6-12" new rock coverage. This work was performed after multiple formal proposals for remediation solicited by Thane. Furthermore, Dennis did extensive historical research on prior work done to address water seepage along Buildings A-D. NOTE: during the current remediation work, Ed's crew discovered the prior work in this area was insufficient to prevent water seepage into the adjacent Building B vestibule (a thin plastic membrane had been used and had multiple perforations).
  2. Bat Mitigation: David reported on site visit (8.19.2020), investigation by Chase Wildlife and plan. Inspection was performed of all exteriors and attics in Buildings A-D 8.31.2020 and a final report will be presented to the Board this month. This report will include the bat infestation findings, documentation of any guano discovered and a tiered remediation plan to define a prioritized approach to ongoing bat mitigation.
4. Proposals and Issues: Other Approvals and Actions
- a) Building A Timber Planting Bed Proposal (Pete): Proposal for Planter Box clean up, addition of topsoil this year followed by owner-volunteer planting next Spring approved (~\$400 this Fall, then remaining ~\$650 next Spring. **Motion: Project approved.**
  - b) Building A&B Lawn and Landscaping: Madeline and Kathy worked with Niels Lunceford to address the rotor issues on lakeside Building A and the additional irrigation needed for the planter box above (\$1200)—Patti presented this proposal and **a motion to support this proposal was approved.**
  - c) Solar Light Vestibule Proposal (Dennis): Reviewed the test solar light—works great. Dennis has done extensive research and recommends high quality, low cost lights with a total project cost of \$900 including labor. Patti notes we have ~\$3000 left over from the siding project for lighting. **Motion: Project approved.** Dennis notes we are in the process of purchasing turtle LED lights for installation across the project
  - d) C102 garage door lock: owner apparently does not have a garage door opener. Recommendation to the Board for action: the garage door is a limited common element. Committee recommends that Keith contact Owner advising that this lock and hasp must be removed. Keith will offer to remove it for the owner at no cost.
  - e) Garage Roof Repairs—12 garages to the West of Building E—significant leaking especially at the Western most garages with ice build-up. Continued leaking will cause significant damage over time. Proposal from Excellent Construction for proper repair discussed for a total of \$5760 by his subcontractor roofer. **Motion: Project Approved.**
  - f) Maintenance Committee Charter--needs ratification by BOD—will add Landscaping as Subcommittee and will add MC oversight and approval for payment for contracted work.
  - g) Spa repair: sand filter replacement work proposal: approved as part of routine maintenance.
5. Other Maintenance Issues:
- a) Gravel Dressings Buildings A-D (between buildings and garages): upgrades with uniform stone (see Bldg. B—multiple members agreed this treatment is aesthetic; also, this work already has a budget allocation)
    1. Quote pending from Excellent Construction

- b) Proper closures for the ADA doors in Buildings A&B vestibules--need installation—Keith to work with Dennis and Mike Dorn to define a plan and a proposal to present to the MC.
  - c) BBQ Propane Monitoring: Keith to investigate gas gauges.
  - d) Garbage Building Garage Door Damage (Keith relates denting occurred sometime in the past several months and does not believe a garbage truck was the cause. Keith to solicit a bid for repair.
  - e) TV Cable: suggestion to move from Xfinity Cable to internet access only (Patti)
    - 1. Patti summarized this proposal and concerns: owners would need a smart TV or box and, if desired, DVR functionality; may need rabbit ears. For adequate quality, would need fiberoptic cable; additional apps would need to be purchased. Current cost = \$70/m for cable and internet. Committee members felt this proposal is not a priority at this time. Patti will communicate decision to owner who submitted this idea.
  - f) Triennial Roofing inspection: David & Dennis will discuss and arrange with Keith's help.
  - g) Garages Buildings E&F: all interior walls have been removed.
  - h) Snow removal work—Pre-snow removal conference with Emore by October 1—FYI
  - i) HOA Photo-documentation (Patti)—**tabled till next meeting.**
  - j) Hot Water and Heater replacement program (Patti)—**tabled till next meeting.**
6. Construction Committee:
- a) Siding Project Punch List (David and Dennis): Site visit review with Ed Storako 8.18.2020
    - 1. Project conclusion, final invoicing, shared savings and contractor payment: reviewed. Final invoice has been approved for payment. The Shared Savings will be held till the Pella issues have been formally addressed and Pella Corporate has committed to an acceptable remediation plan.
  - b) Pella Window Defects: complaint escalation to Pella Corporate CEO 8.31.2020. Awaiting response.
  - c) Stone wainscoting: Abby from Edwards Stone site visit 8.18.2020 report (David and Dennis). Abby agreed dark stones are defective and is escalating within the company. She agreed to replacing the defective stone (~1% max of total installed stone) and will cover both materials and stone masonry labor costs (to be done by Ed's mason).
7. Miscellaneous: Note—all approved motions will be submitted to the Board along with supporting documentation ASAP for final approval.
8. Owners Forum: (no owners present)
9. Next Meeting—Wednesday, October 14, 2020, 5:30-7:00p

--David Ehrenberger