

Lake Forest HOA

Maintenance Committee Meeting

MINUTES

March 11, 2020, Wednesday 6:00-7:30pm

Location: GoToMeeting

Members Attending: Dennis Murphy, Kathy Chinoy, Ron Crist, Pete Shaub, Ron Joy, Thane Du Puey, David Ehrenberger (Chair), Patti Tofe; Keith McBrearty (guest). Bob Seibert unable to attend

Attachments: Maintenance Issues list (current and ongoing); Maintenance Committee Charter (DRAFT)

1. Minutes: none (inaugural meeting)
2. Maintenance Committee Charter:
 - a) Scope, accountabilities & proposed Board-directed authority—Reviewed & edited
3. Architectural Review Subcommittee: Initial members to include Thane, Dennis and Ron Crist (subject to approval by the Board)
4. Property Maintenance Issues--current and ongoing (see attached)
 - a) Reviewed, edited
 - b) Subsequent Maintenance Committee meetings will prioritize and further update this working document
5. Maintenance Work Invoice Process (P Tofe): discussed. Patti will present the maintenance budget details at the next meeting.
6. Owner-Reported Issues Form (common and limited-common elements): draft to be presented at next meeting
7. Construction Committee (sunsetting by Board 1.2020) follow up items:
 - a) Punch List close out. D Murphy met with Ed Storako this week--Ed is engaged and committed to ensuring remaining work is addressed ASAP and as weather permits. Reviewed major punch list items:
 1. End garage in A Building: still needs interior plywood on one wall
 2. Deck gas pipe at A302
 3. Downspout extensions installed across Buildings A-D to direct water away from the buildings--painted brown. Owner of D103 wants gutters to address water running down from roof. Ed to consider possible solutions.
 4. Unit D301 (Jerry Van Eekhout): repair of railings nicked from owner's contractor
 5. Cracked casement windows: #7 total, garden level, lakeside Buildings
 6. Wainscoting staining/leaching
 7. Concrete patio repair--recent improvements not holding up by report
 - b) Siding Project Clean Up: ladders, siding materials (west end of property) largely removed and stored
 - c) Other issues to be addressed: Resolution of spigot supply pipe leak--Unit 101A: status of claims submission; Garage Pan heating and vestibule ice build-up; Signage, Building and Garage Numbering (P Tofe, D Murphy)
8. Owners Forum--no issues raised. Once Owner-Reported Issues Form is finalized & approved, email to be sent to all owners to share the Form and introduce this Committee and its purpose.
9. Next Meeting--TBD

--David Ehrenberger