

Lake Forest HOA

Maintenance Committee Meeting

MINUTES

April 8, 2020, Wednesday 6:00-7:30pm

Location: GoToMeeting

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

Attachments: Maintenance Cte Minutes 3.11.2020; Maintenance Committee Charter (final); Maintenance Budget; LF Hierarchy of Documents; Maintenance Issues list (current and ongoing); Maintenance Items P Staub; LF HOA Property Maintenance Agreement Exhibit A

1. Minutes: Approved as written
2. Maintenance Committee Details
 - a) Charter—updated: Approved as submitted
 - b) Ron Crist—resignation--discussed
3. Maintenance Budget and Accountabilities (Patti and Kathy)
 - a) LF HOA Maintenance Budget—reviewed summary document, Patti to add Keith's salary to budget
 1. Sale of the LF HOA Owner's unit contributed \$250 to Reserve Funds—Thane relates this revenue was to be allocated to long term reserve funding. Review of 2018 Board Minutes: only the 5.14.2018 minutes referenced Unit proceeds and reserve funding: under Old Business, "Upon discussion, Josh moved to sell the unit with a significant portion of the sale proceeds being deposited into a long-term instrument; additional, a three-person committee will be appointed to investigate and sale details and options and make recommendation to the Board. Sue seconds and the motion passed unanimously."
 - b) Guiding documents reviewed--IRS, the governing documents: Declarations, Articles, then Declarations
 1. Discussed Periodic Reserve Funding, process
 - c) Maintenance work invoice process: discussed
4. Property Maintenance Issues--current and ongoing (see attached)
 - a) Maintenance Prioritization Spreadsheet: concept was discussed
 1. Develop and distribute to Committee Members within 1 week (David)
 2. Adopted 6 categories to facilitate prioritization and clarify reasoning behind budget allocation:
 1. Safety
 2. Mandated (per governing documents, law)
 3. Protect Asset
 4. Improve Function
 5. Aesthetics
 6. Easy/Inexpensive
 3. These 6 categories are to be further prioritized according to time urgency
 - b) Attic Ventilation:
 1. Ed will evaluate attic ventilation beginning with Buildings A-D, recommendations to follow

2. Turner Morris has been very uncooperative addressing the vent screening (non-standard material)—may need to get our attorney’s opinion re warranty and statute of limitations
- c) Bat Issues:
 1. Ed finished his assessment and recommendation for A301
 1. As Ed investigates the attic ventilation issues above, he will also document any evidence of bat infestation
 2. Ed to complete mitigation work for A301—Committee will recommend to the Board to proceed with repair A301 per Ed’s proposal for email approval
 2. Bat Houses: prior Division of Wildlife evaluation suggested that we might want Bat Houses at perimeter of property—Patti will ask Kevin for this study and consider further input re pros and cons of this approach
 1. Will also ask for a re-evaluation by the Department of Wildlife (“Stacy”)
 2. Once we have an updated understanding of our bat problem (post residing project), then will deliberate mitigation approaches and engage a professional pest management company (Integrated Pest Management, as in the past?)
- d) Roof Ice Build-up: inadequate snow fencing and heat tape—this was quite apparent after this winter’s heavy snow fall. A re-evaluation of this problem and solutions will be incorporated into our Maintenance priorities worksheet.
- e) Garages Buildings E&F: some have interior walls that block garage sprinklers
 1. Will need a garage list—Keith will compile the fire inspection list that identifies which garages need interior wall removal and formally notify all related owners to remedy ASAP
5. Property Maintenance: division of responsibilities (David)
 - a) Briefly reviewed spreadsheet of responsibilities from Keith’s contract. All members are to carefully study and provide feedback to David for collation (in prep for next month’s meeting)
6. Owner-Reported Issues Form (common and limited-common elements): tabled--draft to be presented at next meeting
7. Construction Committee (sunsetting by Board 1.2020) follow up items: Dennis, Ed and David will update status of items below and distribute to Committee Members by next week.
 - a) Punch List close out. Reviewed major punch list items—Ed’s status report in BOLD:
 1. End garage in A Building: still needs interior plywood on one wall—**completed in January**
 2. Deck gas pipe at A302—**will do in May**
 3. Downspout extensions installed across Buildings A-D to direct water away from the buildings--painted brown. **Completed last Fall.** Owner of D103 wants gutters to address water running down from roof. Ed to consider possible solutions. **Will do in May, TBD**
 4. Unit D301 (Jerry Van Eekhout): repair of railings nicked from owner’s contractor. **Will do in May.**
 5. Cracked casement windows: #7 total, garden level, lakeside Buildings. **All have been replaced (except for Unit 103 (Building?))**
 6. Wainscoting staining/leaching—**TBD—awaiting Edward Stone/Abbey to eval.**
 7. Concrete patio repair—recent improvements not holding up by report—**will do in May.**

- 8. 302D Kathy's: shower tiles repair—**ASAP**
- 9. Building D gas/electric meter shed roof: **will do in May**
- 10. Building D retaining wall: construction debris on lake side. **Ed will check this out and remedy in May**
- 11. Finish up caulking and touch up painting: **Will do in May.**
 - b) Siding Project Clean Up: ladders, siding materials (west end of property) largely removed and stored. **Will finish in May.**
 - c) Other issues to be addressed: 101A: status of claims submission—Steve D has not been able to connect with Ed. **Ed: "Spoke with Steve DeRaddo in February—does not think it will be covered."**
 - d) Garage Pan heating and vestibule ice build-up: **manual management for now.**
- 8. Owners Forum—no owners present.
- 9. Miscellaneous: Steve DeRaddo, our insurance agent, has made the recommendation to photo the new HOA building exteriors and other HA structures. Will discuss at the next Cte meeting.
- 10. Next Meeting—April 29, 2020 6-7:30p Wednesday

--David Ehrenberger