

Lake Forest HOA

# Maintenance Committee Meeting

## Notes

August 10, 2023, Thursday 5:00 pm

**Location:** Zoom : <https://us06web.zoom.us/j/87028515896?from=addon>

**Members:** Keith Willy, Pete Shaub, Skip Hale, Bob Seibert, Anastasia Bell, Thane De Puey

**Attachments:** Maintenance Priority Spreadsheet (updated); Architectural Review Form Tracker; Monthly

1. Call to order

- a) Meeting is properly noticed
- b) Attendance / roll Call

Keith Willy, Pete Shaub, Skip Hale, Bob Seibert, Anastasia Bell, Thane De Puey, Ann Marie unit 201 b

2. Prepare for annual meeting

- a) Maintenance committee materials
  - 1. Property manager report – Anastasia
  - 2. Architectural review forms – Keith
  - 3. Master Project List - Keith / Pete
    - 1. Set up separate meeting for purpose of reviewing projects for budget
    - 2. Bob will get back with timing
    - 3. Dryer Vent repair – get costs and report verify cost get back to Bob.

3. Architectural Review Form Status

- a) No new submissions last month.
- b) One open project

4. New Business:

- a) Architectural review form process and form of approval
  - 1. Question raised.
    - 1. How architectural review forms should be processed. Keith to go back to board minutes identifying maintenance committee in process.

5. Bob was contacted by Excel Energy regarding a Multi-unit energy audit. Will get more specifics from Excel

6. Owners Forum

- a) Ann Marie 201 B – has been able to get lic. Plumber to repair leaking tub faucet – window of time that plumber will arrive – window does not match water shutoff – Monday the 14<sup>th</sup> between 12-4:00

7. Next Meeting—Zoom Meeting on second Thursday in the month of March.

- a) September 14<sup>th</sup> at 5:00 PM
- b) Maintenance Committee meets the second Thursday each month at 5:00 pm by zoom.