

Lake Forest HOA

# Maintenance Committee Meeting

## Notes

June 8, 2023, Thursday 5:00 pm

**Location:** Zoom : <https://us06web.zoom.us/j/85086980906>

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

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

1. Call to order
  - a) Meeting is properly noticed
  - b) Attendance / roll Call
    1. Steve Gross, Douglas Weigand, Bob Seibert, Skip Hale Pete Shaub Thane De Puey, Anastasia bell, Sally Delong
  
2. Prepare for annual meeting.
  - a) Maintenance committee materials
    1. Property manager report
    2. Architectural review forms
    3. Projects to be prioritized in next year
      1. Dryer Vent cleaning approved
      2. Elec/Gas Meter roof replacement (pending solicitation of quotes)
      3. Bldg F to A Water runoff diversion (Not budgeted or approved)
      4. Mechanical rooms Change locks (approved)
      5. Master Keys for units method and pricing (Not budgeted or approved)
      6. Mechanical room replace electric heaters
  - b) Insurance overview
    1. Specific recommendation: 50K Deductible with bare walls
      1. Come to term with the terms of bare walls – “studs out” does not include wall board, carpet etc
        1. Bob---bare walls like – insurance agent very minimal and not a big deal
        2. Improvements are not covered...whether we move ahead so just as easy to do bare walls.
      2. Clarification – are we reducing our bargaining power?
        1. Answer is we increase the number of companies working with us by reducing our risk.
        2. Also combined with other measures
        3. Need to be claim free for 3 years.  
Need change to governing declarations need 2/3rds of owners.
  - c) Poz Lok presentation – Steve Gross and Doug W.
    1. Hoping to get 4 bids –
    2. If we get 4 bids, use average of 4 bids for estimate in order to come up with preliminary assessment.
      1. Still need to look at each proposal and do deep dive into each proposal
      2. Present over the course of the entire project.
      3. Work out responsibilities of the board vs owners.

4. Try to streamline as much as possible.
5. 80 days is short for contractors.
6. Don't want 8-month construction period
7. 30% surcharge working with stuff in the way.
8. Moving costs
9. Doug is interviewing moving companies so that owners have choice.
  1. 3 movers as local as possible. Providing estimates.
  2. Gold standard – fold arms
  3. No pods in summit county
10. Move-out coordinator.
11. Move-out and move in will be cost of the homeowner...
12. Doing 3 stacks at a time...ie one building at a time.
13. Could the HOA rent 9 storage units
14. HOA negotiating with movers in order to exact leverage –
15. No other renovations to be done while project is being done.
16. Do not rent during project period.

3. Report Back on Open Items

- a) Hot Tub Maintenance Log to be passed on to Anastasia
    1. Use log to help reduce time expiry for hot tub vendor invoices and verify services performed by vendors. vendors
  - b) Common area maintenance request for concrete patio
    1. Common area maintenance with ice melt damage?
4. Architectural Review Form Status
- a) No new submissions last month.
  - b) One open project
5. New Business:
6. Next Meeting—Zoom Meeting on second Thursday in the month of March.
- a) July 13<sup>th</sup> at 5:00 PM
  - b) Maintenance Committee meets the second Thursday each month at 5:00 pm by zoom.