

Lake Forest HOA

Maintenance Committee Meeting

Meeting Minutes

June 13, 2022, Monday 2:00 pm

Location: Zoom -

Members: Keith Wiley (Chair), Pete Shaub, Skip Hale, Patti Tofe, Bob Seibert, Anastasia Bell

HOA Owners Present: Hub Helm

Attachments: Maintenance Cte Minutes 10/26/2021; Maintenance Priority Spreadsheet (updated); Lake Forest Insurance Claims Update 6/12/2022; Lake Forest - Reserve Requirements 6-12-2022

1. Minutes: Approved Minutes from 10/26/2021 as written
2. Property Maintenance Issues—The maintenance team walked through and updated the detailed “Maintenance Priority Spreadsheet” with the goal of setting priorities, managing budgets and outcomes rather than solving specific problems in the meeting itself.
 - a) Maintenance Prioritization Spreadsheet: Reviewed current prioritization and item ownership.
 - b) Overview: Pete and Skip articulated the need to narrow chains of command to single points of contact on each project. Objectives are otherwise being fragmented due to unclear roles and responsibilities and sub-contractors loose clarity with regard to objectives.
 - c) Specific Issues:
 1. Insurance Claims – D 304 stack / D 302 stack / B 304 stack
 1. Skip reported the good news that B 304 stack damage related to fire sprinkler system has been attributed to a freezing event rather than faulty or obsolete equipment. Therefore, costs of remediation will largely be covered through insurance and, we do not need to replace our entire sprinkler system at this point.
 2. Roofing inspection: due every 3 years.
 1. Our Site Manager will be coordinating this
 3. Garages Buildings E&F: update on interior wall code violations (Anastasia)
 1. Frisco’s Fire Marshal has threatened to “shut down” the HOA unless certain code violations are addressed in owner’s garages. The Maintenance Committee agreed that deadlines need to be set in the interest of the Lake Forest HOA safety and security. Willy will research HOA covenants to motivate owners in order that the interest of the HOA is not put at risk.
 4. Pella Window Replacement (Anastasia)
 1. All windows within scope have been replaced.
3. Property Maintenance Responsibilities
 - a) Pete Shaub presented detailed Property Site Manager duties and responsibilities document, breaking objectives into Daily, Weekly, Monthly, Bi-Monthly Quarterly and Annual etc. duties.
 1. Committee clarified that tasks listed on the Site Manager’s maintenance task list, may also need to be listed in the “maintenance priority spreadsheet” in order to be sure materials and labor are budgeted for.

2. Property Site Manager (PSM): vendor management, minor repair & replacement, oversight
 1. Pete will provide leadership to the PSM.
 3. LF PSM Maintenance List: review current list (see attached)
 - b) Patti provided update on maintenance and repair budget and reserve position.
4. A committee member reflected on the potential costs of maintaining a hot tub.
 - a) The committee requested Patti (Board Treasurer) to do a cost analysis of maintaining the hot tub.
 - b) The committee agreed to present the cost analysis to the HOA for a straw poll as to if the hot tub should be maintained or if the space be repurposed.
5. Owners Forum – No Owner Comment
6. Next Meeting—Zoom Meeting set for July 12 at 4:00 pm.