

**Lake Forest
Board of Directors Meeting
September 16, 2019**

Kathy Chinoy, Thane De Puey and Patti Tofe were present in person. Bob Seibert and David Ehrenberger attended by phone. A quorum was present.

Owners present in person were Anne Marie Heneghan and Doug of unit B 201, Pete Shaub of unit A 101, Madeline Mishkind of unit D 104, Ron Joy of unit A 303 and Kathy and Robert Yehl of unit A 102. Owners identified to be in attendance via telephone included Cindy Lowe of unit E 202, Marty Tarabocchia of unit 301 B and Ben Duhl of unit E 201.

Representing Summit Property Maintenance was Keith McBrearty. Representing Summit Resort Group was Kevin Lovett.

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I. Call to Order

The meeting was called to order at 6:00 pm.

II. Meeting Was Properly Noticed

President Kathy Chinoy noted that the meeting was properly noticed.

III. Meeting Minute Review/ approval, 8-19-19

The minutes from the August 19, 2019 Board meeting were presented. The minutes were approved as presented.

V. Adoption of Proposed Agenda

The meeting agenda was adopted.

VI. Ratify Actions Via Email

The email action of approving a payment plan for an Owner for the special assessment was ratified; it was noted that the Owner has made final payment on the special assessment and the payment plan was not needed.

VII. Management Report

Keith McBrearty submitted the following Managing Agents report:

The construction project is under way. Lots of activity every day. Ron and Luke Drake have the master keys and master codes and list of home owners. Keith continues to check in with Ron Drake to see if he needs anything daily.

Hot tub area has been functioning well with no major issues to report. The hot tubs have been getting a fair amount of use. Keith has completed multiple hot tub drain and fills.

Light bulb changes have taken place. C building lights have had the breaker trip multiple times and the breaker has been reset.

Keith has closed garage doors at night.

A full trash sweep of the lake forest property is occurring weekly

Keith has cleaned all entrances and trash room, monthly

With the construction project happening 6 days per week there have been a few challenges. One is parking. Keith is working closely with the construction team to move items to create more parking. Two, is the trash truck being able to access the dumpster area; Keith has communicated with the construction team and trash company to coordinate trash pick-ups. Timberlines trash pickup service has been doing better.

The fire alarm system has reported numerous false alarms directly to fire dept over the holiday weekend we spent numerous hours working with fire dept to resolve issues. Allied our fire monitoring company completed some program changes and some repairs. System seems to be working properly now.

Keith also noted that there is a new issue with a dog owner (believed to be renter) not picking after the dog up near the E and F Buildings. This will continue to be monitored.

VIII. Old Business

The following Old Business items were discussed:

A. Committee reports;

Construction Committee, Exterior Renovation Report; Exterior Renovation Project items were reviewed to include the following:

The Construction Committee (CC) last met on 9-12-19. It was reported that the project is “on time” with substantial completion expected by October 15th, hinging on the material deliveries (it was noted that there have been some significant delays in getting the LP Smartside). Punch list items will remain pending after October 15th substantial completion. A and B Building siding, window installs, deck railing installs, and interior trim installs are projected to be completed within the next week. Garage door work is progressing nicely with the completion of only 20 garage doors remaining. Overall the committee is very pleased with the outcome of the project to include the install of the wainscoting. The installation of vent covers is underway (it was noted that “screens” have been installed on the ground level vents). Owner specific items are working to be addressed. The Budget status was summarized to include report on special assessment status. It was noted that there are two Owners that have not made full payment resulting in an outstanding total balance of approximately \$12,000. New signage was also discussed, and a plan is in place for new building numbers and letters.

A Board member commented on “procedure”, stating that the EDC and CC are approving colors and materials and asked that the Board get an opportunity to vote on item specifics. The CC representative stated that the CC does not have authority to make budgetary decisions, but CC has operating duties to carry out decisions within the Board specified budgetary constraints, unless the Board/ Board members state explicitly specific exceptions. The Board member feels that the CC should present each item to the Board for vote on specific item selection. The CC representative noted that the CC has presented reports at each Board meeting. To include color samples being placed at the hot

tub area for all to view and that there has been no objection. The Board Chair noted that the request was duly noted.

The CC discussed the leak in the foundation wall at A 101. Repairs are outside the scope of the exterior renovation project but will need to be completed. Repair proposal will be emailed to the Board for email vote.

The CC and Board discussed the “punch list” process. It was noted that Owners Rep Ron Drake will be completing a punch list inspection. Owners will also be presented the opportunity to submit punch list repair items. A mailer will be sent to Owners with an overall project update and will include punch list information.

An asphalt repair proposal from Apeak Asphalt was submitted to include “patching” as well as “crack sealing” and “seal coating”. The Board will vote on this via email.

Finance Committee; It was noted that July 2019 close financials were presented in the meeting packet. The Finance Committee (FC) continues to monitor exterior renovation expenses. The FC also reports that 2020 Budget planning is underway to include a work session review of the reserve study to be held Wednesday September 18, 2019 at 6:00 pm. A proposal was received from a CPA to complete an Audit or a Review. This will be placed on the agenda for the next meeting.

Communication Committee; There was no report from the Communication Committee. It was noted that communications are being sent from the Construction Committee and once the Exterior Renovation Project is complete, communications will resume from the communication committee.

Grounds Committee; The Grounds Committee (GC) has met with Neils Lunceford and has obtained a proposal to repair the grounds from the heavy construction traffic at the backside of buildings A, B, C and D. The proposal included a larger expense than anticipated. The GC will meet with Neils Lunceford further, to discuss a revised scope of work.

Rules Committee; It was noted that the Rules Committee continues to work on rules.

Maintenance Committee; It was noted that a Maintenance Committee will be formed upon completion of the exterior renovation project and the sun-setting of the Construction Committee. A “Maintenance Handout” was presented; Board members are encouraged to review prior to the next Board meeting.

B. Grills; A mailer was sent to all Owners to include link to submit vote as to whether or not to allow electric grills on individual unit decks; vote responses are due by September 30, 2019. Votes will be tallied October 1, 2019. It was noted that the Community Grills will remain in place, regardless of the outcome of the vote. The Board is investigating the possibility of purchasing new common grills now, to take advantage of “fall deals”, for use beginning Spring 2019. The Board will vote on the new grill purchase via email.

C. Smoking; It was noted that smoking at the complex is still under investigation.

IX. Owners Forum

During the Owners Forum, all Owners were given the opportunity to speak. Items presented during the Owners Forum included:

Exterior Renovation; The following comments were made with regard to the exterior renovation project:

Painting; an Owner commented that exterior touch up painting to repair the “nicks and dings” must be completed before it is too cold to paint. The CC agreed and noted that painting touch up is currently underway.

Interior trim detail, nails and putty; an Owner commented that the interior trim detail work shows nails and putty and that the work is in adequate.

Punchlist; Owners commented that they are “not in Frisco” and therefore cannot complete punch list inspections. Owners must rely on Owners Rep for inspection in and around their unit.

Warranty; Owners asked if they have the Pella Warranty with the new windows and doors. The CC reported yes.

“Optional Window Orders”; The question was raised, who is responsible for ensuring the optional windows ordered are installed and working properly. The CC will investigate.

A 101 leak; An Owner spoke to the leak into unit A 101 foundation and noticed that he met with the contractor onsite along with CC members. The CC is reviewing the invoice for the initial remediation and dry out.

Damaged door; An Owner inquired as to the status of his new sliding glass door which was damaged during install. This door is to be replaced.

Grills; The following comments were made with regard to grills:

Community Grills; An Owner requested that the community grills remain in place as an option for those not wishing to place an electric grill on their deck. The Board stated that community grills would remain (it was noted that the community grills would be “turned off” for Winter, as they historically have been).

Bulk electric grill purchase; An Owner requested that the Board investigate establishing a “bulk” electric grill purchase for Owners. The Board will discuss.

Pedestrian Crossing; an Owner requested that the Board contact the local authorities to create a pedestrian crossing from Lake Forest, across the Dam Road, to the bike path/ lake. Requests will be made.

Overall HOA Function; An Owner stated that the Lake Forest HOA is functioning better than it ever has and gave kudos to the Board and Committees.

Assessment Discrepancy; An Owner stated there was a discrepancy in the total assessment amount first discussed at a Board meeting and what was actually approved, noticed and billed. Discussion took place and the situation was rectified.

X. New Business

There following new Business item was discussed:

A. Trash Building, Security System Addition; this was tabled.

XI. Next Meeting Date

The next Board of Directors meeting will be held October 21, 2019 at 6:00 pm.

XII. Adjournment

At 8:17 pm the meeting was adjourned.

Approved: 10-21-19