

Lake Forest HOA--Siding Renovation Project

## Construction Committee Meeting

October 15, 2019, Thursday 6:00-7:30pm

**Location:** Conference Call only

**Members Present:** Kathy Chinoy, Dennis Murphy, Hub Helm, Patti Tofe, Bob Seibert, David Ehrenberger (Chair). Ron Drake (Owner's Representative) absent.

**Owners present:** Jay Wertz 305F

**Attachments:** Minutes 9.12.19; LF Final Inspection Form; Invoices Approved/Paid: Drake 9.30.19

### AGENDA

1. Minutes 9.12.19: Approved without change
2. Owners Representative Report (Ron Drake, D Ehrenberger, D Murphy):
  - a. Construction Timeline and Status: 25<sup>th</sup> week (out of 26 weeks). David reported his several hour tour of the property with Ron and Ed this past weekend. The status of the project was documented in detail. While there remains significant work on stone wainscoting on A-D, siding on the lakeside of C&D and railings on D, Ed has full crews working daily (including Sat and Sun) committed to a weather-tight finish by the end of the month (~2 weeks beyond the estimated/goal date). All materials needed are on site, weather is forecasted to be dry and warm, and Ed sees no barriers to delay the work.
  - b. The detailed finish work on units (caulking, interior trim, nail holes, paint touch up etc.) was confirmed to be high quality and professional. See the Punch List section below.
  - c. Kathy notes that for a project of this size, unexpected and significant structural defects are unavoidable and in fact were discovered and remedied—the consequent delay is not unexpected and minor. Patti related the fact that our agreement with Ed did not require a written change order process also expedited the progress on the project (along with working long hours and on Saturdays). Dennis: rather than requiring work stoppage, change order processing and associated delays, repairs of these blatant problems, such as demising wall rot or defective deck joist joiners, Ed routinely notified and discussed them with the Construction Committee leadership and fixed these issues as they were discovered—the extra charges, for these repairs were for direct contractor cost on a time and material basis.
  - d. Gutters and vent covers are being installed across the HOA and vertical seam metal will be installed on the sloped (shed) roofs.
3. SRP Budget, Revenue & Invoice Update (K Chinoy, P Tofe, D Ehrenberger):
  - a. Invoices approved for payment—reviewed the attached and paid invoice from Ron Drake.
  - b. Project status re budget—owner assessment status. All Special Assessments have now been paid in full. Paid to date: \$2,017,528.13 on Excellent Construction's base contract. Once the final invoice is presented, the Board will meet with Ed, carefully tour the property and confirm the work and all contractual obligations have been met prior to final payment.
4. SRP Issues (D Ehrenberger, D Murphy)
  - a. Retaining wall leak (Unit A101)—update. To fix this significant problem, a 10' trench was dug this past weekend and the sealing membrane has been installed. This work will be completed, with backfill of dirt/gravel and with replacement of the concrete walkway, by the end of the week.

5. CC Subcommittee Reports (D Ehrenberger, D Murphy)
  - a. SRP Punch List—process, communication and accountability
    1. Unit Final Inspection Form and process reviewed. Ehrenberger met with Ron this past weekend and reviewed how he is using this form in the unit-by-unit final inspection process. Several E&F units were inspected in the process and the detailed finish work found to be almost universally of excellent quality.
    2. Unit Owner punch list reporting: Dennis has been collating the punch list items reported by owners and he shared this list with all Committee members. Much of the work is currently underway or has already been completed.
  - b. Signage, Building and Garage Numbering (D Murphy, D Ehrenberger):
    1. Update on design standards and timeline: All numbers/digits for the garages will be delivered by 10.18.19. The vestibule numbers/digits will be delivered later this month. Mock-ups of the numbering will be reviewed prior to installation. Standard naming will be in the “G103A” (garage) and “103A” (vestibule entry) format. Solar lighting of the building numbers and letters in the vestibule peaks is being tested. Dennis believes the elevated, brushed stainless steel numbers will likely not require additional lighting. Kathy notes that the new brass numbers next to the front doors of all units look great though there are some residual holes that need to be filled (Ron will be alerted to this work).
  - c. Vestibules: E&F light fixtures are old and not consistent with the design of all other fixtures and may need removal or updating at some future point. Chandelier lights have now all been replaced with LEDs. However, the lower chandelier in Building F is not working—Ed will have an electrician identify and remedy the problem.
  - d. Spa building railings: color will be the same as all other railings (iron ore color).
  - e. Snow Storage areas: over the years, the railings (east) were extensively damaged. Insofar as these railings are not required by code, they have been removed. Painting of the concrete retaining walls will need to be addressed by the Board as a routine Maintenance item.
  - f. Use of project scraps to re-side City Utility Shack (lake side across from Buildings B-D)--this building is the sewage pump station. Ron will coordinate this work (as well as the painting of the adjacent large utility box).
  - g. Asphalt repair work has been completed to address defects and improved drainage around several garages (and A-Peak dropped their price by \$1000)
6. Owners Forum: discussion. Jay Wurts related a problem with his trim—metal trip around his sliding doors were dented. Dennis will have Ron evaluate. Jay requested two trees in front of his building to be topped off to allow for a better view. All agreed that this is a landscaping issue and Kathy indicated that the only trees that have been recently trimmed were those that were in the way of siding project work. Jay will send this request to Madeline Mishkind who chairs the Landscaping Committee. Patti asked about the process/timing for the garage pan heating—Ed is developing a protocol to follow.
7. Next Meeting: Tuesday November 12<sup>th</sup>, 6:00-7:30p (call-in only)

--David Ehrenberger