

**From:** [Kevin Lovett](#)  
**To:** [Kevin Lovett](#)  
**Subject:** Lake Forest Exterior Renovation Punch List email  
**Date:** Friday, May 29, 2020 12:11:39 PM  
**Attachments:** [LF Siding Project Punch List 5.27.2020 PDF.pdf](#)  
[LF Siding Project Punch List 5.27.2020.xlsx](#)  
[Owner-Reported Maintenance Issues Form 5.4.2020 Board Approved\[2\]\[1\].pdf](#)  
[Owner-Reported Maintenance Issues Form 5.4.2020 Board Approved\[1\].docx](#)  
**Importance:** High

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Dear Lake Forest Unit Owner,

We have come a long way over the past year with 99% of the siding renovation project now completed. What remains are punch list items—detail work—which are being resolved daily by our contractor Ed Storako and his team. Over the past 9 months we have been collecting and resolving owner-reported issues and it is now time to take a final look at the outstanding items.

Attached is the updated **punch list spreadsheet** (two formats, Excel and PDF, whichever works best for you) and its two main sections. Please focus on the first section, labeled **“Unit PL”** which is organized by unit owner name (first column, alpha order). You will see the issues (if any) reported by unit in the third & forth columns and the status of remediation (Done, To be done, In progress, Verify, and NA\*) in the final column. The other section, titled “Common Element PL,” addresses general, non-unit-specific issues (such as those relating to the spa building). Please look up your name in the “Unit PL” section and review the issues and status identified. If there are corrections to be made, please complete the attached “Owner-Reported Maintenance Issues” form (use either the Word or PDF version) and return by email to the Maintenance Committee (via my address below).

**IMPORTANT: If corrections are identified by any owner, it is essential that this form be returned by midnight June 15<sup>th</sup>. Any new, owner-identified siding renovation project issues received after this date will be the responsibility of the owner to repair.** We understand that some owners may not been able to visit Lake Forest and inspect their units since the project was largely completed last November—in these cases, interested owners may contact our Maintenance Property Manager, Keith McBrearty, to arrange a unit inspection ASAP.

\*Verify = needs inspection re status; NA = issue is not “in scope”, i.e., not part of Excellent Construction’s contractual obligations.

Thank you very much for your patience, contributions and important feedback during this project!

Maintenance Committee  
David Ehrenberger, Chair  
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