

# **Lake Forest HOA – Maintenance Committee**

## **Meeting Minutes**

Date: December 11, 2025

Location: Zoom

Zoom Link: <https://us06web.zoom.us/j/87028515896?from=addon>

### **Roll Call**

**Present:** Keith Willy, Bob Seibert, Lisa Kosloski, Jack Chris

**Also Participated:** Anne-Marie (Owner), Zachary

**Absent:** Pete Shaub, Sally De Long

### **Approval of Prior Minutes (Oct 9, 2025)**

- Motion by Keith Willy to approve October 9, 2025 minutes; seconded by Lisa Kosloski; vote in favor; motion carried.

### **Fire System Inspection (Johnson Controls)**

- Johnson Controls engaged; dates offered Dec 15 & 16; Jack Chris available; Kevin Lovett to notify residents.
- Action: Keith Willy to ask Johnson Controls whether full unit walkthrough can be reduced (prior committee preference to avoid re-walking all units).

### **Parking Lot / Asphalt Bids**

- Current reference bid approximately \$300,000 (Esquivel/Denver). Local Apeak/AP responded only with crack-seal/patching and striping (~\$40,000), not full replacement.
- Committee reiterated need for multiple bids before approving large expenditure; Jack to meet another asphalt company next week to expand bid set.
- Action: Bob Seibert to press Apeak/AP for full replacement bid; Jack Chris to solicit additional comprehensive bids.

### **Radiant Heat at Garage Aprons**

- Problem scope: B (both banks), C (one bank), A (one bank). Electrician Darrell to assess; Jack emailed affected garages with photos; prior fix to C reported incomplete.
- Action: Jack Chris to coordinate on-site assessment with Darrell and obtain repair plan and estimates.

### **Pest Control (Building A; Unit 104; Orkin proposal)**

- BMM sealed interior drywall openings and exterior hole near slider at A-104; removed deceased rodent in common mechanical area; foamed oversize penetrations in riser/water-shutoff rooms in Building A.
- Owner responsibilities rest with the unit for interior sealing; HOA will focus on common mechanical/riser rooms.
- Action: Keith Willy to obtain current contract details from existing vendor and compare side-by-side with Orkin annual proposal; Jack Chris to price a per-room sealing service for boiler/sprinkler rooms; Keith to send an owner email about sealing interior holes (under sinks, mechanical rooms, behind washer/dryer).

### **Reserve Study Review (Kona)**

- Keith exported Kona report to spreadsheet/pivot by year to help identify projects and discrepancies.
- Recurring maintenance to add: stone facade tuck-pointing every ~2 years; hot-tub building siding in poor condition—consider re-siding quickly.

- Line Item 13 (2030 garage roofs): status uncertain; Pete believes already completed—needs verification to potentially remove \$52k; possible reallocation to radiant heat (\$25k) and facade (\$25k) in 2026 if confirmed.
- Action: Keith Willy and Bob Seibert to verify garage roof status with Pete; Bob to add stone facade line and hot-tub building siding to planning; continue reconciliation of math discrepancies with Kona engineers.

#### **Electrical Panels (Garages)**

- Panel in Building C described as unsafe (misaligned breakers/cover; wet area); Building A panel also suspect.
- Action: Jack Chris to engage electrician (Darrell or Ryan Dudaman) for code/safety assessment and quotes for remediation.

#### **Property Manager Contract (BMM)**

- Board agreed to increase monthly fee to \$4,500 in revised contract.
- Two proposed additions declined: (1) BMM sorting recycling streams; (2) staggered vestibule cleaning schedule (committee prefers batching twice yearly with equipment setup).
- Action: Keith Willy to finalize Exhibit A consistent with decisions and secure signature from BMM.

#### **Hot Tub Area Lighting**

- Bob purchased white LED string lights; plan to install around hot-tub building roofline; power via existing outdoor outlet/timer.
- Action: Jack Chris to install (service request created); estimated labor \$65/hour, up to 3 hours; Bob to place lights/timer in the designated room and provide placement note.

#### **Meeting Frequency**

- Consensus to meet every other month (six times/year), aligned with BMM contract; consider alternating with Board meetings.

#### **Owner's Forum**

- Anne-Marie requested clarity on pest-control responsibilities (unit vs HOA) and oversight of Building B stairwell cleaning (door glass to ADA walkway remains dirty on arrival in late spring).
- Action: BMM to provide oversight and ensure Building B stairwell and ADA door are addressed in next cleaning cycle; owner responsibilities for interior sealing to be clarified in owner email.

#### **Action Items Summary**

- Keith Willy – Ask Johnson Controls about limited unit access; compare Orkin proposal to existing vendor; prepare owner email on interior sealing; verify garage roof status with Pete; finalize BMM Exhibit A and obtain signature.
- Jack Chris / BMM – Attend Dec 15–16 inspection; solicit additional asphalt bids; coordinate electrician assessment (radiant heat banks; unsafe panels); provide per-room sealing price for boiler/sprinkler rooms; install hot-tub lighting.
- Bob Seibert – Pursue full replacement bid from A Peak/AP; Subject to Board approval add stone facade maintenance and hot-tub siding to plan; support roof status verification and reserve adjustments.