

Lake Forest HOA Maintenance Committee - Formal Secretary Minutes

Meeting Date: August 20, 2026

Time: 5:30 PM MT

Location: Zoom Meeting <https://us06web.zoom.us/j/85842806127?from=addon>

Roll Call

Present: Keith Willy (Chair), Sally, Lisa, Bob, and Jack. Meeting was properly noticed and called to order.

Approval of Prior Minutes

The Committee reviewed the June 11, 2026 minutes concerning bird mitigation and vent-cover work. Motion by Sally to approve the minutes. Approved unanimously with no opposition.

Stone Facade Repair Project

Extensive discussion occurred regarding the Structural Solutions proposal. Members reviewed contractor qualifications, prior experience, availability of salvaged stone, the estimated quantity of approximately 65 stones requiring remediation, potential for limited additional stone purchases, schedule, and contractor capacity.

Parking Lot, Drainage and Grading Project

The committee evaluated alternative approaches to repairing asphalt in the parking lot. Alternatives discussed included overlaying existing asphalt, milling and recycling asphalt in place, and complete reconstruction with regrading. Members emphasized that drainage deficiencies, standing water, utility conflicts, radiant heat infrastructure, and future pavement longevity must be addressed as a unified project rather than a paving-only effort. The committee discussed the completed topographical survey, need for engineering input, contractor prequalification interviews, references from comparable mountain projects, and evaluation of contractor capability to implement engineered drainage solutions.

Construction Manager / Providence Construction

Members discussed project governance and agreed major projects assigned by the Board should transition from committee oversight to Board and construction-manager oversight.

Radiant Heat System

Discussion focused on findings from exploratory work conducted by 10-mile electric and BMM. Their diagnostic work found that cable buried to provide radiant heat and melt snow and ice in front of garages, is completely burned through. It was decided to not replace damaged wiring as the systems may be impacted by the parking lot repair. Instead BMM will be gather prices for heating mat systems to address ice issues in front of garages through the winter.

Fire Suppression and Compliance

Members reviewed ongoing compliance activities. Johnson Controls remains engaged for inspections, Allied has completed most corrective actions, and Building C tamper-switch remediation remains in progress. The committee reiterated its preference for separating inspection services from corrective-action vendors to preserve competitive pricing and avoid unnecessary remediation costs.

Exterior Painting and Cold Patch

Discussion included concrete wall scraping and painting, faded south-facing trim elements, entrance-area painting needs, cold-patch pavement repairs, and documentation of Sherwin-Williams paint specifications. Alternatives considered included localized touch-up painting versus broader repainting of weather-affected surfaces.

Garage Door Damage and Owner Responsibility

The committee reviewed reported garage-door trim damage and concluded the matter represents an owner responsibility rather than an association maintenance obligation. Consensus supported communication through management accordingly.

Draft Motion for Board Consideration

Motion: The Maintenance Committee recommends that the Board of Directors approve the proposal submitted by Structural Solutions for stone veneer stabilization and repair and authorize Buffalo Mountain Management to execute the work. The authorization shall be in an amount not to exceed \$6,000, inclusive of proposal amount, contingency, supplemental stone procurement if required, and associated project administration. Any material scope expansion or expenditure exceeding the authorized amount shall return to the Board for additional approval prior to performance of such work.

Follow-Up Project and Action Tracking List

Project / Task	Assigned To	Due Date	Next Step
Stone Repair Project	Keith / Jack / BMM	Next Board Meeting	Present motion and secure Board approval
Stone Inventory Verification	Jack	September 2026	Confirm inventory and supplemental stone needs
Parking Lot Engineering Review	Providence Construction / Board	Fall 2026	Develop engineering and drainage recommendations
Contractor Qualification Matrix	Project Manager	Winter 2026	Interview paving contractors and collect references
Radiant Heat Evaluation	Providence Construction	Fall 2026	Incorporate into parking-lot scope
Heating Mat Alternative Pricing	Jack	Next Board Meeting	Provide winter contingency cost estimates
Building C Tamper Switch	Jack / Allied	Before October 1, 2026	Complete remediation and documentation
Fire Inspection Contract Review	Board	Prior to renewal	Review Johnson Controls proposal
Concrete Wall / Trim	Jack	September 2026	Obtain pricing and scope

Painting			
Paint Color Standards Posting	Jack / Kevin	September 2026	Post approved paint standards to HOA website
Cold Patch Repair	Jack	September 2026	Complete pre-winter repair
Hot Tub Building Project	Providence Construction	Per Board authorization	Deliver proposal and implementation plan
Hot Tub Roofing	Jack	October	Replace roofing on Hot Tub