

Lake Forest HOA

# Maintenance Committee Meeting

## AGENDA

July 12, 2022, Tuesday 4:00 pm

**Location:** Zoom : <https://us06web.zoom.us/j/82832037366?from=addon>

**Members:** Keith Willy, Pete Shaub, Skip Hale, Patti Tofe, Bob Seibert, Anastasia Bell

**Attachments:** Maintenance Priority Spreadsheet (updated);

1. Minutes: for approval
2. Property Maintenance Issues--current and ongoing
  - a) Maintenance Prioritization Spreadsheet: July 2022 update.
    1. See attached
  - b) Specific Issues:
    1. Insurance Claims – D 304 stack / D 302 stack / B 304 stack (Skip)
      1. Continue coordination with Belfor, Western States, McMillan Claim Service, CAU Insurance Company etc.
      2. Reinforced the insight that scope of work covered by insurance is limited to RESTORATION of property to its condition at the time of the incident.
    2. Garages Buildings E&F:
      1. Update on interior wall code violations (Skip)
        1. Reinspection on part of Fire Marshall report back next month..
    3. Landscaping (Anastasia)
      1. Stones added July 12 in middle island area.
      2. Reviewing Budget for landscaping.
      3. Look at aspen trees.... observing some issues with tree health.
3. Property Maintenance Responsibilities
  1. Snow Removal effectiveness.
    1. Processes around engagement of snow contractor. Plowing vs shoveling – when and how to engage and define contractor scope of work.
      1. Issue is that the contractor sold off maintenance business and contract went to purchaser and the operation did not continue meeting obligations of the contract.
      2. Need to provide feedback to Pete regarding snow plow contract requirements. Need feedback before end of July.
4. Skylights – HOA vs Ownership Issue
  - a) Patti informed committee that maintenance of skylights is obligation of HOA.
    1. Recommends that we engage Ed to perform caulking of all units.
    2. Realized that Ed was already instructed by Hub/HOA member/ to Caulk his unit.
5. Miscellaneous
  - a) Patti recommends adding requirement under architectural policy: That bathroom remodels involving wall and floor replacements require moisture guard ..
    1. Willy to add this to architectural policy.
    2. Submit to board for change.

- b) Considerable time was spent evaluating processes involved with Facilities Management. Specifically, the Maintenance Committee evaluated alternative approaches to ensure quality, safety and soundness of work completed on the property. Several ideas were floated; all directed to protect HOA Members' investment in the HOA as well as the safety of individuals habituating the property.
  - 1. Process: Suggestions to engage our Property Manager in all reviews of Architectural Improvement and Remodeling Submittal Forms. Doing so would augment professional insight to modifications initiated by HOA members. While committee membership has been made up of members with strong experience with construction dynamics, forcing engagement with our Property Manager would help ensure thoroughness in reviewing submissions.
  - 2. Efficiency and Effectiveness: The Maintenance Committee has been focuses on responsiveness to our Memberships' submissions. We don't want process to snuff out responsiveness and so will not create a serial process. Rather, submissions will be shared with all members of the committee at once, to include the Property Manager. Projects will not be considered approved though, until the Property Manager's approval is affixed.
    - 1. Along the lines of efficiency and effectiveness, members of the committee observed that individual HOA members have given direction to Ed (Excellent Construction), by way of example. Those instructions may or may not coordinate with efforts and priorities identified by the Maintenance Committee. The Committee needs to communicate process and reinforce the communal benefit of being familiar with HOA requirements.
  - 3. Accountability: By engaging the Property Manager, we will enlist capacity to conduct site reviews before, during and after to ensure measures were properly taken and in accordance with approved Architectural Improvement Submittals. IE, confirming that licensed craftsmen are engaged (as required), for example.

#### 6. Owners Forum

- a) S Gross – Line of communication clarification. What is line of communication regarding construction project.
  - 1. Logistics, site safety, security and compliance with HOA facilities policy are responsibility of Bells and Whistles.
  - 2. Construction quality is responsibility of Excellent Construction, who acts as owner's rep. Excellent Construction Oversees compliance with contracted scope, schedule and quality.
  - 3. Schedule status reported on by Ed.
    - 1. Post schedule on web site....only three owners on this project.
    - 2. Look at idea of using Balfour's 3-month not to exceed as broad schedule
    - 3. Bring in tools for communication and update on status to web site.
    - 4. Explore weekly email or web tool....Ed is doing schedule and quality control.
    - 5. Skip to work on pert chart on schedule and milestones....broadly speaking.

#### 7. Next Meeting—Zoom Meeting

- a) September 13. 4:00

Follow-up Required:

**2.b).2** Garages failing Fire Marshall inspection: Reinspection required and Skip to report back at next meeting. – Skip

**2.b).3 Landscaping:** Look at aspen trees...observing some issues with tree Health. Anastasia.

**3.1..1.2 Snow Removal Cotract:** Provide feedback to Pete regarding snow removal contract. – All

**4.a).2 Skylights:** Engage Ed to perform caulking around all skylights. Patti

**5.a) Architecture review policy:** Patti recommends adding requirement under architectural policy: Bathroom remodels involving wall and floor replacements require moisture guard – Keith

--Keith Willy

Lake Forest HOA

## Maintenance Committee Meeting

### Maintenance Project List

July 12, 2022, Tuesday 3:00 pm

Item #	Maintenance Issues	General Category	Cte Point Person	Total Cost (est.)	PRIORITY SCORE	STATUS	Comments
17	Triennial Roof inspection, Garages, Spa Building	Ongoing Maint	Anastasia		12	Due Diligence	Need Estimated Useful Life for reserve analysis. Need complete (identify subcontractor and report back)
18	Building D 304 Flood 1/27/2021--HOA Insurance oversight	Small/Med Project	Skip	NA	12	In Progress	Ed gave D 104 invoice; CAU/McMillan needs D 204 invoice
24	Building D 302 Flood 2/24/2022--HOA Insurance oversight	Small/Med Project	Skip		12	In Progress	Ed awaiting invoice from insulating company. Eliminated removal of piping . Remove existing attic insulation and repack.
25	Building B 304 Flood 3/1/2022--HOA Insurance oversight	Small/Med Project	Skip	\$ 10,000	12	In Progress	Unit Owner issues with floor. Balfour cleared to begin work and will be on property before end of week.
26	3rd Floor Tenting of attic water pipes all buildings	Large Projects	P Shaub		10	In Progress	Get Per Building schedule and budget from Ed.
27	Retaining walls behind Buildings E&F: Monitor	Ongoing Maint	Anastasia	NA	11	Spring Project	Set up bi-annual measurements now; Strategic Fence did initial measurements; Anastasia(Site Manager) to monitor 2x/year; report to MC
47	Roof ice build-up: study fencing, heat cables mitigation	Small/Med Project	B Seibert		2	Spring Project	Communicate responsibility of addressing icicles as part of ownership responsibility along with deck. Signage. Monitor for severity.
51	Shed roof, Building B-D meters: repair of shingles, flashing	Small/Med Project	P Shaub		7	Due Diligence	Meter roofs need metal replacement in the future. Need price from Ed.
54	Concrete waterway (W of Building E) deteriorating	Small/Med Project	P Shaub		6	Due Diligence	Punch List Item from Ed. Negotiate with Ed and report back.
62	Concrete Heat Cabling: extend to front of vestibules	Large Projects	P Shaub		5	Due Diligence	
70	Spa & Garbage Buildings cabling & surveillance	Large Projects	Ron Crist		9	Due Diligence	Anastasia met with Comcast regarding cabling for surveillance....Motion Detectors, Cameras, Intercom .. Need separate vendor for cameras.
73	Check into Electrical Upgrade	Large Projects	B Seibert		5	Due Diligence	Need more capacity due to snow/Ice Melt. Power unavailable without reaching back to transformers.
74	Re-Stain Stair Landings	Small/Med Project	P Shaub		6	Due Diligence	Staining stairs in vestibule . Need costs estimates etc. \$5,000Budget in Reserves. Break project into landings and separate analysis of steps. Staining may need to be out of operating reserve...rather than capital reserves.
75	Explore Solar / Renewable Energy for Community	Large Projects	Willy		6	Due Diligence	
76	Pozloc Sprinkler System Replacement - Remaining Bldg. B & Bldg.	Large Projects	Doug Weigand		6	In Progress	
77	Timber Stairs Between E & F Add Tread Cap	Small/Med Project	Willy		6	Due Diligence	
78	Aspen Trees						
79	Hot Water Heater Replacement Program						
80	Dryer Vent Cleaning	Small/Med Project	P Shaub		6	Due Diligence	Thane raising issue with while replacing dryer....should maintenance committee take on project. Does owner performance create liability for rest of community.