

**Lake Forest
Board of Directors Meeting
January 24, 2017**

Board members present in person were Thane DePuey, Ben Duhl and Dennis Burke. Marshall Blaney attended by phone. A quorum was present. Representing Summit Resort Group in person was Kevin Lovett. Keith McBrearty was present representing Summit Property Maintenance.

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I. Call to Order

The meeting was called to order at 10:04 am.

II. Owners' Forum

Notice of the meeting was posted on the website. Owners Dennis Bodenchuk of E 305 and John Wurts of unit F 305 were present.

III. Violation Hearing

Unit E 305 received a violation notice in January 2017 for renters of their unit having dogs (Lake Forest House Rules only permit Owners to have a dog). In addition, the Owner's rental ad stated "pet friendly". The Owner of unit E 305 requested a hearing of the Board to discuss the violation, per the Association Covenant and Rule enforcement policy. At this hearing, the Owner of E 305 presented documentation that the dog belonging to his tenant is a registered emotional support service dog. The owner also stated that his rental ad has been changed to "no pets". Upon discussion, Thane moved to permit the one registered service dog in the unit for the short remaining term of the lease; no additional dogs are permitted in the unit, no rental ads stating "pet friendly" and no disturbances to neighbors; Marshall seconds the motion. The motion passed 3 votes to 1, with Ben Duhl not in favor and stating that he is considering resignation from the Board.

IV. Minutes

Thane moved to approve the minutes from the November 15, 2016 Board meeting; Dennis seconds and the motion passed.

V. Financial Update

Kevin Lovett presented the following financial report:

December 31, 2016 close financials report that we have \$66,516 in Operating and \$62,372 in the Reserve Account.

December 31, 2016 Profit and Loss reports \$294,477 of actual expenditures vs. \$298,380 of budgeted expenditures.

Tax return; the 2016 year-end tax return is pending and will be sent to the Board as soon as prepared.

Accounts receivable; it was noted that collections are underway for one unit. The property has been turned over to receiver. Receiver is renting unit and making payments to HOA.

2017 Budget Ballot responses; SRG reported that budget ballot responses are logged and all received are in favor of 2017 budget.

VI. Ratify Actions Via Email

Thane moved to approve the following action via email:

1-10-17 unit D 304, request for permission to have two dogs in unit, approved
Marshall seconds and the motion passed.

VII. Managing Agents Report

Kevin Lovett reported on the following:

- Mailers to owners have been sent
- The fire sprinkler “Pos Lok” piping failure paperwork has been filed on behalf of the Association. Claim total is \$500. Response from Pos lok has not yet been received.
- Website updates and postings have been completed to include posting of Management Agreements and “pre-approved” window and sliding glass door information.

Keith reported on the following:

- Gas Meter roof replacement – this project is complete.
- Gutter / Downspout / Heat tape – 1600 building repairs are complete. An additional downspout repair will take place near unit E 301 this Spring.
- Rental unit – Keith reported that the refrigerator has been replaced and the water heater replacement has been ordered, with install pending.
- Hot Tub area security- The Board discussed ways in which to increase security at the hot tub area. Keith will obtain cost estimates to install higher fencing around the area with “cable railings” and will obtain costs to add a lock to front gate (lock options discussed included card keys, punch code locks and brass keys).
- Electrical outlets – The Board discussed the usage of common area electrical outlets for the plugging in of vehicles. Keith was instructed to obtain a cost estimate to place locks on all outdoor outlets.
- Hot tub “VGBA” pump compliance – Keith was instructed to obtain cost estimate to have all hot tubs VGBA compliant. Ben Duhl suggested closing/ getting rid of all hot tubs. The discussion of closing all hot tubs will be placed on the 2017 Annual Owner meeting agenda.

VIII. Old Business

The following old business items were discussed:

A. Deck board replacements; A bid has been received of approximately \$1500 per deck for the following scope:

- replace “average of 4 boards” per deck
- paint the entire deck (with a “Restore” product)
- stain the handrail

Work will be done in the Spring, starting with the worst decks. The Board agreed that wood will be installed (no composite, no “trex”).

B. Lake Hill; The Board briefly discussed the Lake Hill development. The Board would like to contact the County to discuss / request a safe manner in which to cross the Dam Rd. to connect to the bike path; options discussed include a sidewalk along the North side of the Dam Rd to connect to the currently proposed overpass in front of the Lake Hill development, an additional overpass in front of Lake Forest and a traffic controlled pedestrian cross walk in front of Lake Forest.

C. Snow removal; The Board discussed snow removal efforts at the complex. Currently, Emore is relocating snow piles on site to create additional room for regular plowing snow storage.

D. Renters and Guests; The Board discussed the status of renters, tenants and guests and the additional “wear and tear” on the complex from the renters, tenants and guests. The implementation of a “surcharge” to be billed to Owners that rent was discussed, to offset additional wear and tear costs. The Board instructed SRG to obtain legal counsel review of Lake Forest Governing Documents to provide guidance on options to implement. This will be a discussion item at the 2017 Annual Owner Meeting.

E. Unit deck snow removal; Owners are encouraged to, safely, remove snow from their unit decks as well as icicles. This will both address any snow load / weight concerns as well as prevent dripping onto unit decks below. Preferably, Owners are asked to remove the snow prior to the snow plow coming to allow the snow plow to sweep snow on ground below decks away (snow plows come anytime there is 3 inches or more of snow).

F. F 306 to F 206 leak; It was reported that a leak occurred from a pipe burst within unit F 306 that caused damage to both F 306 and F 206. Since the leak stemmed from an item within a units plumbing system, damage and repair responsibility lies with the individual unit owners.

IX. New Business

The following new business items were discussed:

A. Property Management Agreement Renewal, Summit Resort Group; Summit Resort Group presented a management agreement renewal proposal to the Board for continued accounting and administrative services. Upon review, Marshall moved to approve the renewal proposal and Dennis seconds. The motion passed.

B. Board meeting Day/ Time slots; The Board discussed meeting location and day/ time slots. In addition to the Tuesday 10:00 am time slot that has been the regular Board meeting day/ time for the past few years, Monday evenings at 5:30 worked for Board members present as well. Thane will discuss with Madeline to determine if Monday evenings at 5:30 work for her.

X. Next Meeting Date

The next meeting date will be scheduled via email.

XI. Adjournment

At 11:56 pm, with no further business, the meeting was adjourned.

Approved by: Approved 3-13-17 _____ Date: _____