

**Lake Forest  
Board of Directors Meeting  
January 29, 2018**

Thane De Puey and Dennis Burke were present in person. Ben Duhl, Madeline Mishkind, Bob Seibert, Sue Sorensen, Josh Chebul, Marshall Blaney and Hub Helm attended by phone. A quorum was present. Representing Summit Resort Group was Kevin Lovett.

\* \* \* \* \*

**I. Call to Order**

The meeting was called to order at 6:30 pm.

**II. Owners' Forum**

Notice of the meeting was posted on the website. Owners present included:

A303 Ron Joy  
B103 Doug DeLong  
C104 Ron Crist  
E205 Ingrid Basler  
E206 Jack and Katherine Jeter  
F305 Jay Wurtz

Ron Crist of unit C 104 discussed the HOA owned rental unit and recommended selling it. Thane noted that the EDC and Board are investigating this option.

Ron also noted that he would like grills to be permitted to be used on unit decks and patios.

Jay Wurts of unit F 305 stated that he had concern of future special assessments and came to the meeting to understand more with regard to the drainage and reserve studies. The Owner also stated that individual unit Owners "affected" by an item should be responsible to pay for the item as opposed to all of the Owners at Lake Forest. A Board member noted that per the HOA Governing Documents, all Owners share in the expense to address Common Element items.

Ron Joy of unit A 303 recommended that all future repairs should be of "proper fix" rather than "nickel and dime" type temporary fixes. The Owner also recommended that specific duties and projects are assigned to specific individuals to improve accountability and ensure that the duty/ project is completed. The Owner stated that the Board and Management relationships are not working. The Owner also expressed dissatisfaction with the manner in which the garage door repairs were completed. The Owner recommended that the way in which the organization conducts business be "tightened up".

An Owner, who requested to remain anonymous, reported a noise complaint stemming from the unit above. The Owner believes that the flooring system has become compromised and this has resulted in her hearing excessive noise nuisance from the unit above. The Owner stated that she has investigated options to repair and is willing to contribute financially to the repairs. The Owner states that she has filed official

complaint, has tried to reach out to neighbor above and requests that the Board arrange a meeting with her and the unit owner above to work towards resolution. A Board member expressed concern with determining nuisance noise levels from regular unit occupancy. A Board member stated that Summit County defines noise nuisance via a decibel level chart and recommended that this be followed.

Doug DeLong of unit B 103 reported that the recycling is often full and overflowing and suggested adding additional recycle totes. It was noted that recycling is currently picked up on Tuesday's and Friday's. Summit Property Maintenance will be asked to monitor and to ensure that recycling is picked up on scheduled days. An Owner also recommended adding additional signage, to include "No Glass in Recycling".

### **III. Minutes**

The minutes from the December 4, 2017 Board meeting were approved via email by the Board.

### **V. Financial Update**

Kevin Lovett presented the following financial report:

*Year to Date Financials (2017 fiscal year end):*

December 31, 2017 close financials report that we have \$59,422 in Operating and 25,282 in the Reserve Account.

December 31, 2017 Profit and Loss reports \$299,261 of actual expenditures vs. \$299,580 of budgeted expenditures.

Questions were posed with regard to revenue and expense accounts related to the HOA Owned Rental unit (to include Revenue Accounts 515 and 516 and expense account 679). SRG stated that this would be investigated and reported on following the meeting.

\*post meeting follow up report:

Overall unit rental summary:

Total annual rental income: \$20,100 (rent is \$1675 per month)

Management fee paid to SRG, 7%: \$1407 for the year (\$117.25 per month)

Resulting income to Lake Forest: \$18,693

For all rental units in the SRG rental program, a 1099 is sent. For Lake Forest, the CPA noted that the 1099 to Lake Forest should not be on the full \$20,100, it should only be on the \$18,693. The CPA noted that we should break out rental income as its own income account (out of "other income") and show the rental management fee as an expense.

To accommodate the above, the following adjusts were made to the P & L report:

515 Other Income shows the rental income "removal"

516 Rental Income is then broken out of Other income and is shown at \$20,100

679 Rental Management Fee then shows the expense of the management fee commission paid to SRG of \$1407.

“Net Dollars” remain the same.\*

Question was also posed with regard to the Water Expense. SRG stated that this would be investigated and reported on following the meeting.

\*post meeting follow up report:

The Actual water charges for 2017 were \$13,225.98 vs the budget of \$12,000. Note that line item budget expense for water for 2018 budget was increased to \$13,624. The \$19,878 expense in 2017 was posted in order to catch up on accruals from 2016. It is preferred to move to “actual invoice payments” vs accrual payments for the water bill moving forward.

#### *Operating Budget 2018*

The 2018 Budget Ratification meeting was held in meeting prior to this Board meeting. It is noted that the 2018 Budget was ratified.

### **VI. Ratify Actions Via Email**

Hub moved to ratify the following action via email:

- 12-28-17 AAA snow plow contract cancellation, hire Emore; Approved
- 12-21-17 Newsletter; Approved
- 12-19-17 Garage Door repair mailer and billing plan; Approved
- 12-18-17 Executive Session Meeting minutes; Approved
- 12-17-17 SPM Contract (Executive session); Approved
- 12-9-17 December 4, 2017 meeting minutes; Approved

Dennis seconds and motion passed.

### **VII. Managing Agents Report**

Summit Resort Group Report:

Kevin Lovett reported on the following;

*-Window addition to Pre-approved list*

Pella, Architect Contemporary, 2 Wide- Awning; added to list and posted to website.

*-HB 1254*

Per House Bill 1254 (requirement to disclose management fees to HOA annually), it was noted that the Property Management agreements for both SRG and SPM are on the Lake Forest Website and state fees.

*-Conflict of interest policy*

Per CCIOA requirement that the Conflict of Interest Policy be made available regularly, it was noted that the Conflict of Interest Policy (as are all Lake Forest HOA Policies) are on the Lake Forest Website.

*-HOA Annual Disclosure / Budget letter*

A draft email notice presenting the annual HOA required disclosure (noting that all Lake Forest documents are on the HOA website) and noting that the 2018 Budget was ratified was approved to be sent to Owners.

Summit Property Maintenance Report:

Keith McBrearty was ill and absent from meeting; he did however submit his maintenance check list report. The Board noted that it was a nice improvement to have the monthly report. In addition, Board members asked for some changes and improvements to the monthly report to include more details of work done; adjustments and improvements to the reporting process will continue as needed. The monthly reports will be posted to the website.

## **VIII. Old Business**

The following old business item was discussed:

### *EDC Update/ Reserve Study/ Drainage Study*

The Board reviewed the EDC meeting minutes, report and recommendations. Upon discussion, Hub moved to approve the \$2,000 expenditure to assess the useful life of the existing siding; Dennis seconds and the motion passed.

The Board tabled the 2<sup>nd</sup> request, which include request for \$6000 to solicit bids from architectural firms and requisition several exterior design (CAD) options, pending findings from the existing siding useful life investigation.

The Board discussed the creation of a committee to investigate Reserve Funding. Upon discussion, Hub moved to approve the creation of a sub-committee with the EDC, to investigate and make recommendations to the Board for funding options of the Reserves; Marshall seconds and the motion passed.

The Board reviewed the recommendations from the EDC prioritizing the Drainage Remediation work to include recommendation to complete the “3 priority items” in 2018. The Board will review and discuss/ approve within one week.

The Board thanked the EDC for their outstanding work.

### *Project Updates*

The following projects were discussed:

Fire Sprinkler System, in unit “painted over” head replacement; the materials have been received by Fire Sprinkler Company. Work is planned to take place in Spring 2018. It was noted that an inspection of all units that had previously reported “painted over” heads will be completed prior to replacement to ensure replacement is necessary.

Garage door panels; it was noted that additional painting is needed on 6 doors, where the trim pieces “lower 14inches” still need to be painted.

### *Owner Concerns*

Owner concerns from previous meeting were discussed to include:

E Building crack in concrete; The Board discussed epoxy application in Spring 2018.

Smoking; Previous comment received from Owner requested that the Lake Forest complex become a “non-smoking” complex. It was noted that the Board informed requesting Owner to prepare presentation to be discussed at 2018 Annual Owner Meeting. The Board discussed potential difficulties with enforcement.

Parking; The Board discussed parking. It was noted that “full striped” parking will not be installed at this time. However, when weather practical, red paint will be placed in areas in front of front unit entryways to prevent parking in these areas.

Trash usage; The Board discussed trash usage. At this time, a lock/ keypad will not be placed on the trash enclosure (fear that Lake Forest occupants will then not access the enclosure, creating a less desirable issue with trash left outside of the enclosure). SPM will be asked to ensure that recycling is picked up 2 x’s per week. Owners are reminded that the Lake Forest dumpster is for “regular household trash” only and to not place construction debris in the dumpster.

Unit Occupancy; An Owner suggested adding unit occupancy limit regulations to the Bylaws. The Board will discuss this.

#### *Owner Communication*

A newsletter / update to Owners is in progress.

### **IX. New Business**

The following new business items were discussed:

#### *House Rules Discussion*

Discussion was tabled on house rules.

#### *Insurance Renewal*

The Lake Forest HOA insurance policy renews March 17, 2018. SRG will report to the Board the renewal proposal as well as information on competitive bids solicited.

#### *More Signage*

Adding additional “No Parking between signs” signage was discussed.

#### *TV Camera monitoring system*

The possibility of adding TV Camera Monitoring System to the hot tub area was discussed. Thane asked the owner who has a video monitor to forward that information to him so it can be presented to the board.

#### *Rental Unit Lease/ Sale*

The current lease on the rental unit expires June 30, 2018. The Board discussed moving the unit to “month to month” rental upon expiration of current lease. The sale of the rental unit was discussed further, in conjunction with the lease. Thane recommended placing this option on the agenda for discussion at the 2018 Annual Owner Meeting. A suggestion was also made to put a line item into the newsletter to float the idea to homeowners.

**X. Next Meeting Date**

The next meeting will be held March 26, 2018 at 6:00 pm.

**XI. Adjournment**

At 8:32 pm, with no further business, the meeting was adjourned.

Approved: \_\_\_\_\_ Date: \_\_\_\_\_