

**Lake Forest
Board of Directors Meeting
November 16, 2016**

Board members present in person were Thane DePuey, Bob Seibert, Ben Duhl, Madeline Mishkind 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. No Owners other than Board members were present.

III. Minutes

Ben moved to approve the minutes from the September 12, 2016 Board meeting; Marshall seconds and the motion passed.

IV. Financial Update

Kevin Lovett presented the following financial report:

Year to Date financials:

September 30, 2016 close financials report that we have \$52,531 in Operating and \$58,024 in the Reserve Account.

September 30, 2016 Profit and Loss reports \$239,103 of actual expenditures vs. \$223,048 of budgeted expenditures.

Areas of noted expense variance were reviewed.

The accounts receivable report was reviewed. It was noted that there is one unit in which collection efforts are underway.

Budget 2017

The 2017 draft operating budget was reviewed. Individual revenue and expense line items were discussed.

The following were noted line item changes from the 2016 budget:

Revenues

-511, Reserve Contribution, the 2017 budget calls to contribute \$64,224 into the Reserve fund

-New, Other Income/ Unit rent, The Board agreed to add revenue line item showing rental unit income

Expenses

-677 Hot tub / Spa Maintenance, increase \$1200 annually

- 605 Legal, increase \$230 annually
- 663 Cable TV, increase 5% over actuals at March renewal
- 665 Trash removal, decrease \$1200 annually based on actuals
- 670 Fire Sprinkler, increase \$1930 annually based historical on actuals
- 621 Insurance, decrease, \$2218 annually based historical on actuals
- 511 To reserves, increase \$64,224 annually
- New, Rental unit expense

It was noted that there was no change to dues proposed for 2017.

The Board discussed the discount on dues received for Owners that pay the full year's annual dues payment in January. It was noted that the "interest currently earned" on the prepaid funds does not offset the "loss" of dues revenue realized with the discounts. The idea of "stopping" the discount was discussed; it was recommended to bring this though up to the Owners at the Annual Owner Meeting.

Upon discussion, Thane moved to approve the 2017 budget with discussed revisions for presentation to the Owners; Ben seconds and the motion passed.

V. Ratify Actions Via Email

There were no email actions to ratify.

VI. Managing Agents Report

Keith reported on the following:

Fire Sprinkler- The annual fire sprinkler system inspection was completed. Keith is coordinating repair of one minor leak in the E building mechanical room. Keith reported that the "Poslock" brand fire sprinkler system is installed in the E, F, A and B buildings. This company is out of business, and repair parts are difficult to obtain. Western States Fire Protection is scheduled to meet with Keith on site to review the fire system and make recommendations. Flushing the systems is a possible future project. Keith noted that there is a class action law suit against Poslock; a claim will be made and sent to Poslock for reimbursement of repair expenses associated with a previous fire sprinkler leak in unit B 302.

Hot Tub update – Repairs have been made to the hot tubs to include replacement of the multiport.

Spring Services – Irrigation system repairs have been completed and the system has been blow out for the season.

Fall preparation – The gutter, downspout and heat tape has been inspected and minor heat tape repairs and gutter cleaning has been completed. Keith noted that there are 3 or 4 areas with additional repairs recommended; a proposal is pending from the contractor that completed the inspection.

Rental unit – Keith reported that the refrigerator and the water heater are in need of replacement in the rental unit. The Board agreed to have both replaced. Keith will coordinate.

Kevin reported that communication mailers had been sent to the Owners for both the Comcast TV installation and the reminder with regard to “renters”.

VII. Old Business

The following old business items were discussed:

A. Comcast; it was reported that the comcast installation is complete.

B. Deck, belly board replacements; The Board agreed that wood will be installed (no composite, no “trex”). 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.

C. Windows; Madeline presented report on locating “pre –approved” replacement windows she found that would be an acceptable to match to the existing windows at the complex. Upon discussion, the following windows will be added to the “pre-approved” list (all approved in casement or slider options):

- Marvin, Integrity Traditional Glider Triple Sash
- Pella, Proline 3 wide

Owners must still send in Architectural Review Request when wishing to replace windows, but if the above 2 windows are requested, approval will be granted. Owners must also “match” the exterior frame color to the existing color to ensure exterior uniformity. SRG will prepare the “pre-approved” replacement window list to include listing two potential installers (Signature Windows and Heflin) and post to the website.

D. Lake Hill; Bob reported that the Summit County proposed tax to fund work force housing passed. Infrastructure is on schedule to be installed beginning 2017. The County is projecting a 10 year build out plan.

E. Snow removal; The Board reviewed snow plow proposals received to include an “hourly plow proposal” and a “monthly plow proposal” from Emore; upon discussion, the Board agreed to proceed with the hourly proposal from Emore. Keith will present signed agreement to Emore and Keith will monitor “when plowing is necessary”.

VIII. New Business

The following new business items were discussed:

A. Capital plan review; The Board reviewed the capital plan. SRG will update the capital plan as discussed and email to the Board.

B. Christmas lights; Thane will coordinate with Keith to have Christmas lights installed at the complex entry area.

C. Newsletter; Bob will prepare a newsletter/ update to be sent to Owners presenting current items, tips, etc.

IX. Next Meeting Date

The next meeting will be held January 24, 2016 at 10:00 am.

X. Adjournment

At 1:08 pm, with no further business, the meeting was adjourned.

Approved by: _____ SOF _____ Date: _____