

**Lake Forest
Board of Directors Meeting
November 30, 2018**

Kathy Chinoy was present in person. Ben Duhl, Dennis Murphy, Marshall Blaney and David Ehrenberger attended by phone. A quorum was present.

Representing Summit Resort Group were Kelly Schneweis and Kevin Lovett.

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I. Call to Order

The meeting was called to order at 9:00 am.

II. Meeting Was Properly Noticed

President Kathy Chinoy noted that the meeting was properly noticed.

III. Adoption of Proposed Agenda

Kathy moved to adopt the proposed meeting agenda; Marshall seconds and the motion passed.

IV. Unit D 101 Unit Remodel Request

The Board discussed the unit D 101 remodel request that was submitted. Upon review, Marshall moved to approve the request; Kathy seconds and the motion passed. The Board also discussed addressing concerns with regard to issues with unit remodels and contractors to include, but not limited to, disposing of remodel debris in the HOA dumpster, trailer parking, contractors using the common hot tub area bathrooms as well as requirements for licensed and insured contractors to be used, proper permits to be pulled and ensuring that a “sound muffling” product be used in conjunction with flooring replacements. The Rules Committee is working to prepare recommendations to the Board and will be asked to consider these items and incorporating the items into House Rules/ Remodel Form updates. SRG will send unit D101 notice of approval of their remodel request and will include statement requiring that the above noted items be addressed by the Unit Owner for their remodel project.

V. Architect Invoice

EDC Chair Dave Ehrenberger presented a status update on the Savage Architectural work and invoicing. The Architect, Adam Savage, has completed phases 1 and 2 and is nearly finished with the final phase 3. Overall, the EDC is pleased with the product to date. The bidding package has been completed and has been distributed to 5 contractors for bidding. Dennis reports that bids are expected to be received by the end of the year. Ben reviewed the Savage Architectural invoicing as follows:

\$33,260 total invoiced to date
-\$11,828 previous payments made over the past few months
-\$5,474.25 previous payment made this past week
\$15,958.59 balance currently due for work completed

Upon discussion, Dennis moved to authorize and execute payment for the balance currently due for work completed to date of \$15,958; Ben seconds and the motion passed.

Dave noted that once phase 3 architectural work is completed (phase 3 is the final phase), there will be an invoice pending which will be approximately \$5,000. Upon discussion, Dave moved to approve payment, not to exceed \$5,000, upon completion of phase 3 of the Architect contract; Dennis seconds and the motion passed.

The EDC reported that all Savage Architectural service fees charged to date and the estimate for completing phase 3 are reasonable and fair. Dave spoke to details with regard to how the EDC and Board will work with the Architect and subsequent contractors as follows:

1. Negotiate all contracts/SOWs (final work on the Phase III and all future work, fees) to include:
 - a. Contractual budget estimates to include Do Not Exceed language that requires Architect to notify the EDC and the Board of anticipated overages before corresponding work is done. This applies to both in-scope and change in scope:
 - i. Once vetted, negotiated and approved by EDC, any anticipated budget overages must then be Board approved before work begins
 - b. Defined communication and invoicing schedules (<= monthly) with the EDC/Board

2. Lake Forest chain of command for Savage Architecture approvals:
 - a. In-budget: vetting by EDC (both Murphy + Ehrenberger), then submission to both Ben + Kathy for approval and payment
 - i. Change of Scope
 - ii. All invoices for payment
 - b. Out of scope with anticipated overages in budget:
 - i. Same vetting process but require BOD approval to proceed with work

It was noted that this process will be applied to all future renovation work and work managed by the EDC.

VI. Next Meeting Date

The next Board of Directors meeting will take place Monday January 7, 2019 at 6:00 pm.

VII. Adjournment

At 9:39 am the meeting was adjourned.

Approved: _____ Approved 1-7-19