

**Lake Forest  
Board of Directors Meeting  
December 4, 2017**

Thane De Puey was present in person. Ben Duhl, Madeline Mishkind, Bob Seibert (for the first half of meeting) Sue Sorensen, Josh Chebul, Marshall Blaney, Hub Helm and Dennis Burke attended by phone. A quorum was present. Representing Summit Resort Group 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 6:00 pm.

**II. Owners' Forum**

Notice of the meeting was posted on the website. Owners present included MaryAnn and Bob Bruyn of unit F205, Jason Eiseman of unit E 204, Kathy Chinoy of unit D302, Doug Delong of unit B103, Cindy Lowe of unit E202 and Ingrid Basler of unit E205.

An Owner reported a situation of smoke infiltration into her unit, from the inside of a neighboring unit, and requested that the HOA reevaluate the smoking regulations.

An Owner commented that she had concern with “budgetary” issues.

An Owner reported that a Cable wire was loose and dangling from the 1650E building.

An Owner states that the trash enclosure was being “abused” and that she recommends a key code lock be installed.

An Owner reported that the trash enclosure was damaged this past winter 2016-17; the Owner stated that she had witnessed and had video evidence of the trash removal truck running into the trash enclosure building. The Owner was upset that the Board did not make the trash removal company pay for the damages. The Board replied that they did not have proof that the trash truck did the damage (they were unaware that an Owner witnessed the actual damage and had caught the act on video) and therefore upon discussion at a previous Board meeting, the Board did not pursue collection efforts against the trash company. \*correction to the minutes was provided by Owner, stating that she did not take a video of the trash truck during the accident, but had taken pictures of the door and trash building after the incident\*

An Owner questioned the parking regulations (the number of vehicles per unit permitted).

An Owner reported a concern with unit occupancy (too many people in one unit).

**III. Minutes**

The minutes from the October 2, 2017 Board meeting were approved via email by the Board.

**V. Financial Update**

Kevin Lovett presented the following financial report:

*Year to Date Financials:*

October 31, 2017 close financials report that we have \$76,304 in Operating and \$24,898 in the Reserve Account.

October 31, 2017 Profit and Loss reports \$265,386 of actual expenditures vs. \$252,418 of budgeted expenditures.

Main area of expense variance is snow removal.

*Heloc renewal:*

The Heloc (Home Equity Line of Credit) renewal has been completed.

*Operating Budget 2018*

The 2018 Budget mailer was sent to owners. The Board discussed ballot responses received. SRG reported that 14 ballots received approving the 2018 budget and 1 response not disapproving, but had questions which are believed to have been answered. The Board also discussed comments sent in from Owners.

**VI. Ratify Actions Via Email**

Dennis moved to ratify the following action via email:

- 11-20-17 unit D 201 window replace request; approved
- 11-3-17 unit D 201 slider door replace request; approved
- 10-25-17 unit A 202 window replace request; approved
- 10-25-17 unit A 202 2 dog request, approved

Marshall seconds and motion passed.

**VII. Managing Agents Report**

Summit Resort Group Report:

Kevin Lovett reported on the following;

*Management Agreement Renewal*

The Lake Forest / Summit Resort Group "Accounting Services" Agreement is scheduled for renewal this coming January 1, 2018. Upon discussion, Josh moved to accept the Summit Resort Group renewal proposal; Ben seconds and the motion passed.

*Recycling Service*

As directed at the previous meeting, an additional pickup (increasing the recycling pick up schedule to 2 times per week) has been added.

*Unit B 203 Kitchen remodel follow up*

As follow up to question previously posed, Unit B 203 was asked if during their remodel, "was any electrical, plumbing or venting in the wall removed". The Owner responded stating "There was a phone outlet that was removed and there was a sink drain & vent

pipe that was routed left instead of right in the pony (half) wall behind the sink.” The Board was satisfied with this response.

Summit Property Maintenance Report:  
Keith McBrearty reported on the following;

*Management Agreement Renewal*

The Lake Forest / Summit Property Maintenance “Site Property Management” Agreement is scheduled for renewal this coming January 1, 2018. Upon discussion, the Board will review the contract and vote on renewal via email.

*Fire Sprinkler System*

An inspection of the Fire Sprinkler system has been completed; it was noted that the system passed the inspection. As previously discussed, a number of sprinkler heads within individual units have been “painted” which violates fire code. Code requires that these heads be replaced. As previously discussed and per communication with the individual unit Owners with the painted heads, the heads will be replaced by the fire sprinkler company (via coordination by Property Management) and individual unit Owners billed the expense. The head replacement scheduling is pending receipt of the replacement sprinkler heads. It was noted that in order to replace the heads, the entire system must be drained down; in order to do this, outside air temperatures must hold above freezing. As temperatures in the area might not rise above freezing for an extended time, the repairs may not happen until Spring. Keith will notify Owners that need sprinkler head repairs of this possibility.

*Lower Back Windows Painting/ Caulking*

The Painting and Caulking of the lower back windows of the A, D, C and D building has been completed.

*Garage Door Panel Replacement*

Phase 1 of the garage door panel replacement has been completed. As garage doors are the responsibility of individual unit Owners, the Board supported rebilling of each individual unit Owner their portion of the expense. The HOA will pay the contractor and rebill each individual unit Owner. The Board agreed to allow owners until April 1<sup>st</sup>, 2018 to pay the reimbursement to the HOA.

*Heat Tape and Gutters*

The heat tape and gutter repairs are complete and all sections are functioning.

*Snow Removal*

The Snow Removal contract with AAA has been executed. AAA has plowed and shoveled this year. The AAA contract includes 7 snowplow removal events per month as included in the per month fee of \$1500; snowplow removals in excess of 7 events per month will be billed additionally at \$350 per event. Owners present expressed their displeasure in the fact that snowplow removal efforts had been completed thus far this year with minimal snow received. The Owners present stated that snowplow removal efforts should not be taken unless significant snow (AAA contract states snow

accumulation of 3” or more per event) is received. Keith cautioned that not removing even less significant snow might create ice in the parking lot and on walkways. Upon discussion, Ben Duhl commented that Management not remove snow / ice unless 3” or more of snow accumulates on asphalt, and not squander the first 7 snowplow removals per month.

## **VIII. Old Business**

The following old business item was discussed:

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

The Reserve Study update as well as Drainage Study have been distributed to the Board and EDC. Josh noted initial items to be corrected by Criterium; Thane will send these to Criterium for implementation. Board members are to review the Studies and email comments to Thane. The EDC will review the Studies and make recommendations to the Board by the next Board meeting.

## **IX. New Business**

The following new business items were discussed:

### *A. Pre-approved Windows and Sliding glass doors:*

1. Approvals; The process of Window and Sliding Glass door replacements using “pre-approved” products was discussed. Upon discussion, Dennis moved that if a window/ sliding glass door replacement request is submitted using a product from the “pre-approved” list, that no further Board approval is necessary provided that the Owners submit receipt of product purchase; although Board approval will not be required on each pre-approved window/ sliding glass door replacement, the Board will request a copy of the construction permit with the architectural request to be assured that the window requested is the window installed. Ben seconds and the motion passed.

2. Replacement Window “addition” to Pre-approved list; It has been identified that windows on the “sides” of some of the buildings are unique in size and the current list of Pre-Approved windows does not include a window that will fit these openings. Upon discussion, Marshall moved to add the Pella, Architect Contemporary, 2 wide awning window to the Pre-Approved window replacement list; Ben seconds and the motion passed.

### *B. Communication to Owners:*

The Board discussed regular communications / updates to Owners. The Board agreed to prepare regular updates.

## **X. Next Meeting Date**

The next meeting will be held January 29, 2017 at 6:00 pm.

## **XI. Adjournment**

At 7:33 pm, with no further business, the meeting was adjourned.

Approved: approved Date: 12-17-17