

**Lake Forest
Board of Directors Meeting
February 7, 2019**

Kathy Chinoy, Bob Seibert, Thane De Puey and David Ehrenberger were present in person. Ben Duhl, Dennis Murphy and Marshall Blaney attended by phone. A quorum was present.

Owners present included in person were Jay Wurts of unit 305F, Doug Delong of unit 103B and Dennis Burke of unit 304D. Owners identified to be in attendance via telephone included Angela Driggers 306F, Anne Marie Heneghan unit 201B, Chuck Bohn unit 301A, Marty Tarabocchia unit 301B, Skip Hale unit 101C, Kristie Jacobsen unit 204C, Hub Helm unit 202F, Mary Ann Bruyn unit 205F and Kathy Yale of unit 102A.

Representing Summit Property Maintenance was Keith McBrearty. Representing Summit Resort Group was Kevin Lovett.

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I. Call to Order

The meeting was called to order at 4:00 pm.

II. Meeting Was Properly Noticed

President Kathy Chinoy noted that the meeting was properly noticed.

III. Exterior Renovation

Ben Duhl moved to withdraw his motion from the January 24, 2019 Board meeting; with no objection, the motion was withdrawn.

The Board discussed exterior renovation project “next steps” to include:

- Owners Representative; It was noted that there are 3 qualified owners’ representative candidates. The Board should have 3 proposals for review by middle of next week.
- Contract; It was noted that a sample contract has been sent to all Board members for review and comment.
- Planning; It was noted that the Contractor is working on scheduling and staging plans.
- Color Committee; It was noted that the EDC color committee is working to finalize color details. Efforts will be made to display a “color board” at the hot tub area for Owners to view.
- Individual “issues”; It was noted that “individual issues” reported (such as drainage issues) will be analyzed.

The Board discussed window and door replacements (credits and orders) as follows:

- “Custom requests”; It was noted that the window and door replacement price has been negotiated based on an agreed upon standard. “Custom requests” will not be accepted.
- New window order price includes all labor and material.

The Board discussed establishing a Board designated Construction Committee. The Committee will report to the Board. Overview of Construction Committee tasks will include facilitating the exterior renovation project and resolving site issues in “real time” so as not to cause project delays. The Construction Committee will not be able to approve items outside of the scope of the project. Upon discussion, Dave Ehrenberger moved to

formally designate a Construction Committee which will be a Standing Committee of the Board and further, to dissolve the EDC. Kathy Chinoy moved to amend the motion, moving to formally designate a Construction Committee which will be a Standing Committee of the Board and further, dissolve the EDC at a future date as determined by the Board of Directors; Bob Seibert seconds and the motion passed unanimously. A charter of the Construction Committee, listing duties, tasks and expectations, will be developed and sent to Owners; Owners interested in serving on the Construction Committee will be asked to volunteer.

It was noted that a separate designated bank account has been established to house all funds associated with the exterior renovation project special assessment as well as window orders. All special assessment payments received, and all window order payments received will be deposited into this account. All approved exterior renovation project and window/ orders and credit payments will be made from this account. The Profit and Loss will delineate special assessment funds from window/ door order funds.

The Board discussed communications. An update will be sent to all Owners and will speak to:

- “who” to make special assessment and window order checks payable to (Lake Forest HOA)

- “where” to mail special assessment and window order checks
Summit Resort Group
PO Box 2590
Dillon, CO 80435

- remind Owners to “put details” of check (such as unit number and what check is for (window order or special assessment) in the “memo” line of check and remind Owners to keep a copy of payments sent (keep copy of check)

- “when” window orders and window order checks are due (it was noted that “for the best price”, window orders and payments are due by March 1, 2019).**

- Payments could be tax deductible (check with your CPA)

- Work is planned to begin 4/15. Staging of materials may happen as soon as 3/15; staging should not interfere with parking or unit occupants.

- Remove items from walls prior to construction beginning

- Color board will be posted at hot tub area for Owners to view

IV. Owners Forum

The Owners forum took place. All Owners present had an opportunity to speak. Comments / questions spoke to color choices, project start date, concern that some units have renter occupants, when is window order/ payment due, request for weekly communication, thank you’ s to the Board and EDC for hard work, scheduling and

swinging patio door replacement. It was noted that these items will be addressed via communication updates.

V. Meeting Minute Review/ approval, 1-24-19

The minutes from the January 24, 2019 Board meeting were presented. The minutes were approved.

VI. Adoption of Proposed Agenda

The meeting agenda was adopted.

VII. Ratify Actions Via Email

It was noted that there were no actions via email. It was further noted that an updated format will be used for future actions via email (to include actions “outside” of a meeting).

VIII. Old Business

The following Old Business items were discussed:

A. Committee reports;

-Finance Committee;

-2018 yearend financials were included in the packet.

-The 2018 yearend tax return and review preparation is pending.

-Fidelity insurance has been increased. It was agreed to do the “10 month” payment plan.

B. Fire Sprinkler system; The fires sprinkler system was discussed. It was noted that the systems “passed” the 2018 annual fire sprinkler inspection. It was noted that some maintenance is necessary. The Board will continue to discuss.

C. Bylaw Amendment; It was noted that the Bylaw Amendment has been completed and is posted on the association website.

IX. New Business

The following new business items were discussed.

A. Legal Documents; The Board discussed updating the Association Governing Documents. The insurance agent reviewed and offered suggested sections to revise and update. This will be investigated further.

B. Facebook account; The Board discussed establishing a Facebook account. Upon discussion, the Board agreed not to set up a Facebook account. The Board agreed that regular communications to Owners was necessary.

C. 1600 Unit; The Board discussed the “windows” at the 1600 unit. It was noted that the 1600 Unit layout is absolutely unique in the complex and that this is the only unit in the complex that does not have a 3-sash window; therefore, they would not receive new 3-sash windows as all of the other units will as part of the project. The Board recognizes that some groups of units have a “uniqueness”; however, this uniqueness is shared amongst a few units in any given situation. In the situation of Unit 1600, their uniqueness

applies solely to this unit. Upon discussion, Dave Ehrenberger moved to give a credit of \$1700 to the owner of the 1660 unit; Thane seconds and the motion passed.

D. Window credits; The Board discussed window install credits. All units applying for credit will be inspected and based on factors, it will be determined whether a credit will be issued. The Board agreed that “final determination” of if a unit owner is “denied” the credit will be the decision of the Board.

E. Trash and Recycling; Timberline Disposal has provided an updated service proposal and an email of “improved service commitment”. Upon discussion, Thane move to withdraw the motion from the January 7, 2019 Board meeting to move service to Waste Management and to continue service with Timberline and the updated service agreement; Kathy seconds and the motion passed.

X. Next Meeting Date

The next Board of Directors meeting will be held March 4, 2019 at 6:00 pm.

XI. Adjournment

At 6:07 pm the meeting was adjourned.

Approved: _____ 3-4-19