

**Lake Forest
Board of Directors Meeting
May 13, 2019**

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

Owners present in person were Anne Marie Heneghan and Doug of unit B 201 and Sue Sorensen of unit E 304. Owners identified to be in attendance via telephone included Cindy Lowe of unit E 202, Marty Tarabocchia of unit 301 B, Hub Helm of unit F 202, Keith Willy of unit F 203 and Patty Tofe of unit B 302.

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

Ed Storako of Excellent Construction participated in the call during the Exterior Renovation Committee report.

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I. Call to Order

The meeting was called to order at 6:00 pm.

II. Meeting Was Properly Noticed

President Kathy Chinoy noted that the meeting was properly noticed.

III. Owners Forum

The Owners forum took place. All Owners had an opportunity to speak after the Exterior Renovation update was presented (below).

IV. Meeting Minute Review/ approval, 4-8-19

The minutes from the April 8, 2019 Board meeting were presented. The minutes were approved as presented.

V. Adoption of Proposed Agenda

The meeting agenda was adopted.

VI. Ratify Actions Via Email

The email resolution to “move forward with the completion of the Drainage Correction project as proposed and to accept the proposal from Excellent Construction of \$136,189 to complete the project” approved via email on May 8, 2019 was ratified.

VII. Management Report

Keith McBrearty presented the following Managing Agents report items:

Hot Tub; The Hot tub area is doing well with no major issues to report.

Trash / Recycle pickup service; It was noted that the agreement with Timberline Disposal remains in place. Service has been satisfactory for the past few weeks. The option to

cancel the Timberline Agreement remains a possibility if the service becomes unsatisfactory.

Routine site maintenance; Keith reported that routine site maintenance items are occurring to include light bulb changes, parking lot sweeping, spring cleanup, trash pickup and cleaning of all building entrances and trash enclosure.

BBQ grills; The Board discussed replacement of one of the BBQ grills. Keith will send updated cost estimate to the Board for review.

VIII. Old Business

The following Old Business items were discussed:

A. Committee reports;

Construction Committee, Exterior Renovation Report; Exterior Renovation Project items were reviewed to include the following:

Drainage; The Drainage correction project was reviewed with the following specifics:

- Manual controls; Board members were satisfied with the plan for “manual controls” for now, with the possibility that in the future they could be replaced if desired with “automated controls”.
- Electrical Heating Loop Runs; The new concrete drain pans will have electrical heating loops embedded in them. Board members were interested in installing an “additional line” to what was originally proposed/ approved in order to increase the area of heated pan to obtain the desired result of even less shoveling needs and elimination of the use of ice melt. It was noted that the installation of an additional line would result in greater install expense as well as increased “ongoing” electrical expense, however it would also result in reduced snow shoveling expense.
- Future potential heating of the A,B,C,D entries; It was noted that the heating of the entries of the A,B,C and D buildings is not included in the 2019 drainage correction project, however it is a future additional option. Any future additional heating of the A,D,C and D entries will require an electrical supply upgrade. This will be investigated in 1-2 years.

Schedule; The project schedule was discussed. It was noted that good progress has been made to date. It was noted that construction hours will be moved to 7 am – 7pm Monday through Saturday.

Communication; The following communication items were discussed:

- Communication to Owners; Communications to Owners with regard to project updates and scheduling was discussed. It was noted that improved communications are desired. The Construction Committee will discuss improved communications.
- Communications to the contractor/ workers; Owners are reminded to not talk with the contractors working on site. Questions / comments from Owners should be made to the Construction Committee.

Finances; Payments made to vendors with regard to the Exterior Renovation Project were reported on.

EV (electric vehicle) Charging Station; The addition of an EV Charging Station was briefly discussed. It was suggested to revisit this in the future.

Trees; Tree removal proceedings were discussed. It was noted that stumps would not be removed but would instead be cut at ground level.

Rear of vestibule aesthetic updates; The Construction Committee is preparing an update to be presented to the Board to include aesthetic updates to the rear of the building vestibules.

Owners Forum; The Owners Forum portion of the meeting was held after the Construction Committee update. All Owners were presented the opportunity to speak. The following items were discussed:

- Trees; An Owner commented on tree removal with a request to remove additional trees for aesthetic purposes and remove trees near the hot tub area. It was noted that trees planned to be removed were for purposes of creating access to the siding for the renovation project, for removal of diseased or dying trees and for fire mitigation. Trees were not being removed for aesthetic purposes. Additionally, an Owner requested to have a tree removed next to his unit in the B Building as the tree branches hit the building during wind events.

- Dog relief area; An Owner noted that currently, the dog relief area is closed for the construction project and asked “where” to take dogs. The Construction Committee will investigate and report to Owners an alternative location for dog relief.

- Frozen water line issue; An Owner reported a problem with continual freezing of a water line in her unit. Excellent Construction investigated and believes it is due to cold air infiltrating a common chase; Excellent Construction believes that the addition of foam insulation will correct the problem. The Owner was asked to send the Construction Committee an email with details of the issue and the Construction Committee will investigate.

- Shed roof/ entry ice issue; An Owner reported an issue with ice at the entry to her unit and recommended that a shed roof be installed. The Owner was asked to send the Construction Committee an email with details of the issue and the Construction Committee will investigate.

- Debris in drainage pan; An Owner noted that this past winter she noticed debris in the concrete drainage pans that impeded drainage. It was noted that this would be monitored and cleaned out in the future to allow improved drainage.

Exterior Renovation Project Communication; An Owner expressed dissatisfaction with the communications with regard to the construction project. He demanded

weekly updates. The Construction Committee will work to improve communications.

Deck furniture removal required for the construction project; An Owner noted that deck furniture has to be removed for the construction project. If a unit Owner is unable to remove their deck furniture for the project, he stated that the HOA should facilitate removal at no charge to the unit Owner.

Dust containment; An Owner noted dissatisfaction with the amount of dust in his unit caused by the sliding glass door replacement in his unit. He stated that the contractor must improve dust containment for future unit window/ sliding glass door replacements. Another unit Owner stated that the contractor did a good job of dust containment in her unit, so it appears that the contractor is improving.

Window blinds and drapes replacements; An Owner asked “who” is responsible for rehanging blinds and drapes within units after the install of new windows/ sliding glass doors.

“Size” of new sliding glass doors; An Owner reported that the size of the new sliding glass door installed in his unit is at least 6 inches “smaller” than the previous door which has resulted in significant view loss. He recommends alerting all Owners that ordered new sliding glass doors immediately to inform them of this and if the Owner requests, to allow them to “cancel” the install and give them full refund.

Nails and screws; An Owner reported that he picked up multiple nails and screws around the property from the construction project. He stated that the contractor was doing an admiral job trying to pick up nails and screws, but he stated that if a resident gets a flat tire from a nail or screw, that the HOA pay for the tire repair.

Living in Construction zone; An Owner reminded all Owners that Lake Forest is a “construction site” at present and through the summer and that Owners should keep this in mind. Owners are encouraged to “not rent” their units until the construction project is significantly completed in order to avoid upset / disappointed renters.

Finance Committee; February 2019 financials were presented to report the following:

Balance Sheet reports;

Operating Alpine Bank, \$81,761
Reserves Alpine Bank, \$250,019
ICS Res Savings (CDARS) \$26,834
CD Reserve 1st bank \$250,573
1st bank reserves \$1,584,289

P & L vs Budget reports;

Reports overall year to date operating expenses of \$64,458 vs year to date budget of \$57,328 resulting in a year to date operating expense overage of \$7,130

Grounds Committee; It was noted that Neils Lunceford will be turning on the irrigation next week.

Rules Committee; Hub reported that the Rules Committee continues to work on draft of new rules.

B. Fire Sprinkler System; The fire sprinkler suppression system was discussed. It was reported that follow up repairs to the annual inspection have been completed. Additional investigation of individual unit garages to ensure proper protection will be completed.

C. Annual Owner Meeting dial in attendance Options; It was noted that a “regular” conference call line will be available for Owners to attend the 2019 Annual Owner Meeting via telephone. Upon investigation, it was noted that a “regular” simple conference call line is the most economical and “easy to use” for all participants.

IX. New Business

The following new business items were discussed.

A. 2019 Annual Owner Meeting/ Picnic; The Board discussed establishing a plan for the 2019 Annual Owner Meeting Picnic.

X. Next Meeting Date

The next Board of Directors meeting will be held after the 2019 Annual Owner Meeting.

XI. Adjournment

At 7:50 pm the meeting was adjourned.

Approved: _____ 7-8-19 _____