

**Lake Forest  
Board of Directors Meeting  
June 11, 2018**

Bob Seibert, Sue Sorensen, Hub Helm and Ben Duhl were present in person. Thane De Puey, Dennis Burke, Josh Chebul and Madeline Mishkind attended by phone. A quorum was present. Representing Summit Property Maintenance was Ed 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. Owners' Forum**

Notice of the meeting was posted on the website and emailed to Owners.

Owners present in person included:

- A303 Ron and Janet Joy
- A101 Gary Cushner
- A304 William Gibson
- B103 Doug DeLong
- B303 John Huston
- B201 Ann Marie and Douglas Heneghan
- C104 Ron Christ
- D301 Jerry Van Eeckhout
- F205 Bob and Mary Ann Bruyn

Exterior Design Committee Members present in person included:

- A302 David Ehrenberger
- C203 Dennis Murphy
- E205 Ingrid Basler
- E 201 Ben Duhl
- E 304 Sue Sorensen
- A 203 Josh Chebul (via telephone)

The Exterior Design Committee (EDC) presented an update to the Board and Owners present. David Ehrenberger began the presentation and summarized that in conjunction with the professional Reserve Study that was completed, the EDC has studied and investigated Drainage corrections throughout the complex as well as a Siding Renovation Project. David thanked the 9-member EDC for their hard work and thanked the Board for their appointment. An overview of the history of the establishment of the EDC as well as accomplishments to date to include a report on engineering and architectural study results.

David presented two overall conclusions that the EDC has come to:

- 1- Condition of the existing siding; the condition of the exterior siding is poor, aesthetically as well as physically. In addition to the overall poor appearance,

there are breaches within the siding that all the elements as well as animal's entry. Renovation is considered by the EDC as a priority.

2-Substantial Renovation; in talking with contractors and experts, the siding replacement project is a substantial renovation. The contractors the EDC talked with do not recommend "piecemeal" siding replacement nor repairs of the existing. The contractors recommend full replacement as this will be more economical in the long run. David presented a cost estimate for the siding renovation of \$2 - \$2.5 million. Dennis Murphy stated that he spoke with 5 contractors and all said that they are not interested in "cut and paste" type repairs; it seems that there is no appetite for minor/ intermediate repairs...Sue Sorensen noted that the project not only consists of siding replacement, but includes insulation replacement and replacement of all unit decks and railings.

The EDC spoke to the objective of the presentation to the Owners at the 2018 Annual Owner Meeting. The overall objective is to have two different plans/ options to present to the Owners as well as cost estimate ranges. Owners will be given the chance to comment and make suggestions.

Timing of the project was discussed. In order to have the project substantially completed by Fall of 2019, a contract would need to be in place this Fall 2018 with a very early Spring 2018 construction start.

Value engineering was also discussed. It was noted that the EDC has looked at options to reduce the expense, to include not replacing siding on sections of the buildings that are protected, such as the covered stairwells.

Dennis Murphy introduced Architect Adam Savage. Adam thanked the Board and Owners for the opportunity. Adam noted that he was tasked with putting together a pedestrian scale elevation with a focus on siding replacement in efforts to come up with a composition that is fluid throughout the entire complex. Additionally, he is tasked with recommending products that are maintenance free/ maintenance friendly that will work with the long-life metal standing seam roof. While all of the buildings are important, at this point, the focus has been on the A and F buildings as they are located at the entry to the complex and one building is a hillside building and one building a lakeside building. Adam identified a safety concern of snow and ice shedding from the metal roof; he offered solutions such as additional roof snow retention, extending eaves and installing gables over the stairwell entries. New siding color choices were discussed; final color selections are pending; however, the idea is to use colors that are native to our environment. It was noted that stone wainscoting around the bases of the buildings could provide a nice aesthetic appearance as well as provide protection against snow buildup. Chimneys were also discussed. The Chimneys could be finished off from an aesthetic standpoint, to include screening worked into the design to provide an umbrella for leak protection and additionally help keep animals out.

Thane inquired as to the number of architectural rendering options that would be presented to Owners at the 2018 Annual Owner meeting; he recalled the plan to present three options to Owners. The EDC reported that only two options would be presented.

Adam stated that in addition to the composite siding, wainscoting options of stone vs. a standing seam metal wainscoting would be presented.

Funding of the project was discussed. Four examples of funding options were presented by the EDC in the handout.

Communication to Owners was discussed. The EDC will prepare an email blast that will be sent to Owners prior to the Annual Owner Meeting to notify the Owners of the discussions that will take place at the 2018 Annual Owner Meeting.

Mary Ann Bruyn asked if window replacement was included in the project. The response was that window replacement is likely to be a part of the project, however, window replacement is an individual unit owner expense, so if an Owner chose to replace their windows during the siding replacement project, they could do so but would be billed individually the expense.

Mary Ann Bruyn also stated that her deck paint was peeling; it was noted that at this time, until decision has been made with regard to the major exterior renovation, deck painting was on hold.

### **III. Minutes**

The minutes from the May 14, 2018 Board meeting were presented. It was noted that the minutes were approved via email by the Board.

### **V. Financial Update**

Kevin Lovett presented the following financial report:

#### *Year to Date Financials:*

April 30, 2018 close financials reports \$85,079 in Operating and \$58,071 in the Reserve Account.

April 30 ,2018 Profit and Loss reports \$107,946 of actual expenditures vs. \$113,791 of budgeted expenditures.

Major areas of expense variance were briefly reviewed.

### **VI. Ratify Actions Via Email**

Hub moved to ratify the following action via email:

5-31-18 Obtain Attorney opinion re review of process for special assessment, approved

5-21-18 D 104, 2<sup>nd</sup> pet request, approved

5-16-18 Rules discussion, on going

5-18-18 Minutes from 5-14-18 Board meeting, approved

Bob seconds and motion passed.

### **VII. Managing Agents Reports**

Summit Resort Group Report:

Kevin Lovett presented report from Attorney opinion re assessing special assessment as well as loan. The Attorney reported that in accordance with the Governing Documents, the Board can impose a special assessment to the Owners without Owner approval. However, Owner approval is required through the regular ratification process as outlined in the Governing Documents for an increase to dues or securing of a loan.

Summit Property Maintenance Report:

Keith McBrearty submitted the Summit Property Maintenance report.

Discussion of Management Structure took place; discussions are planned to continue.

## **VIII. Old Business**

The following old business item was discussed:

A. Association owned rental unit; The Board discussed the Association owned rental unit. It was noted that the lease ends 6-30-18. The Board discussed the process of selling the unit, to include whether to use a Real Estate Agent or to use a Real Estate Attorney. Hub moved to enlist a Real Estate Agent to facilitate the sale of the unit; Bob seconds; the motion failed 5 votes to 3. Discussion took place with regard to hiring a Real Estate Attorney as well as “who” will market the unit; there were no volunteers to initiate. Thane moved to contact three Real Estate Agents to negotiate down their commissions and maximize sales price; Bob seconds and the motion passed. Hub and Sue will assist the Real Estate Agent in viewing the unit.

B. 2018 Annual Owner Meeting; the 2018 Annual Owner Meeting will be held Saturday June 30<sup>th</sup> at 1:30 pm. The official meeting notice will be sent May 30<sup>th</sup>. Presentation plans for the meeting were briefly discussed.

C. List of running “old Business items”; the following list of running old business items is maintained and to be discussed further;

- Annual fire sprinkler system inspection
- Landscape update
- Parking lot striping
- Hot tub structure, additional wiring and railing replacement / repair
- House Rules revision discussion; it was noted that Hub has compiled and sent to all Board members a list of Board member comments and suggestions with regard to the House Rules to date
- Drainage, stairwells
- Repair or remove the flower bed at the east side of the trash building

## **IX. New Business**

The following new business items were discussed:

A. Motion on behalf of the EDC; Ben Duhl presented a motion on behalf of the EDC; Hub Helm seconded the motion. Discussion ensued with regard to the points within the motion. There was question with regard to whether or not the motion was an authorization approving additional expenditure. During the discussion, a recommendation

was made to modify the motion for clarification, upon which discussion ensued and the modification of the motion was not completed. No vote was taken on the motion.

B. Flowers; the Landscape committee requested funding to purchase flowers for the flower barrels. Once the irrigation is confirmed to be working, the landscape committee will submit request to the Board for flower funds.

**X. Next Meeting Date**

The next Board meeting will be held after the 2018 Annual Owner Meeting.

**XI. Adjournment**

At 6:27 pm, with no further business, the meeting was adjourned.

Approved: Approved 8-13-18