

**Lake Forest
Board of Directors Meeting
July 21, 2015**

Board members present in person at the Summit Resort group office were Thane DePuey, Ingrid Basler, Doris McFeeters and Marshall Blaney. Board member Ben Duhl attended via telephone. A quorum was present. Representing Summit Resort Group in person were Kevin Lovett and Mike Kellett. Peter Schutz attended by phone. Lindsay Emore was present representing Emore Maintenance.

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I. Call to Order

The meeting was called to order at 10:00 am.

II. Owners' Forum

No owners, other than Board members, were present.

III. Approve minutes from June 19th, 2015 Board Meeting and July 5th 2015 annual meeting.

Doris moved to approve the minutes as presented for the June 19th Board of Directors meeting, and, for the July 5th Annual Homeowners meeting with spelling corrections to Marshalls name, and the revision of “asphalt ruts *at the entry of the complex*” under New Business. Marshall seconded and with all in favor the motion carried.

IV. Financial Review

The Board and SRG reviewed financials as follows:

May 31, 2015 close financials report that the Association has \$83,334.04 in the Operating Account, and \$1,694.16 in Reserves.

May 31, 2015 Profit and Loss reports \$123,032 of actual expenditures vs. \$140,508 of budgeted expenditures. As of May 2015 close, the Association is \$17,476 under budget.

Accounts /Receivable

There is one unit that is one month behind on dues. SRG continues to work with the owner to bring them current.

V. Ratify Board Actions via Email

Thane made a motion to approve the following actions that were taken via email since the last Board meeting:

- 7-17-15 – Mike Kellett paint project approved.

Marshall seconded and with all in favor, the motion carried.

VI. Managing Agents Report

SRG reported on the following:

- Appraisal value- Ebert report pending

Lindsay Emore reported on the following items:

- Irrigation has been turned down per Thane's request, due to rainy weather. Will be set to normal when dry weather returns.
- Sprinklers by units 101B and 103B will be adjusted as to not spray building, walkway, etc...
- Replaced 3 photo cells at 1600, and the manager's garages.
- Repaired "crooked" light above garage.
- Will ensure the Turner Morris invoice is not sent to Mountain Systems.
- Additional weed and thistles pulled in gardens.
- Light above E302 garage has been secured.
- 2 dead shrubs were reported between the A&B buildings. These will be removed and new shrubs added.
- The status of BBQ grilles will be checked on unit decks, and notice will be sent to units that have BBQ grilles on decks.
- Lower level, floor stairwells have paint/spackle damage. Lindsay will "touch up" these damaged areas and is authorized by the board to spend up to \$500 on the repairs.
- Lindsay discussed the asphalt repairs and concrete pans at the property. After discussion, the board decides to continue with planned seal coating of the lot, while holes/damage to concrete pans will be filled in with asphalt for a temporary solution. Lindsay will continue to collect bid for the asphalt project. Replacing the concrete pans will be re-visited.
- Doris made a motion that Lindsay collect at least 3 bids to address "Erosion Control" between the B & C buildings (adding fence.) Lindsay was directed to collect the bids by no later than August 15th.

VII. ARC Form

Establish "Pre Approved" Replacement window

- A. After discussion, the board has decided to research potential replacements for the windows (that all units have in common) and will present their findings at the next meeting of the board. SRG will also make recommendations for possible replacements.

VIII. Old Business

Projects

- Asphalt, drainage pans, and speed bumps- Repairs were discussed by the board and bids are being collected.
- Mulch vs stone- Lindsay will collect a bid to add stones in beds and will retrieve by Friday, July 24th. Thane made a motion that no mulch is to be added at the Lake Forest property in 2015, and will be re-visited in 2016. Doris seconded and with all in favor the motion carried.
- Exterior staining- Mike Kellett presented the scope for painting and wood repair needs on the property. The scope presented recommends sand, scrape, paint, and repairing (as

needed) of all “dark brown” trim of the buildings, excluding free standing garage structures. This includes; all front fascia below unit decks (wood replacement required on these areas will be replaced with pre-primed Hardie board for the entire run of the fascia,) all fascia directly below roof line including awning corner trim, and all window trim. Loose or unsecured pieces will be re-enforced, and rotted/deteriorated pieces will be replaced with new.

Thane made a motion to approve Mike finalizing the scope presented to the board, meeting with painters to review the project, and collecting bids which will be presented to the board via Email. Marshall seconded and with all in favor the motion carried.

- Roof install above gas meters- Lindsay has been instructed by the board to collect bids for adding roofs above gas meters.
- SRG will update the House Rules for the Lake Forest property to include Emore Inc. phone number, Summit Resort Group phone number, and a reminder not to put glass in with recycling. Lindsay will obtain the updated house rules which he will provide to owners.
- The board discussed Lindsay adding his snow shoveling services to be included in his contract with the Lake Forest HOA. Thane made a motion to offer cost plus 25% for shoveling services that Lindsay provides. Marshall seconded and with all in favor the motion carried.
- The board agreed to sell the lawn mower and ATVs owned by Lake Forest. Thane will obtain the value of the mower and sell to Lindsay as well as the ATVs.

IX. New Business

A. Annual Owner Meeting Post Mailer

- a. The board approves adding that owners are welcome to attend meetings of the board to the post Annual Owner Meeting mailer. Board meeting information can be found on the website.

B. Lindsay will submit to SRG “Project status” and log of hours for projects completed/pending at Lake Forest.

C. CMCA licensure was discussed. The board recommends that Lindsay acquire this licensing.

X. Next Meeting Date

The next Board of Directors meeting will be polled via Email.

XI. Adjournment

At 12:02 pm Thane made a motion to adjourn. Marshall seconded and with all in favor the motion carried.

Approved by: _____ Date: _____