

**Lake Forest  
Board of Directors Meeting  
July 8, 2019**

Kathy Chinoy, Bob Seibert and Dennis Murphy were present in person. Patty Tofe, Ron Crist, Thane De Puey and David Ehrenberger attended by phone. A quorum was present.

Owners present in person were Anne Marie Heneghan and Doug of unit B 201. Owners identified to be in attendance via telephone included Cindy Lowe of unit E 202, Marty Tarabocchia of unit 301 B, Ben Duhl of unit E 201.

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 6:00 pm.

**II. Meeting Was Properly Noticed**

President Kathy Chinoy noted that the meeting was properly noticed. The Board discussed holding a Board of Directors meeting “immediately” (same day) after the 2020 Annual Owner Meeting to appoint officers.

**III. Board of Director Officer Appointments**

Officers were appointed as follows:

- President; Dennis moved to appoint Kathy as President, Bob seconds and the motion passed.
- Vice President; Kathy moved to appoint Bob as Vice President; Dennis seconds and the motion passed.
- Secretary; Dennis moved to appoint Ron Crist as Secretary; David Seconds. Thane volunteered for Secretary. A vote was taken and with majority in favor, Ron Crist was appointed as Secretary.
- Treasurer; Dennis moved to appoint Patti as Treasurer; Ron seconds and the motion passed.

**IV. Owners Forum**

The Owners agreed to hold the Owner forum after the Exterior Renovation update.

**V. Meeting Minute Review/ approval, 5-13-19**

The minutes from the May 13, 2019 Board meeting were presented. The minutes were approved as presented.

**V. Adoption of Proposed Agenda**

The meeting agenda was adopted with the modification to move the Owners Forum to be held after the Exterior Renovation update.

**VI. Ratify Actions Via Email**

There were no actions via email completed since the May 13, 2019 Board meeting.

## **VII. Management Report**

Keith McBrearty presented the following Managing Agents report items:

Construction Project; The construction project remains under way. Lots of activity on site every day. Keith is working closely with the Owners Rep's Ron and Luke Drake.

Challenges with the construction project happening 6 days per week include parking, and trash truck access. It was noted that Timberline has struggled with trash pick up service.

Garage Door access; Currently we are working on having access to all garage doors.

Hot tub; Hot tub area has been doing well no major issues to report. The hot tubs have been getting a fair amount of use

Site items; The following site items have occurred:

- Changed 2 light bulbs
- Closed garage doors at night 2-3 times
- Started sweeping parking area 2-3 times per week
- Trash sweeps of the property
- Cleaned all entrances and trash room
- Cleaned all windows

Grill; The Board approved purchasing 1 new grill and it has been installed and is working well.

Fire Alarm; The A Building Fire Alarm went into "trouble mode" this past weekend; repairs have been made and system is fully functional. Allied Security will be completing an inspection of all of the alarm horns on Friday July 19<sup>th</sup>. A notice will be sent to Owners informing them of the alarm horn testing.

Canoe: There is a canoe that is being stored outside of the F Building. SRG will email owner so F 305, F 205 and F 206 asking them if it is their canoe and to please remove. If the canoe is not removed by Wednesday July 10<sup>th</sup> at 5:00 pm, the canoe will be removed by the HOA.

## **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:

Signage; New signage plans were discussed as follows (it was noted that all signs to be installed are "code compliant" where required):

- Complex ID sign; The Board discussed the existing "Lake Forest" entry sign. While this sign will not be replaced, it will be repaired. Repairs to this sign will be funded out of repairs and maintenance.
- Complex "layout map" sign; The County requires a 4' x 6' sign showing the layout of the complex. This will be completed and installed.

- Building ID signs; The Board viewed (those present) and discussed the Building ID signs. Options include both “letter” signs as well as “address number” signs.
- Unit ID signs; The Board viewed (those present) and discussed the new vertical unit ID signs that will be installed on the vestibules.
- Garage signs; The Board discussed installing ID signs on each garage. Garage signs will be prefaced with a “G” (for “garage”).
- “Private Property / No Trespassing” sign; The Board discussed installing a “No Trespassing, Private Property, Lake Forest Owners and Guests Only” sign at the entry.

#### Drainage;

- Driveway diagonal pan; It was noted that the concrete “diagonal” pan is cracked and in poor condition. A proposal to replace was presented. Upon review, Bob moved to “approve the proposal to replace the driveway diagonal pan as presented and to fund the expense of \$6500 out of the general reserve budget”; Ron seconds and the motion passed.
- Upper pan; A question was raised with regard to the “upper pan” that was cut out and moved. It was noted that his pan will be investigated further.
- Entry to 1630 Building; the area at the sloped metal drainage grate at the 1630 building will be modified to include the addition of 2 steps. This will be funded out of Repairs and Maintenance.

#### Garage Doors;

- Seals and minor repairs and adjustments; A proposal was received to repair damaged garage door seals and to make minor adjustments and repairs throughout the complex was received. Upon discussion, Bob moved to approve the proposal from Gore Range Garage door for \$12,372 for the rehab of garage door jambs, weather-stripping seals and minor repairs and adjustments as shown on estimate #1889; Dennis seconds and the motion passed.
- Optional garage door work; Gore Range is offering additional garage door repair work to Owners (at the individual Owners expense) to include:
  - Installation (new or replacement) electric door opening system
  - Install new and/ or program existing punch code openers
  - Additional remote openers and program

An email will be sent to all Lake Forest Owners presenting these optional garage door work items. Owners will be asked to communicate directly with Gore Range Garage Door if they wish to order any additional garage door work; Owners will be required to pay Gore Range Directly for any garage door work they order.

- Keypads; It was noted that keypads for garage doors will be moved to be consistent in location.

-Garage access; The Board discussed HOA access to individual garages for both emergency and maintenance purposes. The option of installing a “vault release key” was discussed. It was noted that some units already do have a vault release key while others do not. There was concern expressed with regard to the keys being on a master system.

**Absent Insulation;**

It was noted that during demo on the A, B, C and D buildings, the contractor found that there was no insulation in the pipe chase. This has been determined to be the cause of the pipe freezing some owners have experienced in the past. New insulation has been added to properly insulate the pipe chase which will prevent future freezing. It was noted that this was a nice “perk” to the Exterior Renovation Project.

**Absent Sheathing;**

It was noted that during demo, the contractor found that there was no sheathing installed in areas to include on chimneys. The lack of sheathing on the chimneys has allowed bats to enter. With the new construction, proper sheathing is being installed and this will help eliminate the bats. This is another “perk” to the Exterior Renovation Project. A question was raised as to whether the bat exterminator company should be involved. It was suggested that before the chimneys are closed up, the areas should be sprayed by the contractor with the bat “repellent/ disinfectant/ odor removal” spray that the bat extermination company uses.

*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:

Reserve plan; It was noted that the reserve plan should be updated, as many items on the plan are being addressed now with the Exterior Renovation Project.

Clear Coating on the inside of unit window woodwork; It was noted that Keith and SPM have been hired by Excellent Construction to complete the interior unit window woodwork clear coating. This is permitted under Keith's contract with Lake Forest HOA and does not affect his daily work for Lake Forest.

Owners Representative duties; Owner Representative duties were discussed. It was noted that the Owners Rep is responsible for inspecting work as it is completed, creating punch lists and ensuring that work is completed to satisfaction. The request was made to have the Owners Rep pay more attention to detail.

Unit Access; An Owner from B Building asked a question with regard to access to his B building unit. It was noted that access to his B Building unit is open, but to remember that this is a construction zone. There is no current access to his garage.

Utility Chase insulating; An Owner questioned whether or not all utility chases would be insulated to help prevent historic pipe freeze issues; it was noted that all utility chases would be addressed.

Stair free access entry; Ice issues at an entry to a B Building unit was discussed. Possible remedies include installation of a shed roof as well as addition of heat tape and gutters. It was noted that this is under investigation.

Screens; It was noted that screens will be installed on all new windows and sliding glass doors.

Asphalt; An Owner questioned what the future plan for asphalt maintenance is. It was noted that this will be investigated.

Parking; An Owner requested that Owners that are leaving vehicles on site for extended periods of time be encouraged to park vehicles “away” from the buildings to allow unit occupants actually in house a parking space close to their unit.

Mailboxes; An Owner presented an idea to add PO Boxes on site at Lake Forest.

Sign; An Owner suggested a new, “bigger” entry sign.

Value/ taxes; An Owner commented that the Exterior Renovation Project will increase property values and wondered the impact on tax valuation.

*Finance Committee;* It was noted that May 2019 close financials were presented in the meeting packet and that these are the same set of financials that were presented at the 2019 Annual Owner Meeting. Additionally, it was clarified that the \$12,372 garage rehabilitation expense would be coded to the “contingency” section of the Exterior Renovation expense budget. It was also clarified that the \$6500 expense to replace the diagonal drainage pan would be funded out of the general reserve account.

*Communication Committee;* The Board approved distribution of the draft 2019 annual owner meeting minutes. The minutes will be emailed to Owners and placed on the website as draft.

*Grounds Committee;* There was no report from the Grounds Committee.

*Rules Committee;* It was noted that the Rules Committee continues to work on rules.

*Maintenance Committee;* Kathy noted her desire to establish a maintenance committee.

## **IX. New Business**

The following new business items were discussed.

A. Grills on decks; Currently, grills are not permitted on unit decks. The Board discussed the possibility of allowing electric and or gas grills on unit decks (charcoal grills will not be permitted). Pros and Cons of allowing grills on unit decks were discussed.

Pros of allowing grills on decks included:

- Reduced congestion at the common grilling area
- Common grilling area is inconvenient for Owners
- “year-round” grilling is not an option
- Establishing guidelines for grill usage was suggested. Guidelines could include grill make/ model requirements, use of grilling mat requirement as well as requirement to have fire extinguisher on hand.
- It was noted that the HOA insurance agent was contacted and sent information on the new building materials (siding and decks). The insurance agent reports that allowing electric and or gas grills on decks will not affecting the premium or the policy. The Frisco Fire Dept was also contacted and the Frisco Fire Dept has stated that electric and or gas grills are permitted to be used on unit decks.

Cons of allowing grills on decks include:

- Fire danger
- Dripping of grilling juices/mess on units below
- Aesthetic appearance concern
- Smell of food cooking

Ron Crist will draft a proposal for grills and present to the Board for review and vote.

B. Smoking; It was noted that smoking at the complex is still under investigation and will be discussed at the next Board meeting.

**X. Next Meeting Date**

The next Board of Directors meeting will be held August 12, 2019 at 6:00 pm.

**XI. Adjournment**

At 8:23 pm the meeting was adjourned.

Approved: \_\_\_\_\_ 8-19-19 \_\_\_\_\_