

**Lake Forest
Board of Directors Meeting
August 19, 2019**

Kathy Chinoy, Bob Seibert and Patti Tofe were present in person. Ron Crist and David Ehrenberger attended by phone. A quorum was present.

Owners present in person were Anne Marie Heneghan and Doug of unit B 201, Bill Gibson of unit A 304, Ron Joy of unit A 303 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, Keith Willy and Carmen Quenzer of unit F 203 and Ben Duhl of unit E 201.

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.

III. Meeting Minute Review/ approval, 7-8-19

The minutes from the July 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

There were no actions via email completed since the July 8, 2019 Board meeting.

VII. Management Report

Keith McBrearty submitted the following Managing Agents report:

The construction project is under way. Lots of activity every day. Ron and Luke Drake have the master keys and master codes and list of home owners. Keith continues to check in with Ron Drake to see if he needs anything daily.

Hot tub area has been functioning well with no major issues to report. The hot tubs have been getting a fair amount of use. This week Keith has drained the hot tubs 2 times and this month 6 times.

Light bulb changes have taken place. C building lights have had the breaker trip multiple times and the breaker has been reset.

Keith has closed garage doors at night, 1-2 times

A full trash sweep of the lake forest property is occurring weekly

Keith has cleaned all entrances and trash room, monthly

One new grill has been purchased and installed and is getting used daily.

With the construction project happening 6 days per week there have been a few challenges. One is parking. Keith is working closely with the construction team to move items to create more parking. Two, is the trash truck being able to access the dumpster area; Keith has communicated with the construction team and trash company to coordinate trash pick-ups. Timberlines trash pickup service has been doing better.

Keith plans on power washing the buildings as the painter's complete sections, in order to get the as concrete clean as possible.

A leak occurred into Building A during a heavy rain storm. The home owner hired a drying company. The planned flashing and gutter installed should rectify the leak.

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:

Overall; Overall, it was reported that the project is on schedule for substantial completion in Mid-October and the project is on budget. It was noted that the individual building schedules were adjusted due to product delivery delays.

Overall the Construction Committee is pleased with progress and quality.

Signage; The Construction Committee has interviewed sign companies and a proposal from Sign Tech to include sign designs is pending. Locations of signage was also discussed.

Discoveries; As discussed at previous meetings, this project has uncovered many "discoveries" of issues at the complex which have been addressed with the new construction. Recently, an issue with a crack in the concrete foundation of the A Building was discovered; a repair to include "injections" into the concrete to solidify the foundation and to ensure water proofing will be pursued.

Additionally, a poor deck attachment was discovered on a deck at the A building which has been rectified with the new construction.

Mid-way Bonus; The Board discussed issuing the workers a mid-way bonus. Upon discussion, Dave moved to give a mid-way bonus of \$50, to each of 8 workers not to exceed \$400; Bob Seibert seconds and the motion passed.

Finance Committee; It was noted that June 2019 close financials were presented in the meeting packet. A summary of special assessments outstanding was reported. The Finance Committee reports that 2020 Budget planning is underway to include review of the reserve study.

Communication Committee; There was no report from the Communication Committee.

Grounds Committee; It was noted that repairs to the Grounds from the heavy construction traffic will be pursued upon completion of the exterior renovation project.

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

Maintenance Committee; It was noted that a Maintenance Committee will be formed upon completion of the exterior renovation project and the sun-setting of the Construction Committee.

B. Grills;

The possibility of permitting electric grills to be used on unit decks was discussed. It was noted that currently, the Declaration prohibits grills to be used on unit decks however there is a provision that upon majority vote of owners, this part of the Dec's can be voided. A letter to Owners presenting the possibility of allowing grills on decks as well as the "vote" along with a set of draft "grill rules" was reviewed. Upon review, Bob moved to adopt the Grill Rules as presented in the 8/19/19 Board of Directors meeting packet to include:

- Electric Units ONLY

Any type of cooking appliance used on the exterior of a Lake Forest unit must be powered only by electricity. Use of any type of gas, wood or charcoal is strictly prohibited either as a primary or secondary power source.

- Cooking Surface Area

The cooking surface area of the grill cannot exceed 300 square inches

- Cooking/Grill Mat

A cooking unit on a second or third level balcony unit must be placed on a grill mat during use and storage. This will help to eliminate any chance of damage to the deck surface and the potential of drips and spills reaching the deck below.

- Safety

The grill must always be used in accordance to the safety warning of the product.

No modification of the power cord can be made and if an extension cord is necessary it must be rated for outdoor use and matched to the power requirements of the unit.

All extension cords should be neutral in color

Extension cords should be routed and secured to help prevent a trip or fall hazard.

Ron seconds the motion and the motion passed.

A letter will be sent to all Owners and responses will be sent to SRG for tallying the vote.

C. Smoking; It was noted that smoking at the complex is still under investigation. Signage options to include location and verbiage were discussed.

IX. Owners Forum

During the Owners Forum, all Owners were given the opportunity to speak. Items presented during the Owners Forum included:

Grills on Decks: The following comments were made with regard to grills on decks:

- Concern expressed with regard to grills being permitted on decks to include safety, smoke / smell drifting to other units, insurance coverage and liability as the grills will be placed on “limited common elements”.
- Owners requested that if grills are permitted on decks, that the HOA continue to keep and maintain common area grills (the Board noted that common area grills will be kept and maintained even if vote passes to allow grills on decks).
- An Owner had concern on amending the Declarations with just a “majority vote”. (the Board explained that legal opinion had been received with regard to the process and that legal counsel has confirmed the process as proper and permitted).
- An Owner stated that individuals with grills on their decks should increase their liability coverage.
- An Owner asked if the exterior deck electrical outlet was powered by the HOA or individual unit owners. (It was noted that the electrical outlets on unit decks are powered by individual unit supply).
- An Owner stated that he was in favor of allowing grills on decks.
- An Owner stated that he was against allowing grills on decks.
- An Owner recommending requiring individual unit owners to have fire extinguishers in their units, close to the grill.
- An Owner noted that the allowance of grills on decks will create problems between neighbors.

Exterior Renovation: The following comments were made with regard to the exterior renovation project:

- Concern with scheduling change. Some buildings have not yet been completed but the “next” buildings were started. (the Board noted that this was due to material delivery delay; the materials needed to complete the buildings had not arrived, so in order to keep the project moving forward to meet the “overall” completion date, the “next” buildings were started).
- Timeline update was requested.
- Pet Relief area. It was noted that due to the construction, the pet relief area is unavailable, and some pet owners are relieving their pets in unwanted areas. (The Board will look into signage installations to prevent the relieving of pets in unwanted areas.)
- RR ties, reusing. An Owner suggested that the current deck posts that are being removed be saved and reused as landscape timbers. (The Construction Committee will look into this).
- Priorities; An Owner suggested moving the completion of the A and B Building decks up on the priority list in order to allow the Owners to open up sliding glass doors sooner in efforts of allowing ventilation during hot month of August.
- Concern of poor construction. An Owner presented concern of poor construction as evidenced by a “corner gap” detail that has not been completed properly.
- Punch lists. Owners with concerns are asked to provide punch lists to the Construction Committee. An Owner requested that a “process” be put in place with regard to punch list items.
- Stair painting. An Owner asked is stairs were going to be painted. (the Construction Committee reported that yes, stairs were going to be painted).

Hornets' nest: It was noted that there is a hornet's nest in the hot tub building next to the grills. Keith will be asked to address.

Smoking: The following comments were made with regard to smoking:

- An Owner was in favor of prohibiting smoking.
- An Owner requested that the smoking prohibition include "vaping".

X. New Business

There were no new business items to discuss.

XI. Next Meeting Date

The next Board of Directors meeting will be held September 16, 2019 at 6:00 pm.

XII. Adjournment

At 8:05 pm the meeting was adjourned.

Approved: _____ 9-16-19 _____