

**Lake Forest
Board of Directors Meeting
September 12, 2016**

Board members present in person were Thane DePuey and Bob Seibert. Ben Duhl, Madeline Mishkind, Dennis Burke and Marshall Blaney attended by phone. A quorum was present. Representing Summit Resort Group in person was Kevin Lovett. Ed McBrearty was present representing Summit Property Maintenance.

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I. Call to Order

The meeting was called to order at 10:04 am.

II. Owners' Forum

Notice of the meeting was posted on the website. No Owners other than Board members were present.

III. Minutes

Bob moved to approve the minutes from the June 6, 2016 Board meeting; Madeline seconds and the motion passed.

The Board reviewed the minutes from the 2016 annual owner meeting. Kevin will make corrections as stated.

IV. Financial Update

Kevin Lovett presented the following financial report:

July 31, 2016 close financials report that we have \$85,778 in Operating and \$45,684 in the Reserve Account.

July 31, 2016 Profit and Loss reports \$189,210 of actual expenditures vs. \$185,315 of budgeted expenditures.

Areas of noted expense variance were reviewed.

The accounts receivable report was reviewed. It was noted that there is one unit in which collection efforts are underway.

V. Ratify Actions Via Email

Bob moved to ratify the following actions via email:

6-27-16 Addition of window to bathroom request, denied

7-11-16 Catwalk at Hot tub repairs, approved

7-13-16 D 201 collection efforts, approved

7-18-16 Comcast Renewal, approved

7-20-16 C 203 Sliding glass door replace request, approved

7-22-16 C 204 Sliding glass door replace request, approved

7-26-16 C 202 Window replace request, approved

8-19-16 Pet request 2 dogs unit 306 F, approved for month of Sept 2016

Marshall seconds and the motion passed.

VI. Managing Agents Report

Kevin reported that the Responsible Governance Policies have been adopted and are posted on the website.

Thane reported that he had investigated “Sundial Communications”, a possible TV and Internet provider for the future, as we are now in the beginning of a 5 year agreement with Comcast.

Ed reported on the following items;

Directional vents- the directional vents for the exterior exhausts for the two hot water heaters have been ordered.

IPM, pest management – IPM continues the monthly pest control service.

104 B Gate – Ed noted that there was no activity by the owners on the new gate install.

Hot tub walkway – this project is complete. The Board was very pleased with the way in which it turned out.

Gas leaks – it was noted that there were two gas leaks; both have been resolved. It was noted that shed roofs are recommended to be installed over the gas meters; the Board will discuss further later in this meeting.

VII. Old Business

The following old business items were discussed:

Erosion Control between B and C- Ed reported that this project is complete.

Deck, deck railing and belly board replacement – Ed presented a proposal for this project; the Board had questions. Thane will follow up with Keith.

Siding / trim repair list – Ed reported that the siding repairs are complete to include the trim around the high window vestibules.

Bats A 301 – It was reported that the bats have been eliminated. It was noted that the HOA policy is that if wildlife is in the common area, it is HOA responsibility to address. If wildlife is in a unit, it is the unit Owner’s responsibility to address.

Rock install – the rock installation project for buildings A-D is complete.

Irrigation repairs – Keith is working to complete the irrigation repairs on the west end of the D building. Presently, the irrigation system is “off” and seasonal blow out is pending.

Heat tape – Ed reported that it is recommended to have the heat tapes checked to ensure they are functional for the season.

Lake Hill update – Bob reported on Lake Hill neighboring development status. The last public meeting was held this past week and the project is moving forward. There are 400 + units planned consisting of single family homes, townhomes and apartment buildings. Single family homes are planned for the area that borders Lake Forest and the Apartments are planned for the areas further east. There are 2 roundabouts planned on the Dam Road at the entries to the new development; the entry closest to Lake Forest is planned to be installed with the “phase one” of construction. It was noted that it is possible that Summit Stage Bus traffic will be permitted across the Dam Road. Traffic concerns have been expressed to the County.

Windows and Sliding glass doors – the Board discussed “pre-approved” windows and sliding glass door replacements.

Sliding glass doors – The list of “pre-approved” sliding glass doors was presented and is posted on the website. Owners wishing to replace their sliding glass doors are required to send in Architectural review request for review and approval prior to replacing sliding glass doors. Requests that include one of the “pre-approved” doors will receive a quicker response time as the actual “door” specifications will not be under review (licensed and insured installer and install plans will be the focus). Owners are permitted to present a request to install a sliding glass door that is not on the “pre-approved” list; the door selected will be reviewed in addition to installer and install specifics.

Windows – The Board is tasked to find 2 “pre-approved” replacement windows. Owners will still be required to submit Architectural review request (same process and requirements as the slider doors). Madeline Mishkind volunteered to spear head the window selection with the goal to choose windows that “match the exterior appearance of the current windows” in efforts to maintain exterior uniformity. Ben Duhl will send Madeline information and specs on windows that have been installed at the complex previously. Two window manufacturers will be investigated with the goal to have two “pre-approved” windows of each type (slider and casement).

Pets, rules – The Lake Forest House rules allow unit Owners to have 1 pet at a time. Owners may request permission from the Board for approval to have a 2nd pet. Requesting Owners have previously been permitted to have 2 pets. The Board agreed to continue with the rules as stated above. It was noted that the existing rules allow for fines and revocation of the permission in the event disturbance violations are reported.

Comcast – The Comcast Agreement has been renewed. New equipment is to be installed this week in units. If property manager Keith does not have access to a

unit, then the unit owner for that particular unit will need to contact Comcast to set up the installation of any new equipment.

VIII. New Business

The following new business items were discussed:

Parking lot pole – Keith will investigate repairing a parking lot pole in the snow storage areas.

Charges to unit Owners for renter related maintenance – The Board discussed the occurrence of renters creating unnecessary maintenance work for site management; such as leaving trash outside of unit front doors (instead of taking to the dumpster). Owners are reminded that they are responsible for their renters and Owners will be charged in the event that additional maintenance fees are incurred due to site management “cleaning up” after unit rental guests. An email will be sent to Owners reminding them that they are responsible for their renters, and notify them that they will be charged for any maintenance fees incurred which are a result of their renters. The email will also include a reminder that only Owners are permitted to have pets (renters, guests and tenants are not permitted to have pets).

Smoke Detectors and Carbon Monoxide detectors – Owners are reminded to have smoke and CO detectors in their units!

Gas meter shed roofs – Bob moved to approve the installation of the gas meter shed roofs on the 3 buildings that are in need; Marshall seconds and the motion passed. Keith will coordinate the installation.

Heat tapes in gutters/ downspouts – Keith was asked to obtain a quote to inspect and make repairs to all of the heat tapes in the gutters and downspouts. Once obtained, the Board will review the proposal.

IX. Next Meeting Date

The next meeting will be held November 15, 2015 at 10:00 am.

X. Adjournment

At 11:41 am, with no further business, the meeting was adjourned.

Approved by: _____ Signature on file Date: 11-15-16 _____