

Lake Forest HOA
Siding Renovation Project

Construction Committee Meeting

MINUTES

March 28, 2019, Thursday, 6:00-7:30pm

Summit Resort Group, Conference Room #6 (or by con call: 1-877-858-5743; Pass Code 174455)

Members ATTENDING: Dennis Murphy, Kathy Chinoy, Hub Helm, David Ehrenberger (Chair); Ron Drake(Owner's Representative), Luke Drake.

Absent: Bob Seibert, Patty Toffey

AGENDA

1. Minutes: (none—this is the first meeting of the Construction Committee)
2. Review of the Construction Committee (CC) Charter (David, Dennis, all)
 - a. CC Meetings: monthly frequency, accountabilities per the Charter were presented and discussed.
 - b. Subcommittee tasks (assignments in parentheses):
 - a. Front Doors—current doors are all green and with different kinds of locks. The color scheme has the doors painted blue. Need to determine what to do about the green screen doors. Also, what about a standard door handles and locks. (pending)
 - b. Tree management (see below): Kathy will follow up with Madeline Mishkind to engage her in this process. Ron/Luke will create a site plan to identify all trees and define which require removal. Ron will also identify the tree surgeon. (Madeline/Grounds Committee)
 - c. Standard Numbering of Units: Current numbering on buildings and garages is difficult to see and to understand (e.g., for EMS). Need to replace the current numbering signage with a code-compliant, standard design for clarity and safety. (Kathy and Dennis).
 - d. Vestibule Renovation: Investigate and select best penetrating stain material for vestibule stairs and landings; develop plan for improving aesthetics of rear vestibule walls; improve lighting as needed. (Bob)
 - e. Communication: write and publish monthly CC reports to the Owners. (pending)
 - c. Standing Agenda Items:
 - a. Owners Representative Report (Construction Timeline and Status; Construction Issues; Project Invoices Paid; Owner Issues; Other)
 - b. SRP Budget and Revenue Update
 - c. SRP Issues: Discussion, management and resolution
 - d. CC Subcommittee Reports
 - e. Owner Communication Highlights

3. Invoice & Incidental Expense Approval Forms and Processes: Committee discussion and approval (David)
 - a. Reviewed and approved the Invoice Approval Form and process—DocuSign will be used by the 5 approval signatories prior to submitting the completed approval form to Kathy and Kevin Lovett for check signing and payment.
 - b. Reviewed the Incidental Expense Approval Form: requires some modification to accommodate the Bank requirement of two signatures, which requires the presence of the signatories. Kathy will discuss with our bank to inform the final Incidental Expense Approval Form design and process and then follow up with David.
4. Owner's Representative Report (Ron & son Luke, business partner):
 - a. Schedule of Construction Timeline and status: on schedule with a project start date of 4/15/19; Ron met with Chuy (EC subcontractor) re traffic flow, will have project business cards made up for his staff to share with owners as necessary; arranging for project storage units.
 - b. Construction issues found to date (Dennis and Ron):
 1. Luke will create a site plan identifying which trees will need to be trimmed or removed; Madeline (Chair of the Grounds Cte) met with Fire Department today and was advised that few trees will need to be removed for fire mitigation. Other tree removal will be based on what is important for access to the buildings during the course of the Project. The Fire Dept. will present their recommendations in a letter to Kathy ASAP. Final recommendations will also be based on Code requirements.
 2. These recommendations will be vetted by Dennis next week and the final recommendations will be shared with the Committee for approval.
 - c. Project Invoices Paid: Approved invoices from both EC and others will be reviewed monthly by this committee. EC's first invoice submitted 3.22.19 for \$271,208.09 has been approved and paid. Reviewed by the CC.
 - d. Owner issues—see attached report from Dennis Murphy: "Construction Committee Miscellaneous Tasks".
 - e. Other: Ron Drake's current general liability company will not cover him as a "consultant." Kathy suggested his contract be modified to be consistent with his role as Owner's Representative and in such a way that is acceptable to his general liability company. Kathy will work with Ron to complete this modification and ensure Drake & Co. has general liability coverage in place prior to April 15th.
5. Permitting Status: City of Frisco Planning Department (Dennis):
 - a. Dennis reports that he and Ed presented a detailed proposal earlier this week to the City Planning Department for approval—turn-around-time will be ~a couple of weeks. We will need additional permits for the windows, railings and some electrical work. Ed will follow up with the Planning Department to ensure timely permitting completion.
6. Siding Renovation Project (SRP): budget and revenue to date—~\$1.5 million per Kathy.
7. SRP Design and Color: CC discussion points.
 - a. Dennis reports that final color selections for the LP Diamond Kote, Windows, Railings and Stone were presented to the Planning Department this week.

8. Structural Engineer: Kristine Fox, local engineer, was engaged for this work. She is well known to Ed, Ron and Dennis—and respected for her efficient and competent work.
 - a. Ed, Dennis and Kristine toured the property and she is writing up the specs for replacing some of the decking support beams and the garage roofs: some upper decks on Building F were constructed with 16” centers; in addition, some of the joists appear not to have been pressure treated. Kristine’s report and recommendations will be submitted to the Planning Department within 2 weeks.
 - b. Total cost is anticipated to be within our budget of \$10,000 (hourly rate is \$300/hr).
9. Electrical Subcontractor: Some of the wiring in the garages are not up to code and will need to be corrected (placed inside the garage walls).
10. Drainage: no updates—Ed will be presenting his recommendation. Dennis will follow-up with Ed.
11. Sprinkler Heads: 18 sprinkler heads require replacement—this will be done during the Project work.
12. Owners’ Units access: the process including security, communication and documentation will be developed by David and Ron, then vetted by the CC ASAP.
13. Next Meeting: Tuesday March 17, 2019 6pm

--David Ehrenberger