

Lake Forest HOA--Siding Renovation Project

Construction Committee Meeting

MINUTES

June 17, 2019, Monday, 6:00-7:30pm

Conference call meeting (only) 1-877-858-5743 and the pass code is 174455

Members Attending: Kathy Chinoy, Dennis Murphy, Bob Seibert, Hub Helm, Patti Tofey, David Ehrenberger (Chair); Ron Drake (Owner's Representative), Luke Drake

Attachments: Minutes 5.29.19; Drake & Co. Invoice 5.27.19 (paid)

AGENDA

1. Minutes: 5.29.19: Approved without changes.
2. Owners Representative Report (Ron and Luke Drake):
 - a. Construction Timeline and Status—per Ed Storako /D Murphy earlier today:
 1. Dennis is pleased with Excellent Construction's progress and attention to detail.
 2. All 12 posts on E & F have been removed and holes patched. Great progress on decking replacement. Deck joists are being replaced as needed due to rot and/or lack of sealant.
 3. Railings will begin arriving before end of June for installation on completed decks.
 4. Metal subcontractor has installed the metal wainscoting on Building E.
 5. Buildings timeline: Each building will take about 6 weeks (max) to complete.
 1. Siding on E & F will be finished construction (not including painting and touch up) by early August. Note that the post removal/glulam installation took extra time. Buildings A-D should go quicker.
 2. Start on Building A June 20
 3. Start on Building B July 15
 4. Start on Building C August 5
 5. Start on Building D August 20
 6. Garage buildings: most siding has been removed, some rot identified and repaired.
 7. Dennis notes that Ed's crew has kept to their promise and have attended to multiple problems without change-order invoices (except for materials, if needed). As examples, floor joists have often not been level or parallel and needed correction; installation of a new post when a deck was found 3" off square; the engineer's work was essential but was \$1200 (Dennis believes an outside engineer would have charged upwards of \$25k).

8. Bob—very impressed with the speed and quality of construction—the crew is professional and the construction zone is clean (as is use of language!).
 - b. Owner Issues: Tree removals/trimming—one complaint from an owner about removal of an Aspen on lakeside A Building—explained to this owner the care process taken by members of the Landscaping Cte to ensure only those trees necessary were removed. This process included several studies of the landscaping plan, direction from Excellent Construction to ensure adequate access for the heavy machinery required for siding work, input from the City of Frisco Fire Department and from Alpine Tree Service (did a good job, inexpensive). Dog access area—recommend dogs be taken to the grassy area near the entrance and to remind owners not to use the Spa area. Bob recommends we bring this up at the Owners’ Meeting but to be tolerant given the disruption across the HOA during the siding project.
 - c. General Liability Insurance: Drake and Co. After careful discussions with our agent and review of his contract, Kathy reports no further insurance policy changes needed.
 - d. Subcontractor updates:
 1. Painter has been painting the glulam decks and joists. Also, every window that is not replaced will have its trim painted.
 2. Trim carpenter—getting this work done in a timely fashion has been a challenge due to difficulty finding a carpenter—Ed believes he has this solved.
 - e. Exterior lighting fixtures: Ron is evaluating all, cleaning and painted some and replacing others.
 - f. Old siding to be reused for shed on the lakeside of the complex—City of Frisco has indicated it will do this for free. Ed will need to save siding and railing scraps (for damaged railings around snow storage areas). Saving scraps also for some fencing (Building C) and the Garbage area.
3. SRP Budget, Revenue & Invoice Update (K Chinoy, D Ehrenberger):
 - a. Invoices approved for payment—Drake Invoice 5.27.19—paid. Drake and Co has provided appropriate detail to their invoicing.
 - b. Ed’s next draw has been submitted at \$326,194—requires review and approval.
 - c. Siding expenses against budget—since this contract is fixed price, only out-of-scope work needs to be tracked—we are up to date with all overages.
 - d. Window payment reconciliation (Patti)—Amounts collected are correct (one issue—had to give credit to two owners for doors not installed and this needs to be reconciled properly).
 4. SRP Issues
 - a. Garage Drainage Pan (R Drake, D Murphy)
 1. Project status and timeline: the trench has been dug (down to 18” per code) in front of C&D. Next steps over next 2w: cable installation, then steel bars and concrete. The switch boxes to manually operate the heat

cables will be the only electrical equipment above ground. The garage pan will next be completed for Buildings A&B.

1. Between B&C buildings, a new swale will be added to better direct water flow into the snow storage area (instead of toward the foundation of Building B)—this will take an additional 2 wks but is in-scope. Additional work will be required for repair of the adjacent snow storage area, with addition of larger rocks, is expected to cost ~\$8-10k (very rough estimate) and should be a “priority maintenance” issue to be considered routinely by the Board.
 2. Heating cable options and decision. After consideration of adding additional heating cables at \$45,000, the majority vote of the Board was to not approve this plan addition. Thank you to Dennis for his extensive due diligence and work working with Ed and Darrel to evaluate and propose this option.
 - b. Acknowledgement of the great work being done by the Excellent Construction worker crews (K Chinoy). Kathy is thinking Subway sandwiches may be the best option. Note: every Saturday, Ed buys his workers lunch (on our bill). Given this, Dennis recommends that when each building is completed, we give them some special recognition or a gift card. Kathy and Dennis will work this out.
 - c. Railing repairs/reuse (K Chinoy, R Drake)—as above.
5. CC Subcommittee Reports (all)
- a. Tree Management—as above.
 - b. Signage; Building and Garage Numbering (D Murphy, D Ehrenberger): fire department gave input from site visit—we can number the garages however we want—Dennis recommends a sturdy/appealing/professional format; extend the numbering board at each garage to accommodate keypads. Dennis recommends changing the format to include “G”—as in “GA302”. Buildings/Owner Units: numbers must be 5 inches, but must continue with the correct building numbering (e.g., 1610A); Dennis is recommending brass numbers and a similar style to garages, hardwood plaques, on the left of the vestibules for instance for units on the left (e.g., stacked vertically: A301 A201 A101, for example). Must have a map of the entire HOA complex on the left entry way to the HOA near the current LF sign—e.g., a wood sign on a post, 6’ tall. Ron is talking with Tom at Signs Safari in Keystone to create a proposal re the design and location to review at the next CC Cte mtg.
 - c. Vestibule Renovation/Painting (P Tofey, D Murphy)—options and reserve budget allocation. Dennis has been exploring options, however, on March 4th the Board eliminated this funding due to other siding project priorities. Dennis is exploring materials applied to the first 4 feet, with a molding strip for capping, that would be inexpensive, perhaps a cementitious material, Hardie Board painted with a textured/stucco-like product vs. repair and painting. Recommends we evaluate the repair and paint option first in one vestibule, using a lighter color, while

other material options are further explored. Installation of LED lighting to improve the vestibule/stair lighting.

- d. Garage Door Seals—Dennis is recommending all trim and seals (and bottom rubbers) are replaced (including the Garbage building)—this should be a routine maintenance item. Update will be provided at the next CC Mtg.
- e. Communication with Owners (D Ehrenberger, K Chinoy, R Drake)—feedback on weekly updates and photos. All agreed this process is working well, with good feedback from owners to date. For the next update, topic to also include:
 - 1. Warning to unit owners re:
 - a) Prohibit use of decks with temporary railings due to safety and liability—replacement with the permanent railings has been delayed for Buildings E&F (as above) but installation should accelerate once work on Buildings A&B begin and the railings arrive by the end of July.
 - b) Spa area cannot be used for dog's—must use the grassy area at the entrance of the driveway (near the Lake Forest sign).
- f. SRP Design and Color (P Tofey)—coordination with Excellent Construction going well.
- g. Other:
 - 1. Building 1630 entry (D Ehrenberger)—sloped metal grate at vestibule entry. This is a safety issue and the Construction Cte recommends this be remedied ASAP. Ron will discuss with Ed for his recommendations (trim the metal grate or widen the concrete step?).
 - 2. CC Cte Report @ Annual Owner's meeting. Items recommended so far:
 - 1. Review design details done and yet to be done
 - 1. Wainscoting, glulam beams, LP siding, Pella Windows, new numbering,
 - 2. Ed's add-ons (at no cost!)—engineering, extra post; knocked railings off 2nd floor
 - 2. Timeline, progress against PM plan
 - 3. SRP expenses against budget
 - 4. Dennis recommends we put a SRP Notebook together including the minutes of all Board Mtgs and motions/actions, Minutes of the CC mtgs.

6. Next Meeting: Wednesday, July 24, 2019, 6:00-7:30p

--David Ehrenberger