

Lake Forest HOA
Siding Renovation Project
Construction Standing Committee Charter

The Board of Directors approved the SRP project plan/scope of works, the 'not-to-exceed' budget and special assessment, and selected Excellent Construction as our contracting firm on 1.7.19. Then on 2.7.19, the LF HOA Construction Committee was designated as a standing committee of the Board by unanimous Board vote for the purposes of general oversight, guidance and monitoring of the Siding Renovation Project.

Contracting Committee

1. Membership: volunteer LF unit owners—maximum of 8. The SRP Owners' Representative (see below) will be a non-voting member of the Committee
 - a. Chair: TBD
2. Meetings: at least monthly (in-person or virtual) meetings are required; ad hoc meetings as requested by the Committee Chair or the Board President
3. Roles and Responsibilities:
 - a. General:
 - i. Oversight of the SRP scope of work as defined in the Contractors written agreement;
 - ii. Monitoring of performance and progress against the project plan;
 - iii. Regular engagement and communication with the Owners' Representative and with Mr. Storako to identify and manage problems requiring the direction of the Committee, and when appropriate, with the approval of the Board.
 1. Due diligence, research and on-site evaluations of issues requiring the direction of the Committee, and when appropriate, with the approval of the Board.
 2. Escalation of issues as appropriate for Board engagement and, if needed, action.
 - iv. Communication conduit between the key stakeholders including, for example, owners, the Board, Mr. Storako, the Owners' Representative, City and County officials.
 - v. Monthly written reports to the Board of Directors presented at regular Board meetings
 - b. Committee Members:
 - i. Each Committee member can be expected work assignments (ad hoc or ongoing)
 - ii. Attendance: members are expected to attend all Committee meetings (virtually or in person). Any member that misses 2 meetings may be asked to resign.
 - iii. All Committee Members must be and remain current with payment of all HOA dues, optional window orders and Special Assessments.

4. Authority:

- a. The Committee may assist or direct SRP budget allocations or minor changes to the scope of work as long as this activity does not result in a change order that increases the overall budget and materially changes the contracted scope of work. In this latter case, changes in overall budget and material changes in the scope of work require Board approval.
- b. The Committee will *not* be responsible for management of invoices or payment to Excellent Construction or other vendors involved with the SRP.

Siding Renovation Project OVERVIEW:

The SRP is to begin on or about 4.15.19 and is expected to be completed by 10.15.19. The project will begin with Buildings A and F and progress in a systematic fashion with some expected overlap in work from building to building.

All siding on all buildings and garages will be replaced with LP SmartSide Diamond Kote and stone wainscoting (or standing seam steel in some cases) except for the garbage and spa buildings which will be prepped and repainted; all decking will be replaced with Moisture Seal Vantage composite boards; all building railings will be replaced with the Regal Railing system; and all guest bedroom 3 sash windows (with a few, Board approved exceptions) will be replaced with 3 sash Pella 450 model windows. Finally, all owners will have the option to order and prepay for the replacement of any or all of their remaining windows, sliding glass doors and/or patio hinged 'man doors.'

Ed Storako, the owner and President of Excellent Construction, will be on site providing daily management and oversight of his subcontractors. The LF HOA will hire an Owner's Representative with the skills and expertise to provide objective monitoring of the progress against the project's scope of work, provide a 'live' communication conduit between Mr. Storako and the Construction Committee and will attend all Construction Committee meetings.