

Lake Forest Condominium Association
Board of Directors Meeting
Saturday, August 17, 2013
County Commons

Board Members	Dave Haraway	305F	Marshall Blaney	103C
	Jude Kirk	304A	Bob Bruyn	205F
	Doris McFeeters	204A		
Others	Bob Polich	Mountain Systems, Inc.		
	Mike Castaldo	Back County Property Maintenance		

The meeting was called to order at 12:35 PM by President Dave Haraway.

Minutes. *The minutes from the June 8, 2013 meeting were approved as written. (McFeeters/Kirk,4-0).* Marshall arrived to the meeting after the approval of the minutes.

Owner Comments. No owners were present.

Board Approvals. By email the Board received completed authorization requests for two pets from Units B-203, B-201 and an update for new pets for Unit F-305. The authorizations were approved by an email vote by the Board. A review of current records indicated two pets have been authorized for Units B-201, B-204, B-302, C-101, C-204, C-304, D-103, D-201, E-205, F-204 and F-305.

Unit B-302 confirmed the current approved storm door was available and unchanged from prior approvals. The storm door was approved for Unit B-302.

Architectural approval requests for Pella sliding glass replacement doors in 2012 and 2013 have been approved for Units A-304, B-301, B-302, C-304, D-101 and F-205.

Following the annual meeting, the Board approved bathroom tile replacement and replacement of the sliding glass doors in the unit owned by the Association at a cost not to exceed \$12,000.

Property Manager Report. Mike Castaldo of Back Country Property Maintenance presented the property report. Mike reported the Pella Proline sliding glass doors in the unit owned by the Association were scheduled for installation next week. The tile replacement scheduled in both bathrooms was to be coordinated by the tenant and contractor. The revised bid for the work was \$11,430. The two sliding glass doors were approximately \$7,000 of the total cost. Mike reported the previously approved Quaker sliding glass door has been changed by the manufacturer and the contractors are no longer recommending its use as a replacement door.

Mike reported a concern with protecting the area under the spas from freezing this winter as the spa heaters were no longer located in the area. A proposal of \$2,125 was obtained to install water proof insulating foam in the area to protect the spa equipment and pipes. There was a discussion regarding water removal, redirecting heat, and venting of the area. *A motion was approved to install the foam with vents at a cost not to exceed \$2,500. (Haraway/McFeeters,5-0).* There was \$2,000 to \$3,000 in spa area electric work to complete including heat tape in the gutter and around critical supply pipes. The electrical for the sump pump for Building D remained to be installed. The electrician working on the project had not returned to finish the work. Mike recommended completing the work with an alternate electrician.

The estimated cost of the remaining project work was \$17,500 including \$2,500 for foaming, \$3,000 in electrical, and \$12,000 in the unit. Potential corrections to the Unit B-201 bathroom

pipe freezing would be further investigated. The warranty replacement of the Building D concrete was completed. The Board felt the reduced holiday lighting display that did not require a lift truck should be continued for cost saving purposes. The two new BBQ grills were favored by owners for cooking purposes, but were harder to clean. The three remaining ten year old grills would require replacement in the near future.

Prior to the meeting a board walk noted the weed control problems from the County road areas. There was a problem pine near Building D that should be removed. A unit sliding glass door window was replaced by the Association as it may have been broken by the lawnmower. A common window on Building E was broken and should be replaced. The lower garden mulch was in satisfactory condition. Mike was working on filling a washed out area on the lower walkway. The Building D picnic area was an excellent improvement that could be continued as funding allows in other areas. The brown strip on the grass near the rock borders was intentional for the lawn mowing. A problem sprinkler would be looked at.

Snow Removal. Mike presented a hand shoveling snow removal contract from Home Sweet Home for a three year term at \$31 per hour for snow and ice removal. The cost was the same as the last two years. A one year contract was for \$35 for snow removal and \$50 for ice removal. The work of Home Sweet Home has been good. *The Board approved a three year contract with Home Sweet Home subject to the addition of a quality of service cancelation clause in the contract. (Haraway/Blaney,5-0).* Bids for plowing were received from Premier and Helton for the same cost of \$125 per hour. Helton had done the major excavation work for the foundation drainage at a favorable cost. *A motion was made to accept the snow plowing proposal from Helton Backhoe Services. (McFeeters/Duhl,5-0).*

Financial Report. Bob Polich provided a financial summary for the seven months through July 2013. The heavy snow in the late spring caused the snow removal to be higher than budgeted. Savings in other areas resulted in overall operating costs being better than budgeted. There was a summary of the expenses by allocation. *A motion was made to offer a continuation of the long-term lease on the unit owned by the Association with an increase to \$1,350 per month. (McFeeters/Haraway,5-0).* The completion of the reserve fund projects for 2013 were expected to exceed the budget by approximately \$7,500. The shed roofs over selected gas meters were not required by Xcel at this time and the Board would continue to review the benefit of the gas meter roofs. Overall, the 2013 projection is the Association will slightly exceed the budget, but the line of credit draw will be as projected at \$75,000. The recommended 2014 operating assessment would include a 2% increase with the reserve fund assessment remaining the same. The Comcast digital cable upgrade and internet installation was scheduled to begin August 26th. Mike would be involved in the access for Comcast provided he had the unit keys. Owners would receive a notice on the installation next week. The Board indicated the Bank of the West operating account that was not in use could be closed.

Other. Doris requested the topic of deck smoking, including marijuana, be a future agenda item along with the State law on manager licensing. There was a discussion regarding adding a bike rack at building entrances. Currently the fire sprinkler pipe was used to lock bikes to. Determining a location for a bike rack was difficult and the garages are intended to be for storage.

Meeting Dates. The next meeting of the Board would be 12:30 PM on Saturday, November 2, 2013.

The meeting was adjourned at 2:47 PM.