**Lake View Park HOA**

**June 13, 2020**

**Present:** Paul Lentz (President), Ron Ransom (Secretary/Treasurer), Robert Burke, Jon Cantwell, Robert Lust, Mark Roberts, David Roberts (Property Manager).

**Committee Charter:** The charter was reviewed. Key points included that the committee is responsible to review, study and either approve or request resubmittal of proposed developments. The committee must approve all improvement plans before plans can commence. All improvements must be subject to any applicable government authority. Committee decisions can be appealed consistent with the HOA Bylaws. Affirmative votes require a majority. In addition to the stated charter the Committee by tradition is responsible to review the HOA Annual Budget and Long-Range Plan and to assist in an overall BOG effort to continually update and improve each plan as well as assist in project development and execution.

**Operating Budget:**  The 2020 operating budget was reviewed and an affirmative recommendation was made for BOG approval. It was understood that as with previous years, any underrun would be rolled over to the capital or project reserve fund. The total budgeted came in at $101,440 which was the same as was budgeted in 2019.

**Long-Range Plan:** The LRP was reviewed in detail and an affirmative recommendation was made for BOG approval with the inclusion of a previously planned dues increase of $150 for the year starting in 2021. This will be the first dues increase since the start of the HOA five years ago. It was noted that the LRP balance had reached a level of $417,000 as of the May close. It was also noted that the forecast showed for the first time a deficit of $35,000 in year 7 of the 20-year plan. This deficit was driven by a more than expected increase in roofing costs. David Roberts indicated that if our trend in operational underruns continued the shortfall could be covered without the need for a special assessment.

**Painting Program:** This year’s painting schedule was presented and discussed. The estimate came in at $30,800 against a budgeted amount of $32,000. Bob Lust indicated that Kelson Ramey (Hagestad Painting and Coatings) reported that his company was significantly behind schedule due to the wet Spring conditions but hoped to be on site in late July. Bob also asked Kelson to re-review each balcony, the water feature bridge and the lattice dividers on the Park Villas. Bob agreed to continue to follow this project to provide any assistance that David might need. Ron provided that this will be the third year for this new community-wide painting approach and that this committee will need to constantly review the costs and effectiveness of such a strategy. A recommendation was made to continue.

**Driveway Seal Coating Project:** Jon provided this year’s plan and budget. The proposal was for $4,545. Bob indicated that #67 was not included which would add an additional $145 to the total. David reported that weather conditions permitting, the work was to begin this coming Thursday. Paul, raised a concern that some previous coatings had failed due to surfaces that had not been completely dried. Bob Burke asked Jon to inspect his concrete driveway to assess if some repairs were needed.

**Patio Seal Coating Project:** Jon also reviewed this year’s plan for seal coating the Lake Side patios. He reported that the previous contractor, Leroy Decorative Concrete agreed to do the job at the same $1 per square foot as was charged three years ago for a total of $7,200. David however reported that he had recently contracted with another company to do concrete sealing and repairs at the Harbor Village pavilion for $.45 per square which would be less than half the cost of our current bid. As a result, the Committee asked Jon to contact Alfred Gaitan at 406-581-8461 for a competitive bid. The Committee recommend that Jon work with David and to proceed with either contractor based on their best judgement with no further review required.

**Tree Planting:** David indicated that the Arborist would be here next week to review the installation of two new maple trees to be planted on the Lake Side to replace two original stressed trees. Paul agreed to meet with them to verify the selection and proper locations. Ron asked them to review a dying poplar on the West side of #46 for possible removal.

**Roofing Program:**  Paul and Ron provided a status of roofing program. A copy of a BOG correspondence explaining the shingle company selection process was provided. Included in the packet were copies of the Rooftop System Proposal to roof two buildings this year, as well as the LRP roofing schedule. Paul gave a history of the BOG effort to identify and engage a qualified contractor from a list of candidates provided by a high-end building company here in the valley. Only one, Conor Davison of Rooftop Systems, provided a bid. David also obtained a bid from the roofing company that reroofed all of Fairway Pines. The BOG chose Rooftop Systems based on three reasons: the building contractor’s recommendation, a more comprehensive bid proposal, and lower bid price. David indicated that the second company had now gone out of business anyway thus leaving our HOA with only one current option. Ron provided a review of the Proposal that came in at $47,620 with time and materials to be added if roof layers needed to be replaced. The proposal was based on use of Pabco Premier with an upgrade to Owens Corning Duration for an additional $1920. Pabco is a 35-year-old company out of Tacoma Washington with a growing reputation for producing a quality product and thus has gained widespread growth in the Northwest. The BOG visited a number of internet sites that compared shingle quality across manufacturers and contacted Pabco to conclude that their Premier product would be acceptable as well as provide a quality upgrade to our current CertainTeed shingles. Paul indicated that the BOG would consider offering the option to upgrade to Owens Corning to our membership. The Committee indicated that the Pabco product would be acceptable for the base contract. Ron emphasized that the roofing would be owned by the HOA so that the warranty would be owned by the HOA. This would then provide for the warranty to stay in force despite multiple changes in unit ownership as long as the HOA does not change its current legal designation. Such an arrangement would also be consistent with our Covenants for keeping the HOA responsible for future repairs. The Committee provided a recommendation to proceed and to allow the BOG to determine the type and level of warrantee.

The Committee also reviewed the LRP roofing schedule. Ron noted that the schedule was based on the assumptions provided by the CertainTeed representative of a 22-year estimated life for each roof with the exception of an accelerated plan for the Park Villas. As was presented at last year’s annual meeting, units 385/395 and 23/27 are scheduled for August of this year notwithstanding delays due to the wet Spring. Ron agreed to call Conor to get an update.

**Embankment Project:** Paul provided an update. Progress has been made in the development of the engineering design and specifications for additional riprap behind some of the Lake Side Villas where the embankments are at risk. Paul provided the plan as proposed by Larsen Engineering. The Plan is divided into three areas ranging in criticality for one needing immediate attention to two others needing monitoring. However, no progress has been made in getting a bid to do the job. Paul felt that he would receive a bid later this summer to do the work using a small barge but also felt from discussions with the Engineer and Contractor (only one in the valley willing to consider the job) that the estimate would significantly exceed the LRP forecasted budget of $120,000. As a result, Paul agreed to work with David to develop a secondary plan to access the work with small machinery accessing the lake via a side yard with A/C units temporarily removed. No additional advice or recommendation was made by the Committee.

**Drainage Projects:** Ron updated the drainage project on the Park Side. He indicated that four of the five planned direct-to-street drains had been installed. However, the contractor had since stopped work with no indication as to when the crew would resume. He also indicated that units #385/#395 will need to be reviewed for improved drainage as well. In fact, the owners of #385 have experienced crawlspace penetration and have installed a temporary drainage hose to divert some of the rain gutter runoff to their side yard. Ron also reported that the new water feature pond sump pump had been installed and has been used to good effect to keep the pond level controlled to a level that allows for the backyard French drain to flow. Backyard flooding was minimal during the recent heavy rain events. However, the float control on the pump has also proved to be unreliable in need of an upgrade. David agreed to work with the Contractor to install an improved control. He also agreed to work to complete the sump drain project for #451/#19. No additional advice or recommendation was provided by the Committee.

**Fence Request:** The Committee reviewed and approved the plans, drawings and request to build a ten-foot privacy fence by Hillary Nickle at #385. It was agreed that providing some level of privacy on the West side of his patio was reasonable and that a fence shielding the West side was sensible solution. The Committee however expressed concerns that this project should not set a precedence for a proliferation of backyard fencing in the HOA and indicated that the approval be given with the written understanding that this was a unique situation. And that the membership should be informed that this is a one-time approval and that any future fence requests would be considered on a case-by-case basis only. The Committee also agreed that maintenance (painting) would be the responsibility of the HOA but also agreed with Paul’s proposal the Nickle’s sign a release that any future replacements would be at the expense of the owner. Paul agreed to work with the BOG to draft the approval and release.

**Proof of Insurance:** Ron reviewed a listing of members that provided proof of home fire insurance as is required by our Covenants. Only one member was delinquent is now in non-compliance. Ron asked David to make sure that his non-compliance letter had been sent. Also, it was clear that three members were significantly underinsured. As a result, the Committee strongly recommended that the BOG provide an independent estimate to replace any of our current structures as a first step to make sure that all members have sufficient coverage. The Covenants were reviewed to conclude that the BOG had been granted such power for this action. Ron and Bob Burke agreed to this action item. It was noted that the average coverage was $436,000 and that all but the insufficient three had coverage above $300,000.

**Smoke Detectors:** The issue concerning the need to update home smoke detectors was discussed. Paul indicated that John Barns, the electrician that installed our new street lighting, had in the past offered to provide a service to install new detectors in each home at a group rate. Paul reminded the group that any current detector that was ten years old would be out of current compliance. It was recognized that new detectors are rated with ten-year battery life and can include carbon monoxide detection. Ron also indicated that most home security systems now offer upgraded smoke detectors. As a result, a recommendation was made to remind our HOA members to upgrade if their current system is out of date.

**Gutter Cleaning and Repair**: David reported that gutter cleaning would be done tomorrow. He also indicated that the Khulman’s at #87 asked to have his gutters caulked to stop a current leak situation.

**Repair of Sidewalk:** Ron reported that his common sidewalk between #46 and #52 that was salt-damaged was sealed with a coating designed to inhibit further erosion of the top stamped layer. This work was done by Leroy Decorative Concrete and was paid for by the owner of #52, Scott Walker.

**Annual Meeting:**  Paul indicated that the BOG had yet to decide if and how an Annual HOA Meeting would be held. However, he set a potential date of July 29th.

**Summary of Action Items:**

Paul Lentz:

* Work with the Arborist and David to finalize the new tree planting project.
* Work with the Arborist and David to assess removal of the poplar tree at #46.
* Obtain a Plan A bid for the embankment project.
* Work with David to develop a Plan B for the embankment project.
* Contact the Nickel’s to inform them that their fence request has been approved.
* Work with the BOG to develop a “release document” for the Nickel’s fence.
* Work with the BOG to develop a smoke detector reminder.
* Work with the BOG to determine how best to manage the 2020 Annual Meeting.

Bob Lust:

* Coordinate with Hagestad and David to keep the HOA updated on timing.
* Work with Hagestad to amend this year’s proposal to include the additional work.

Jon Cantwell:

* Obtain a competitive bid from Alfred Gaitan for the patio sealing project.
* Work with David to coordinate the driveway and patio sealing projects.
* Make sure that #67 is included in both sealing projects.
* Make sure that Bob Burke’s driveway be assessed.

Ron Ransom:

* Work with the BOG to finalize the option selections in the roofing proposal.
* Work with Conor Davidson to complete the roofing proposal.
* Provide an updated roofing schedule.
* Work with Bob Burke to obtain an independent home replacement cost estimate.

David Roberts:

* Work with Paul and the Arborist to complete the tree plantings and assess the poplar at #46 for removal.
* Work with Jon on the driveway and patio sealing projects and provide proper member notifications.
* Work with the contractor to complete the remaining drainage front drain.
* Work with the contractor to complete the sump drain at #451/#19.
* Work with the contractor and Ron to assess the need for drainage improvements at #385/#395.
* Make sure that a letter of Nonconformance is sent to Mr. Negu for failure to provide a proof of insurance.
* Follow up on the Khulman’s request for a gutter repair.