

Design Review Committee Meeting Notes

July 1, 2021

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. It was also emphasized that the Committee decisions would be treated as recommendations to the Board of Governors for final approval.

Operating Budget: The 2021 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 budget came in at \$92,042 which was the less than the 2020 actual spend of \$97,564 with the expectation that there would be less needed for plant replacements, road maintenance and water feature maintenance.

Long-Range Plan: The LRP was reviewed in detail, amended and an affirmative recommendation was made for BOG approval. It was noted that the current June 29, 2021 reserve balance stood on plan at \$355,504. The following points were highlighted: (1) the average spend for painting over the last five years has come in at the as-planned amount of \$25,000 and will remain as the planned spend going forward; (2) the pond embankment allocation for 2021 remained at \$120,000; (3)

the planned \$4,000 for fence maintenance will not be needed and will be pushed out two years; (4) the patio sealing project for the Park Side will proceed for this year with a budgeted amount of \$2,700; (5) the roofing program will proceed with a budgeted amount of \$99,000 for three roofs; (6) the total spend for 2021 would be the largest draw since the LRP was developed with a projected total of \$352,000; (7) the LRP is expected to be depleted of reserve funds by 2026 when the roofing program is slated to be completed. It was also noted that our neighborhood roads will need to be assessed to better understand when chip sealing will be needed. The current plan assumption is that the roads would be chip-sealed in 2023 and will require a spend of \$10,000.

Painting Program: This year's painting program was actually done as planned before this meeting and came in \$1,500 under budget. A document summarizing the areas painted was reviewed. The Committee recommended to continue the current practice of painting throughout the community in areas needing treatment instead of painting full buildings. However, Ron lead a discussion concerning the need to determine a long-term strategy for the Park Side. Currently the Park Side villas are stained unlike the Lake View villas which are painted. Representatives from the painting company, Hagestad, have indicated that the practice of staining over time almost always becomes impractical and expensive and eventually forces a change to painting. In fact, they indicated that the Lake View villas were originally stained. Ron indicated that a strategy decision was urgent as the Park Side is slated for roofing next year. If members wanted to change to paint, such a decision would open the door for changing building colors which would in turn cause a potential change in shingle colors. The current plan assumes Owens Corning Duration "Teak" shingles throughout the Park Side to work with the current common red stain. Ron agreed to work with the Park Side members to develop a strategy. The Committee provided the following guidelines: (1) Work with Hagestad prior to the meeting to develop a proper color palette that would cover the current red stain; (2) the strategy would need to be based on the colors consistent with current community colors; (3) the colors from building to building would need to vary consistent with the current staggering scheme; (4) A Hagestad representative must attend the member meeting. The Committee emphasized that if any Park Side owner and owner partner wanted to continue staining and if this practice would require an expensive stripping of the old stain that it would be at member cost. Ron also agreed to review the history

and their reported current practice of the neighboring Fairway Pines Condo Association as they switched from full staining to painting each building's siding with some accent staining.

Roofing Program: The roofing schedule (attached) was reviewed and approved. It was emphasized that the schedule may be periodically amended as needed. David indicated that he did receive signed contracts for the three roofs that will be done this year from Rooftop Systems. The three roofs will be: 31/35, 39/43, 47/51. He indicated that the cost per roof had increased to \$33,000 a building. Verbally the work is to commence in August. It was noted that no new leaks have been reported by any member but that some maintenance to replace shingles was done on units 385, 31, 19 and 91. Ron indicated that his unit (46) was no longer experiencing any rain leaks after repairs were made to his dormer. Mark brought up a potential concern about needing to clarify if the HOA needs to carry some level of insurance for roofs as the HOA is responsible for roof maintenance and roof system replacements. It was noted that the HOA is also the owner of record with Owens Corning. The Committee concluded that each member owns their townhome structure including the roof. The Committee further concluded that HOA ownership is limited to maintenance and replacements of the roof system (shingles, underlayment, flashing and metal edge trim) and that such ownership is only applicable for preserving the Owens warranty. It was emphasized that each homeowner is required to carry home owner's insurance for their entire unit as stated in the amended CC&R's.

Patio Seal Coating Project: Jon and Bob at the Committee's request reported on the quality of the sealing job that was done last year on the Lake View villas. The quality was judged to be good and acceptable. As a result, the Committee recommended that we again use Flathead Flatworx (FF) to seal the Park Side. Jon and Bob Lust agreed to head up the project. It should also be noted that the Committee emphasized that the HOA would continue the current practice of clear-coat sealing each patio every three years. And if any member wanted to seal more frequently and use a tinted or colored product, any costs exceeding the basic HOA plan would be at owner expense.

Special Request: Bob Burke requested that his two small pine trees located at the front of his unit in the common plant bed separating his garage from his partner neighbor be replaced. He argued that the trees were an inappropriate

selection in that they would continue to grow to block his garage entrance even with aggressive pruning. The Committee agreed. Paul took the action item to make a replacement selection and to direct David to work with Black Magic to make the change.

Pond Embankment Project: Paul provided an update and indicated that a progress had been made since the start of this program over four years ago. He made the following points: (1) proper permitting has been secured and letters from all the appropriate agencies including the Army Corps of Engineers have been received; (2) a Contract was developed to secure an agreement from the Eagle Bend Golf Club LLC to proceed with this work on the pond embankment which is land owned by the Club; (3) the Contract has been signed by the Club, our HOA and all nine impacted members; (4) The Contract will provide for a permanent easement for each members to use and landscape any additional land that will be made; (5) the project will begin at or near August 1st pending a signed contract with our selected excavating company Gembala Concrete of Bigfork; (6) Rock and fill will be trucked to our street then transported by rubber-tracked skid steers to the embankment via the space between buildings in two selected places; (7) the area (designated as Area B) of embankment most at risk will be done first then assessed for quality and cost; (8) work will proceed to a second area (designated as Area A) if there are sufficient remaining funds; (8) the work will take approximately two weeks for each area; (9) the fill will be a mixture of large riprap rock and smaller rocks to provide for strength and long term stability as designed by Larsen Engineering; (10) crushed rock, steel plates, and other supports will be used to protect the road, driveways and sidewalks impacted. Paul and Ron agreed to work with David, the Excavating Company, Larsen Engineering any other relevant stakeholders to develop and execute a preparation plan to provide for proper member communications as well as safety for the community at large. Ron also indicated that the program will include staking the entire embankment so that annual measurements can be made to determine any future erosion occurrences especially in untreated areas. Finally, the need to make sure that the drainage pipes that are used to run rain water from the roofs as well as provide for discharge from sump pumps be clear and functional. And the plan will also need to provide access to two repair sites that will require two clear pathways between two selected units. As a result, some

landscaping will need to be removed and replaced and air the associated air conditioning units will need to be temporarily repositioned.

Drainage Projects: Ron provided an update on the initial phase of the Park Side drainage project completed last year. He indicated that no backyard flooding was observed even after a few heavy Spring rains. He also noted that the new front drains worked well but that periodic cleaning of the drains will be needed. He also indicated that new drains will still need to be scoped at 385/395 and agreed to work with Dave to address these two issues.

Smoke Detectors: The issue concerning the need to update home smoke detectors was discussed. Paul indicated that inexpensive packages were available in Costco for anyone wanting to self-install. Paul also indicated that John Barns, the electrician that installed our new street lighting, had in the past offered to provide a service to install the 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.

Reminder Lists: The Committee discussed the need to continue to remind our Members of CC&R required behavioral obligations as a number of non-compliances have recently been observed and reported. Most notably a member has been parking a boat and trailer in a driveway for an extended period of time. Overnight street parking of vehicles has also been frequently seen. As a result, the Committee provided a number of upgrades and clarifications to the current lists that have been previously posted on the HOA website. An additional list of Member “No-No’s” was also requested. The Committee also recommended that these lists (attached) be vigorously reviewed at the Annual Meeting.

Annual Meeting: David announced that the Annual Meeting will be held Thursday August 12th at 10:00 and that notices will be sent shortly as a 30-day notice is required.

Summary of Action Items:

Paul Lentz:

- Work with Ron, David and all appropriate Stakeholders to make sure that a Pond Embankment Preparation Plan be developed and properly executed.
- Secure an Estimate and Contract with the Pond Embankment Contractor.
- Work with David to have Bob Burke's divider trees removed and replaced.

Jon Cantwell and Bob Lust:

- Work with David and Flathead Flatworx LLC to seal the Park Side patios.

Ron Ransom:

- Work with the Park Side Members to develop a Park Side painting strategy.
- Work with AirServ and David to develop an action plan for moving the four A/C units in support of the Embankment Preparation Plan.
- Work with David to locate the Lake Side drains that will be impacted by the Embankment project in support of the Embankment Preparation Plan.
- Work with David to prepare for the August Annual HOA Member Meeting
- Work with David to address adding a drain to the Nickels residence and to have the Park Side front drains cleaned.
- Work with Mark to address a potential need for the HOA to provide some level of insurance coverage for our member owned roofs.

David Roberts:

- Work with Paul to remove Bob Burke's front divider trees.
- Work with Paul to develop a Pond Embankment Preparation Plan
- Work with Ron (as part of the Preparation Plan) to bring in a contractor to locate the impacted unit drain pipes as well as AirServ to temporarily relocate four impacted A/C units.
- Work with Jon and Bob Lust to contract for sealing the Park Side patios.
- Work with Ron to determine a plan for improving drainage at the Nickel's unit.
- Install the babbling brook safety signs.
- Mail out Annual Meeting Notices.

CC&R Level of Services Provided for Lakeview Park Villas by the HOA

Professional Property Management and Administration

Landscaping of Standard Member Properties, Commons, Entrances & Original Ground-Cover

- Spring Thatching and Spring and Fall Clean Ups
- Full-Service Care of Front & Side Flower Beds Including Weeding and Plantings
- Shrub Pruning & Lawn Fertilization 2 Times per Year
- Deep-Root Fertilization of Trees
- Periodic Insecticide Treatments
- Replacement of Winter-Kill in Standard Landscaping Areas

Exterior Maintenance (Siding and Roofing Systems)

Aquatic Weed Abatement of the Pond and Water Feature

Irrigation & Drainage Systems Maintenance

External Pest Control

Bigfork Water & Sewer Tax Payments & Financial Support of the Community Pavilion

Delivery of Periodic Long- Range Plan Programs

- Exterior Painting and Staining of Siding, Doors & Divider Lattices
- Roof System Replacements (Shingles, Underlayment, Flashing & Metal Strips)
- Upper Deck Restorations (Repairs, Carpeting & Railings)
- Road Maintenance & Chip-Sealing
- Pond Embankment Maintenance & Restorations
- Mulching & Rocking of Plant Beds & Water Feature
- Exterior and Road Lighting
- Plant Replacements & Arbor Work
- Drainage Systems Improvements

Member-Responsible Maintenance & Replacement Services

Garage Doors, Front Doors and All Windows & Glass Sliding Doors

Security Systems, Fire and Other Alarm Devices

HVAC & Any Internal Utility Systems

Sump Pumps and Crawl-Space Ventilation Systems

Home Appliances

Non-Standard Landscaping (Rear Patio Area & Planters)

Non-Standard Irrigation (Special Drip Irrigation)

Memo from the Lake View Park HOA Board of Governors to Renters

Your Owner Lessor is responsible to ensure that you, as a lessee, comply with **All** terms and conditions of our HOA covenants. To help in your understanding, the Board has provided this condensed list of requirements and restrictions from our approved and amended CC&R's. If you have any questions you are to contact your owner or our HOA property manager.

David Roberts
Western Mountains Property Management
406-257-1302

Parking Requirements

Cars are to be parked in garages or driveways.

No vehicles can be parked on sidewalks at any time or roadways overnight.

No inoperable vehicles can be parked or serviced on site.

No boat, boat trailer, travel trailer, or vehicle above $\frac{3}{4}$ ton may be parked on driveways.

Common Area Requirements

The fire pit area must be cleaned and restored to the same condition as found after use.

Wading or playing in in the water feature, water tank or pond is prohibited for safety.

Pet Requirements

Pets are allowed but limited to a maximum of two.

Dogs must be kept on a leash held by a person and not kept on a tree or any other structure.

Pets must be controlled for noise and Owners must clean up after their pets.

Requirements Related to Nuisance and Damage

Offensive noise, odors and other nuisances are not permitted.

No garbage can be kept on a lot.

Use of salt to melt ice is not recommended as it damages sidewalks and driveways.

(Any necessary repairs to sidewalks, driveways, common areas will be at the Owner's Expense)

Townhome Use Requirements

No business or industry can be conducted unless it is an approved office function.

Subleasing is considered an unapproved industry and therefore is prohibited.

Owner Leasing Requirements

Leases shall be limited to a period not less than one month and only one per month.

Lessee contact information must be provided to the Property Manager in case of emergency.

A copy of your lease with arrival & leaving dates must be provided to the Property Manager.

A provision for entry must be provided for emergencies or for an Owner authorized inspection.

Renters must familiarize themselves with the HOA Covenants.

Owners shall provide a copy and a review the HOA CCR's & this Memo prior to

Member Restrictions (No-No) List

The Board of Governors has been asked by the Design Review Committee to provide a simple one-page list of important restrictions that apply to all members, residents and lessees. This condensed list was sourced from a more complete list from our HOA CC&R's, **Article IV: Lot and Community Area Land Use Restrictions.**

No improvements to HOA responsible standard lot landscaping, fencing, or external dwelling unit can be made without prior approval by the Design Review Committee.

Pets must be limited to no more than two, kept on a leash and cleaned-up after soiling HOA or any private property or street.

No motor vehicle classed as exceeding $\frac{3}{4}$ ton, mobile home, travel trailer, trailer, camper shell, detached camper, boat, boat trailer or other similar equipment or vehicle may be parked, used as a living unit, maintained or constructed or repaired on a Lot so as to be visible from a Neighboring Property.

No automobile, motor cycle, motorbike or other motor vehicle shall be constructed or repaired upon a Lot so as to be visible. No such vehicle can be operated without being properly licensed and by a licensed operator. No inoperable vehicle may be parked on the Roadway System. No vehicles shall be parked on sidewalks at any time and no vehicles shall be parked on roadways overnight.

In order to prevent transient occupancy, leases shall be for a period no less than one month and limited to only one lease per month.

No hazardous activity shall be conducted on any Lot or Community Area such as building an open fire in other than the community fire pit.

No annoying lights, sounds or odors are permitted.

Nuisances shall not be permitted. Such nuisances include: accumulated rubbish, odors, loud noises to render any property as unsanitary, unsightly, offensive or detrimental to any other property. Normal maintenance activities and parking connected to such activities shall not be considered a nuisance.

Roofing Schedule as of 2021

Priority	Building	LRP Year	Build Year	Owners	Color	Repairs
1	385/395	2020	2004	Nickel/Graham	Teak	385
1	23/27	2020	2000	Herpin/Burghardt	Teak	
2	39/43	2021	2001	Lingscheit/Burke	Driftwood	
2	31/35	2021	2001	Mordente/Kohoutek	Estate Gray	31
2	47/51	2021	2001	Dolan/Negu	Brownwood	
3	52/58	2022	2004	Walker/Boutland	Teak	
3	62/68	2022	2004	Arnett/Larson	Teak	
3	42/46	2023	2004	Oswood/Ransom	Teak	46
3	34/38	2023	2004	Heitz/Robinson	Teak	
4	79/83	2024	2006	Lowerre/Bergin		
4	71/75	2024	2006	Gough/Nelson		
4	55/59	2025	2006	Lentz/Ewert		
4	63/67	2025	2006	Dyson/Sheffield		
4	451/19	2025	2004	Finstad/Roberts		19
5	87/91	2026	2005	Kuhlman/Antweil		91
5	95/99	2026	2005	Molloy/Lust		
5	103/107	2026	2005	Armknrecht/Cantwell		

The priorities were recommended by the CertainTeed inspector in July of 2017