

DRAFT Forest Glen Association Maintenance and Capital Improvement Projects (last edit March 2021)

"Inspection Report" refers to 2012 Cooper report. This is a living document. Contact Christopher Burton for most recent information.

1. *Governing Documents: Bylaws Change Proposal to be Drafted -- before board/committee work, have a "legal audit" performed by attorney to identify "must-do's" to get current.*
 - a. Parking Lot (Usage and Permits; incld addressing second cars)
 - b. Rentals (Minimum length of time and Rental Caps)
 - i. Lease voided by the failure to follow rentals rules
 - ii. Use FHA suggested language
 - c. Maintenance
 - i. Clarify that owners must allow people in - no indefinite inconvenience
 - ii. Require Homeowners insurance
 - d. Dues & Collection Policy
 - i. Increase late fee to \$50 and Due date to 15th;
 - ii. increased penalties for habitually late, e.g., managers time for collection
 - e. Certify 2005 resolution about board terms
 - f. Add CAI best practices as board qualifications
2. *Current Maintenance Projects*
 - a. Signage
 - i. Inventory, update message, reprint, rehang, and light (fire zone, reserved parking, oversize, consistent house/shed/electric outlet numbering and locks, and updated sign)(Finalizing pricing with vendor)
 1. Hang No smoking signs ('building' only means lobby at this point if owners ask);
 2. Dog Bags to be priced out
 - ii. Need update/uniformity/replaced: #17, 22 door numbers (also waterside?); #9 unit number; #5-7 storage unit numbers (In progress.)
 - b. Upcoming on Calendar of Care
 - i. Scrub Grime and Moss/Lichens: Vents cover; Gutters, Mailbox, Shingles; Clean walkway windows; clean waterside windows; wipe down rails & lights; shine light fixtures with brasso
 - c. Building Repair
 - i. Propose garbage disposal removal to limit food material in drains
 - ii. Scrub trim and touch up paint (upper walkway;trim, #9 back deck work)
 - iii. Low-maintenance landscape with plastic liner, stone and container planters
 - iv. Document #12 subfloor damage
 - d. Unit inspections:
 - i. Key box check
 - ii. Leaks/plumbing (incl h2o efficient)

- iii. Windows/Door (with inventory)
- iv. Skylights (Inspection Complete, need 6 new skylights, bid below)
- v. Fire/electric (Bid in progress)
- vi. Storage units
- vii. Bathroom vent w/duct check
- viii. Crawl spaces in waterside (Need to check for any crawl spaces)
- ix. Attics in 4th floor

3. Administrative

- a. Digitized documents typo checked; Inventory Archives, Scan; Use records schedule
- b. Engage Forest Edge: Recoup costs on easement

4. Reserves Table

- a. Engage Reserves Specialist for reserve study
- b. Obtain Engineer's report (full building and/ or slope specific)
- c. Obtain city permit & variance for work as needed
- d. Throughout building
 - i. Inspect plumbing, including drains for snake accessibility and copper for leaks;
 - ii. Install power flush toilets (at least on waterside)
 - iii. Research drain clean outs (access)
 - iv. Address north end stairwell water flow; Ensuring hillside walkway decking is protected and drains moisture away from building
 - v. Test pull stations (with testing of all pull boxes; Coordinate with Fire Department).
 - vi. Measure moisture and airflow
 - 1. Humidistat controlled vents to bathrooms; upgrade attic and dryer venting (Install humidity controlled bathroom vents (suggested by early '00's work) [expand to replace all bathroom fans with high performance])
 - 2. Upgrading building foundation moisture/wicking control (consider foundation wicking and 1st floor unit crawl space)(Remove soil and install water barrier where possible. refill soil and replant/landscape)
 - vii. Low walls to prevent dog curbing
- e. Slope Stabilization Project (as needed based on Engineering Report)
 - i. Perform slope stabilization including maintaining ground's drainage: permanent concrete ditch, measure slope and settling
- f. Energy audit items/LEED certification
- g. Add facility for condo wide recycling receptacles