

# Organizational meeting of the Executive Board of Directors of Lakeside Townhomes Association

Wednesday, January 14, 2009, at 5:30pm

at the Summit Cove Recreation Center

## Call to order and attendance:

Rick Pyle called the meeting to order at 5:35 and acknowledged that notice was issued to the members. Those in attendance:

M.R. Murray

David Lawson

Erik Black

Rick Pyle, Bob Towne and Moya Callahan, representing the management company

## Explanation of the legal fees

Mark Richmond from Richmond, Sprouse and Murphy came to the meeting free of charge to help explain some of the expenses incurred with the merge. His firm reviewed all the governing docs, articles of incorporation, amendments, declarations, first and second amendments, by-laws and resolutions for the new Lakeside Townhomes Association. There are several policies that will need review and have been sent via email to both Rick Pyle and Dave Lawson. The association should have a hard copy in their records. Mark Richmond discovered that both Lakeside I and II were behind on some of the most recent changes regarding the governance policies and CCIOA. New policies include rules on reserve funds, code of conduct, conflict of interest, compliance policies and dispute resolutions to name a few. All policies were prepared for a fixed fee. These policies were distributed in Word format and was suggested all who received make updates, or changes, with red line comments in order to discuss. This merger has been discussed for the last 3.5 – 4 years and there were no incentives for the management company to have the merger move forward. M.R. Murray expressed concern that the association was not current on the governing policies and wanted it noted that it is the management company's responsibility since they oversee the association. It is on record that the management company must continue to be up to date on this information. The management company will provide this information with the annual disclosure on a CD this spring. Mark suggested all review the governing

policies, however, instructed that the unpaid assessment policy be addressed this evening. This policy should go on record this evening in order to deal with the Valdes account. Currently, she has a renter in her unit for the season only. The tenant offered to pay the association, if they could present the proper paperwork. The renter also provided a cell phone number, however, none of the calls have been returned to the management company. There was discussion regarding the lender and the association's rights to balance owed. The association has a six month priority above the first lender. Her dues will be increasing with the merge. If Valdes wanted to sell and was interested in having Dave list the property, what kind of problem would that create? Mark advised that these issues be disclosed to the Board and recuse yourself from any voting. Under Section V. Unpaid Assessments the policy applies to all charges including special assessments and fines. The following notice schedule was discussed: 30 days late issue a first notice with gentle language, 60 days late issue the second notice with more intense language, anything more delinquent, the association may file a lien. Then, pursue filing a lawsuit as a final remedy. It was agreed that the association can deviate from this policy for good business reasons. The late fees will be assessed on the 15<sup>th</sup> day of the month at \$35. Rick will check the interest rate according to the declarations. If an open dialogue is occurring and there is good faith in the payment plan, the policy can be more lenient. Unfortunately, there is no communication from Valdes. It was agreed to make every effort before filing a lien. Erik queried if the management company has any experiences with liens; there has been with one of the other owners. Some other penalties for late payments are suspension of voting rights and recreation facilities. M.R. Murray expressed his comfort level at adopting this policy and circulating the rest of the policies for review.

**M.R. Murray made a motion to adopt the collections policy in section five, article 13 of the governing policies; Erik Black seconded the motion. The motion passed with all in favor.**

Mark also suggested using emails as written consent to adopt rules instead of using member's time sitting in meetings. Written consent of approval may be used if a quorum of agreement is reached. Dave asked if a website was an obligation by the management company since this would make this information more accessible. Unfortunately, the management company has no such obligation. M.R. Murray suggested that there are website companies available to set up in a timely matter. Mark states that several of the policies are well done and are pretty sensible.

Mark reviewed what happened with the legal costs on the merger. The total bill came to \$6,700. Originally, it was agreed that the firm would process the merger for \$4,000 and the SB100 policy would be \$1,000 on top of that. There was a bill for the general information in the amount of \$320 and a bill for the file name and merger documents at \$175. The largest expense was a meeting that included Dave, Rick and Roz that was

not in the estimate. Again, the total bill came to \$6,700. His firm completed a lot of work for that amount. He equated this to a sale on a listing at \$300,000 for a condo and asked what the compensation would be to the realtor on the deal. Mark suggested a discount and not charge for the SB100 policy. The new fee would be in the amount of \$5,700. He wishes to have a good relationship with Lakeside and hopes this will help smooth any tension regarding the billing.

**M.R. Murray made a motion to approve the suggested billing by Mark Richardson of \$5,700; Dave Lawson seconded the motion. The motion passed with all in favor.**

Dave Lawson thanked Mark and complimented him on his great work. A check will be mailed in the amount of \$5,700.

### **Financial Overview & Budget**

The financials were reviewed approximately one month ago. As of January 14<sup>th</sup>, the assets are sitting at approximately \$23,000. All the \$350 credits were submitted to the Lakeside I owners. These credits will be applied to their accounts. There is \$3,000 in the operating budget and will come in at approximately \$16,000 after the \$3,000 and the funds of \$5,700 to Mark. The starting point to Lakeside is \$16,000. Dave expressed concern about the income being less due to the credits issued. How will this affect the budgets for Jan – March 2009? Dave requested that the management company run the numbers again to account for any deficit difference. It was agreed that a revision would be submitted to the Board on or before February 15<sup>th</sup> with respect to the income. Dave commented that late fees cannot be counted on and questioned if they should be included in the budget. Rick explained that it was based on last year's fines and it was agreed to keep in the budget. There was concern as to whether any units would be sold in 2009 which would decrease the working capital reserve. Rick confirmed that Mark's fee was included in the budget. Previous management fees for Lakeside I was \$6,750 and Lakeside II was \$20,300. The management company decreased the fees in the 2009 budget by 10%. With the development of a new corporation, a new contract is needed. Rick requested that Lakeside commit to a one year contract with Mount Royal Properties. Dave asked that Rick also email this contract to Liz and Jeff Thomas. There is an appreciation of the insurance as everything is now combined into one association. The packet is being put together now by American Family Insurance. Dave requested that the management company provide snow plowing and shoveling logs to the Board. Bob confirmed that November had only 3 shovel days, but that December was extremely busy. The level of snow must be at least two inches in order for the company to come out to shovel. Bob will provide the logs. Murray asked if there was an architectural committee as he has a problem with drifting. He was thinking about having a new door placed on front of the steel door to alleviate him becoming "snowed in". The reserve account numbers are very accurate.

The budget looks good as long as we do not get crushed with the reserves from Lakeside I.

### **Rules and Regulations**

It was agreed to go forward with the changes discussed in emails. Rick will make the changes and circulate to the Board. Rule #8 the limiting of occupancy is justified as the parking ties into this rule. Rule #13 we may track parking through rosters and tags. If the towing becomes an issue, they may address the tags again. Erik commented that most people know the vehicles and the owners. Please note the white van is Dave's.

### **Recreational Vehicle Storage**

There was discussion on whether Summit County Recreation owned the entire area. There needs to be a title search through the Assessor's office or pull a more current map as this area is of significant interest. Of note, this area is shared with Lake Haus. The Rec center allows motor homes for 72 hours. A comment was made regarding the orange truck that the owner knows the rules and moves when asked. Dave disclosed that he had a trailer and was concerned about a conflict of interest on this subject. Murray suggested they charge a fee for storage that can be used toward building a fence. There needs to be some investigation as to the liability once the HOA charges fees for renting space. Bob commented that fencing for 10 spots through Strategic Fence with a three wall chain link may not be that expensive. This project gets expensive when the structure is completely enclosed. All agreed that charging a fee of approximately \$25 would be reasonable. This would have to be managed so there is no junk i.e.: current on registration, vehicle must run, vehicle must be covered, size of trailer determines the fee, etc. The storage would be on a first come first serve basis and waiting lists after spots were taken. There are currently two trailers and one snowmobile on the back side of the property. There was discussion about the possibility of moving the dumpster. Two specific issues precluded this was not a solution 1) if the dumpster was near the road, an enclosure would need to be constructed and 2) there are already enough people illegally dumping.

RKR is doing a great job with the snow removal this year. One problem area is at the end where there is ice build-up. RKR is doing the scrape downs and we have unlimited plows.

### **New Business**

M.R. Murray asked if there was anything we could do about the unsightly sand buckets. The buckets are a bright blue and he wondered if they could be painted to match the siding. Bob was checking into the possibility of painting.

Dave brought up dog stations for mutt-mitts. This was brought up in previous meetings and decided that it would not encourage any new people to pick up after their pets. It was decided to waive the stations.

The annual meeting for members will be held on Saturday, June 13<sup>th</sup> at 9a.m. M.R. Murray suggested this not be an all day event. In order to encourage attendance, coffee and donuts will be offered as a sort of social time at 8:30a.m. with the meeting to follow. There was further discussion on how to make meetings more attractive for members. Save the dates will be sent out in the next statement packets.

It was noted that there is one unit for sale in Lakeside.

The meeting adjourned at 7:08p.m.

I hereby attest that these minutes are a true and accurate account of the meeting thus held on January 14, 2009.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

Board Title: \_\_\_\_\_

Minutes from special meeting of Lakeside Homeowners Association, LLC., February 24<sup>th</sup>, 2009. Present were Dave Lawson, President, M. R. Murray, acting Treasurer. Kitty Coyle, member and Eric Black, member.

Meeting was call to order by President Dave Lawson at 6:30 PM.

First order of business was to discuss e-mails by Mount Royal Properties Owner Rick Pyle expressing concern about recent dealings with President Dave Lawson, including a recent complaint by a property owner about same.

After discussion of these matters the Board decided to give Dave Lawson A 100% vote of confidence. Motion by M. R. Murray, seconded by Eric Black. Motion was passed by a unanimous vote.

Next order of business was status of Lakeside HOA funds. After discussion It was decided to direct Dave Lawson to locate any and all funds and to obtain Information needed to secure said funds.

A motion was made by M. R. Murray for Dave Lawson to locate and secure any and All funds belonging to Lakeside HOA as soon as practicable. Motion was seconded By Kitty Coyle. Motion was passed by unanimous vote.

Next order of business discussed was giving Mount Royal Properties 30 days notice Of termination in order to work toward becoming a completely, or partially self Managed HOA. M. R. Murray made a proposal to “manage” the HOA and work Toward the above. Murray’s proposal was taken under consideration. Dave Lawson Headed a discussion about getting proposals from other management companies. All Agreed to pay Mount Royal Properties for the full 30 days providing they cooperate In making the transition as seamless as possible. Failure to do so would result in An immediate termination of dealings and payments. All payments from this Point forward would need to be preproved by Dave Lawson.

A motion was made by Dave Lawson to “give notice” to Mount Royal Properties, Based on the above terms. Motion was seconded by Eric Black, Motion was passed by a unanimous vote.

Kitty Coyle expressed the need to consult an attorney. M. R. Murray stated he had Indeed consulted with attorney Tim Meinert who was advised of the boards intentions And would be available as needed and gave a number of guidelines to follow.

Meeting was concluded at 8:35PM.

Resolution of the Board of Directors of The Lakeside Home Owners Association, LLC.

The Board of Directors in a meeting dated January 24, 2009, hereby direct President David Lawson to locate and secure any and all funds belonging to said association, As soon as possible by any and all means necessary.

Said funds are to be maintained in a financial institution requiring no less than Three (3) signatures, of acting board members, for any and all reserve accounts and No less than two signatures for any and all working accounts.

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Kitty Coyle

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Eric Black

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Dave Lawson, President  
Secretary/Treasurer

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M. R. Murray,

# Lakeside Townhouse Association

## Board of Directors Meeting Minutes

July 15, 2009

Call to order at 6:00 pm

### Attendees

David Lawson (President)  
Eric Black (Member at large)  
Mark Lesmerises (homeowner)  
Liz Jackson (homeowner)  
Gifford Jackson (homeowner)  
Jeff Thomas (homeowner, conference call)  
Bill Cadwaledar (lawn maintenance)  
Gary Nicholds (Basic Property Management)

Approval of meeting minutes from February 24, 2009. Eric moves to approve the minutes, and Dave seconds.

There was a brief discussion of the termination of Mount Royal Properties. Dave gave an update saying that Basic Property Management had received all of the documentation belonging to LTA, as well as keys from MRP.

Landscaping and lawn maintenance. Bill Cadwaledar gave an update on our lawn care situation. Grass was being mowed every 5 to 7 days while we're receiving a lot of rain. Now that the rain has let up some he is mowing about once every 10 days. We are currently using hoses and timers for our irrigation of the lawn. Bill has stated in the past that our equipment is out dated and we need to purchase some new irrigation equipment in order to move forward efficiently. We had given him a budget of \$300 initially (about three weeks ago), and he needs to buy more timers. Timers are about \$22 a piece and we will need at least 13. He is asking for additional funds and the board has approved \$300 for new equipment. Bill also let us know that he has fertilized the lawns twice with a total of 200 lbs of custom made fertilizer. Bill recommends that we, at some point, install an irrigation system that will be more efficient. Gary is starting to pull quotes for what a comprehensive system might cost. Initial estimates from Neils Lunceford are around \$50,000. The board has decided to make an irrigation system a low priority until which time we receive additional bids and can determine how long it will take to build our reserves up to an acceptable level for such a project.

Dave made a motion to approve \$300 additional funds for new timers for our irrigation system. Eric seconded. Motion passed unanimously.

Website. Gary talks about a new website for the association. Gary has a bid from Rich Garcia. He discusses the advantages of having a website for the association, as being easy communication with homeowners, easy communication with Realtors, and

transparency for the board. Items posted on the site are meeting minutes, current notifications to the homeowners, and Declarations and Bylaws. Initial cost will be \$200. \$180 annually to host the site. \$35 per edit per day. Mark comments that this is a very good price for the site. Dave touted the benefits of the website from a Realtor's perspective.

Dave motions to approve the website and set the process into motion. Eric seconds. Motion passed unanimously.

Dog rules are discussed. Gary brought the current rules regarding dogs to the meeting. They were only discussed directly regarding three particular rules. The first was tenants with dogs. We reiterated that tenants are not to have dogs, period. Only owners are permitted to have dogs. Owners will be given written warnings if their tenants are found to have dogs, and then they will be fined. Dogs are not to be allowed to run free independent of their owners. Dog owners are to pick up after their pet. Doggy bag stations were installed this spring at the request of Dave. They seem to be working, as all present agreed that we do not have as much of a problem with dog mess accumulating in the yards this year. Dave requested a third station to be installed by the fire hydrant at the far end of the parking lot (top of the "horseshoe"). Gary is going to order and have that installed. We briefly discussed having a fourth station installed in the back yard near the horse shoe pits. No decision was made on the fourth station.

Unit area clean up. Gary is going to start enforcing the rules regarding clutter around the outside of the buildings. Dave would like to create a standard of cleanliness for the complex. We decided that the acceptable items around the complex are as follows:  
Firewood (not including lumber for burning)  
Lawn furniture  
Bicycles (though it is not advised due to theft and other complications)  
Planter pots

Unacceptable items:

Garbage cans  
Building materials/waste  
Tarps  
Tools/shovels

Gary and Dave are going to patrol the neighborhood and start writing letters requesting clean up o their yards. Fines will eventually be assessed for owners out of compliance. Keeping the yards nice and in order directly affect property values and so we want to be diligent in keeping the neighborhood nice and free from excess clutter.

Waste management contract was discussed. This was brought up by Gary. He happens to like Timberline, because they are more responsive to his requests. Gary is going to find out when our contract expires with Waste Management and also get quotes to submit to the board. We also, briefly discussed dumping of furniture, mattresses, etc. at the

dumpster. Gary and several others have stated that they often move these items into the dumpster as needed.

Crack Sealing. Discussion of the crack sealing that needs to be done this year. Mark states that the most recent overlay was done incorrectly and needs maintenance. Gary has pulled a quote for crack sealing and it will cost \$1,875. This needs to be done but we decided to wait until the AGM to give Gary time to get another quote or two. A decision will be made at the AGM.

A speed limit sign was briefly discussed and it was determined that we don't need one. Most people drive safely through the parking lot.

Chimney sweep is scheduled for July 21. Gary is going to post signs on the doors for sweeping. It will cost \$40 per door if they do it when Service Monkey is there on the 21<sup>st</sup>. If they chose not to do it will cost \$100. We decided that Service Monkey will do the chimney sweep unless the owners call and say that they don't want it. Owners will be billed \$40 through Basic Property Management.

Rekeying of units. Gary wanted to discuss rekeying of units so that Basic can have access. This was a brief conversation and it was determined that we need to know what it is going to cost to create master keys. Gary is going to get a bid from A&M locksmiths for master keys to be made.

Taking of minutes. Gary does not have staff to record minutes. He recommends that we use an unbiased third party to take the minutes. The girl that he uses regularly is Erika Krainz. She is \$90 per hour. It was suggested that it might be motivation to keep meetings short since she is so expensive. Most of the attendees did not like this idea as it would largely be an unnecessary expense. We asked Gary to find out if there were other less expensive options. Otherwise we will record our meetings on tape and a board member will write them into minutes. Dave has volunteered to record the minutes for this meeting, and will be given the tape of the meeting. Gary will allow Dave to use Gary's tape recorder for this task. We will discuss it at the AGM as an open issue.

Summit Cove Rec Center. Discussion of the changes going on at the SCRC. There were many opinions expressed. Since we are not in a position to directly affect the outcomes of the SCRC meetings, Dave wants the members in attendance to think about becoming more involved in the SCRC process. Please fill out your surveys that the SCRC board mails out!

Gary submitted the LTA financials for the board to review. Gary is going to bring a delinquency list or accounts receivable list every month to the board. Tonya Valdes is current on her back dues. Rebecca Ashley has not been receiving her statements from Basic Property Management. Gary is going to check with Erin to make sure that we have the correct address. Rebecca is current on her account. The financials are incorrect regarding the Management fees. We are currently paying BPM \$1,800 per month and the financials say that the management fee is \$2,100 per month. Gary stated that the

financials are being pulled from our old quick books file from Mount Royal and that will be changed. We also discussed having the 2010 budget drawn up for approval at the AGM so that we can start fresh with a new set of financials. Money that we are saving by working with Basic shall be put directly towards reserves. We are going to start to build reserves as much as possible going into the next couple of years. There was a brief discussion about the old Bank of The West account that we had with Mount Royal. The discussion revolved around the fact that our financial report from the MRP Quick books file still shows a balance. Mark asked why the account balance was at zero instead of the amount shown on the balance sheet. Dave said that the account was actually overdrawn under Mount Royal and we had to pay an additional amount to get the account to zero. We discussed the fact that we never even had control of the account in the first place as it was always in Mount Royal's name. Gary assured us that all of our accounts will have a board member on the account at any given point so that we can avoid losing control over our money going forward. Dave has requested that operating funds and reserve funds be partitioned so that there is a distinct separation between the two. The 2010 budget needs to reflect accurately the accounts receivable and the accounts payable for our monthly expenses, and any other excess monthly funds shall be placed in the separate reserve fund.

The annual meeting is going to be on Saturday August 15 at 9:00 am. The rec center has been reserved for the meeting. Gary is going to get the meeting notifications out within two days. The additional info is going to be set out at a later date (no later than 8-29). Agenda will go out to the board members via e-mail.

We forewent a board vote since all board members' terms are up this year. We will have a ballot vote at the AGM so that the homeowners can decide on who the new board is going to be. The ballot will be drawn up prior to the AGM by Gary. The individuals that are running for positions are as follows:

Eric Black  
Dave Lawson  
Kitty Coyle  
Liz Jackson  
Jeff Thomas  
Mark Lesmerises

There can only be 5 members of the board. We will leave it to the homeowners on the 15<sup>th</sup>.

Meeting was adjourned at 7:45 pm.

**LAKESIDE TOWNHOMES ASSOCIATION  
ANNUAL HOMEOWNER MEETING  
AUGUST 15, 2009**

I. Call to Order and Roll Call

The meeting was called to order by Dave Lawson at 9:36.am on Saturday, August 15, 2009.

Board Members Present Were:

Dave Lawson, Unit R1, President

Kathryn Coyle, Unit L6

Eric Black, Unit L13

Owners Present Were:

Robert Ansel, Unit C5

Vanessa Cason, Unit C7

Giff & Liz Jackson, Unit L7

James Miles, Unit R2

Jane Roehrig, Unit L10

Charlotte Shirvan, Unit H5

Kathleen Teal, Unit L 11

Rebecca Ashley, Unit 1

Lisa Hoffman, Unit H6

Meng & Becky Lim, Unit C2

Oliver/Streicher, Unit C3

Gary Ross, Unit C1

Dorothy Vickland, Units H3/H4

Jeffery Thomas, Unit H 1

Representing Basic Property Management were Gary Nicholds and Candy Ramage. Erika Krainz of Summit Management Resources transcribed the minutes from tape.

II. Determination of Quorum and Proof of Notice

With 18 units represented in person and three proxies received there was not a quorum. Gary Nicholds confirmed that notice of the meeting was sent in accordance with the Bylaws.

III. Approve Previous Meeting Minutes

There was no official Annual Meeting in 2008 as only two owners were present.

Liz Jackson made a motion to approve the 2007 Annual Meeting minutes as presented. Jim Myles seconded and the motion carried.

IV. President's Report

Dave Lawson introduced Gary Nicholds, representing the new management company Basic Property Management. Gary introduced Candy Ramage, Basic's senior accountant

Dave Lawson said the Board had decided in February that Mount Royal Properties was not looking after the Association's best interests. Some funds were unaccounted for and there were erroneous charges so Mount Royal Properties was given a thirty day notice of termination of the contract. This action resulted in a severance fee of \$3,800. He asked the owners for patience while they sort out the records from 2008. The financial discrepancies (possibly up to

\$5,000) were never resolved. Filing a lawsuit was an option but legal counsel advised it would be a waste of money. Going forward there will be transparency for all transactions. There will be Board member names on the Operating and Reserve bank accounts, which did not occur in the past.

#### V. Financial Report

Candy Ramage said she was trying to reconcile the bank statements with the report. She will be providing the Board with the Balance Sheet, Year-to-Date Profit and Loss and transaction details for all payments.

According to the records she received from Mount Royal, the Association is \$6,600 over budget versus a budgeted profit of \$5,400. Significant variances to budget included:

1. Management Fee - \$3,800 over budget due to the contract termination fee.
2. Legal Fees – over budget due to legal work related to the contract termination.

The Reserve Fund balance was \$21,400 at the end of 2008. In the Operating Fund, the records indicated a net loss of \$1,200. Cash on hand as of June 30, 2009 was \$15,600.

Dave Lawson said the 2010 Budget should include a \$12,000 Reserve Fund contribution and there will be savings on the management fee. There will not be a dues increase but contributions to the Reserve Fund will continue.

There are no significant Reserve Projects scheduled in the near future but the Board will need to consider crack sealing or resurfacing the parking lot and an irrigation system. The Association does have a Reserve Study and management will be provided with a copy. All owners will receive a copy of the 2010 Budget once it is approved by the Board.

Gary Nicholds noted that Basic Property Management does not post financial statements on the website. Owners can receive a hard copy upon request.

Candy Ramage said there were some unresolved invoices from the snowplow contractor, about \$900 worth. She said she does not send out hard copies of owner statements on a monthly basis unless there is a balance due. Dave Lawson requested that statements be sent to all owners by email monthly as a payment reminder.

#### VI. Management Report

Gary Nicholds said his goal was to have a working partnership with the owners in order to communicate well, keep dues at a minimum and manage finances. He will always strive to stay within or under budget. About \$600 was spent to replace some irrigation timers which froze when they were stored in the shed.

#### VII. New Business

##### A. *Irrigation System*

Gary Nicholds said manual watering with hoses was not efficient. At some point the

East Dillon Water District may require an irrigation system and he is exploring options. A bid to do 1/3 of the property (area inside of horseshoe) was \$6,500 plus \$1,000 for plumbing. To irrigate the entire property would be about \$30,000. Dave Lawson noted the landscaping was very important for maintaining property values.

There was discussion about the water charges. The watering of the common areas has been done from spigots that are billed to individual owners. Dave Lawson said owners could submit charges for reimbursement of a portion of their summer water bills.

Dave Lawson said he would like to see the Reserve balance built up before considering this project. Some owners spoke in favor of paying for projects by Special Assessments rather than taking out a loan.

*B. Website Development*

Gary Nicholds said Senate Bills 100/89 require Associations to have a good mechanism for communicating with the owners. Management will use email as much as possible but he recommended development of a website. The initial cost would be \$200, plus \$15/month for maintenance and \$35 each occurrence for adding new content. The website can include a list of the Board members, as well as the Declarations, Bylaws, Rules and Regulations and meeting minutes. Dave Lawson said the Board had previously approved development of a website and asked Gary to move ahead with this project.

*C. Pet Rules*

Dave Lawson reminded owners to pick up after their dogs and not to allow dogs to run loose. Renters are not allowed to have dogs. Dogs can be tied outside of units. Owners who are having problems with dogs at the property should first speak to the pet owner directly before calling the Sheriff. There was lengthy discussion about past incidents. Ultimately all agreed that the owners should respect each other. Concise Rules and Regulations will be developed by the new Board and will be posted on the website.

*D. Signage*

An owner has a "For Rent" sign on the building exterior by her unit. This is not permitted. The owner will be told that she can put a sign in the window of her unit or by the front entrance.

*E. Unit Area Cleanup*

Dave Lawson and Gary Nicholds toured the property and decided that all non-conforming items being stored outside units should be removed. The Board will start enforcing the rules created by the Board at their last meeting. Items that can be stored outside include cut firewood (not construction waste or timber), lawn furniture, gas grills and bicycles. This rule will be enforced on the Cove Boulevard side but not on the back side facing Cove Condominiums. Illegal dumping (furniture, etc.) is subject to a \$500 fine. Owners should take down the license plates of cars if they see illegal dumping. If the Board has to dispose of furniture that has been dumped, there will be charges to the Association.

F. *Crack Sealing Parking Lot*

Bids for crack sealing have been obtained. The lowest one was less than \$1,000 and the work will be done in the next few weeks. Notice will be posted on unit doors a few days prior asking owners to clear cars out of the parking lot.

G. *Unit Rekeying*

Dave Lawson asked if owners would be willing to rekey all the units so management can have one master key for all locks. The owners were not in favor of rekeying. Gary Nicholds will notify any owners of units for which they do not have a key.

H. *Water Meters*

East Dillon Water District would like to replace all water meters at no cost to the Association. Owners should have been contacted. Management will facilitate access to the units.

I. *Summit Cove Recreation Center*

Dave Lawson said there would be a meeting on 8/29/09 at 9:00 a.m. at the Rec. Center. He encouraged owners to attend. He asked owners to indicate by a show of hands how many would be interested in membership at a cost of \$600/year if it was optional. Five owners indicated they would be interested.

J. *Solar Panels*

An owner suggested researching solar panels as a way to reduce energy costs. The Board will add this to their list for the future.

VIII. Election of Directors

Dave Lawson stated that there were five seats on the board. The three current board members, Dave Lawson, Kitty Coyle, and Eric Black, desired to remain on the board. Elizabeth Jackson, Jeff Thomas, and Mark Lesmeries had been nominated earlier for a seat on the board. Kathleen Teal was nominated from the floor. Dave Lawson said that since there was not a quorum the HOA could not make official decisions. As such, the three current board members will remain in place and they will take into consideration the HOA's wishes when appointing two additional members. The five individuals receiving the most votes were Dave Lawson, Eric Black, Kitty Coyle, Jeff Thomas, and Kathleen Teal.

IX. Adjournment

The meeting was adjourned at 11:10 a.m.

Approved By: \_\_\_\_\_  
Board Member Signature

Date: \_\_\_\_\_

**LAKESIDE TOWNHOMES ASSOCIATION  
BOARD OF DIRECTORS MEETING  
NOVEMBER 24, 2009**

I. Call to Order and Roll Call

The meeting was called to order by Dave Lawson at 6:00 p.m. on Tuesday, November 24, 2009.

Board Members Present Were:

Dave Lawson, Unit R1, President                      Jeffery Thomas, Unit H1  
Eric Black, Unit L13

Owner Sherry Kasamov participated via teleconference.

Representing Basic Property Management were Gary Nicholds and Candy Ramage. Erika Krainz of Summit Management Resources transcribed the minutes from tape.

II. Approve Previous Meeting Minutes

The Annual Meeting minutes will be approved by the owners at the 2010 Annual Meeting.

III. Appointment of New Board Members

There was not a quorum at the 2009 Annual Meeting so the Board needs to appoint new Board members to get up to five members. Per the unofficial vote at the Annual Meeting the new members are Jeff Thomas and Kathleen Teal. Eric Black made a motion to appoint Jeff Thomas and Kathleen Teal to the Board of Directors. Dave Lawson seconded and the motion carried.

IV. Management Report

A. *Completed Projects*

1. Asphalt was crack sealed.
2. Fall cleaning was done.
3. Removed several dead trees.
4. Reinstalled numbers on the buildings.
5. Called Comcast regarding the cable in the trees.
6. Replaced No Parking sign in cul de sac.
7. Added another doggie bag station.
8. Put up snow fences.
9. Collected and stored all hoses and timers for the winter.
10. Repaired spigot outside Unit 6. The hose bib has a bad valve and will need to be replaced in the spring at the owner's expense. Dave Lawson said that since that spigot was being used for irrigation, the Association should pay for the repair. If there are hose bib problems with other spigots in the future, this should be an

owner expense.

11. RKR will do the plowing and Colorado Mountain Maintenance will do the shoveling for \$62.50 per month, based on ten (10) shovels per month.

Dave Lawson said he recently had Qwest on site to install a phone line. Qwest determined that the phone line to the building had been cut near where the concrete was put in. Qwest will fix the line at their expense in the spring.

*B. Pending Projects*

1. Waste Management – Gary Nicholds will review the contract to determine when the cut off date is for canceling the service. He will get rates from other providers before canceling the contract.

*V. New Business*

*A. 2010 Budget*

Candy Ramage reviewed the proposed 2010 Budget. The budget as written includes no increase to dues. Significant changes as compared to the 2009 Budget included:

1. Bank Service Charges – nothing budgeted as the banking service will be switched to a no fee online ACH service.
2. Cable Television – increased 6.5% per Comcast contract.
3. Insurance – increased to \$8,678 per American Family quote.
4. Landscaping & Grounds – increased to \$10,298 to include spring/fall cleanups. Gary Nicholds mentioned that the Board should consider an irrigation system at some point in the future.
5. Meetings – The Board agreed that they wanted to have professional minutes kept for all meetings and directed Candy to increase this account to \$500 to cover that expense for the year.
6. Office & Admin Expense – increased to \$350 for website hosting/editing.
7. Snow Plowing - \$3,600 based on \$600/month for six months.
8. Snow Shoveling – decreased to \$3,750 based on \$62.50/shovel with ten per month for six months.
9. Utility Reimbursement – reduced to \$300 as there have not been any charges for 2009. Dave Lawson provided details regarding an area of the roof that is prone to leaks. Heat tape was installed to address the problem. The electricity to run the heat tape comes from one unit and that owner is entitled to reimbursement for the expense, provided the owner gives a bill to the Association.
10. Water Reimbursement - \$300 based on 2009 actuals.

Eric Black made a motion to approve the 2010 Budget as discussed. Jeffery Thomas seconded and the motion carried.

*B. Water Bills*

Candy Ramage said the Board had agreed that owners would be responsible for the first \$40 of the water bill during the months when there is irrigation.

C. *Animal Control*

At the Annual Meeting there was discussion about adopting the County regulations, which specify that dogs must be under sight and voice control. After discussion, the Board agreed that the rule should not allow “dogs at large”. Dave Lawson proposed adoption of the County regulations regarding sight and voice control for dogs. The Board agreed that tethering should be allowed but to specify that pets may not be tied up outside for extended periods of time.

D. *Declarations*

The Board discussed holding the Annual Meeting in August. Owners will be notified no more than 60 days in advance and Gary Nicholds will make sure to collect enough proxies so there is a quorum.

E. *Recreation Center*

Gary Nicholds asked if the Association was still obligated to pay dues to the Recreation Association. Dave Lawson was not sure but said he would find out shortly. He thought the fourth quarter dues would be the last regular dues to be paid, although there will be some minimal level of ongoing dues to cover expenses for the land. The building will be demolished and a decision will be made about what to do with the land sometime in the future. Dave said he would like to see the Association become “unmanaged” with a bookkeeper sending one bill annually to each Association for the expenses.

VI. Set Next Meeting Date

The next Board Meeting was set for Wednesday, January 27, 2010.

VII. Adjournment

The meeting was adjourned at 7:30 p.m.

Approved By: \_\_\_\_\_  
Board Member Signature

Date: \_\_\_\_\_