

**LAKESIDE TOWNHOMES ASSOCIATION
BOARD OF DIRECTORS MEETING
JANUARY 25, 2011**

I. Call to Order and Roll Call

The meeting was called to order at 6:09 p.m. on Tuesday, January 25, 2011.

Board Members Participating Were:

Dave Lawson

Kitty Coyle

Eric Black and Jeff Thomas provided their proxies to Gary Nicholds.

Representing Basic Property Management were Gary Nicholds and Candy Ramage. Erika Krainz of Summit Management Resources was recording secretary.

With two Board members and proxies received a quorum was reached.

II. Approve Previous Meeting Minutes

The previous meeting minutes were not approved as there was not a quorum.

III. Financial Report

A. *2011 Budget*

Candy Ramage provided a spreadsheet with three different dues increase options and the Board selected the 5% increase option with no increase to the \$12,552 Reserve Fund contribution. She noted there was \$3,500 of net income in 2010 that can be transferred to the Reserves.

Dave Lawson noted that Office and Administrative Expense was doubling from \$350 to \$700. Candy explained that the \$350 budget in 2010 was low. This line item covers copying and website hosting. Kitty Coyle asked about the Landscaping increase. Gary Nicholds said some equipment was going to be purchased and the two corner beds would be cleaned up and improved.

Gary Nicholds said he had received a copy of an old Reserve Study in September. He said it should probably be updated but he was not sure how much that would cost.

Dave Lawson made a motion to approve the 2011 Budget as presented. Kitty Coyle seconded and the motion carried.

Gary Nicholds mentioned that some of the unit doors were in very poor condition. Kitty Coyle suggested that the Board look at replacing all unit doors instead of

repainting them. She asked Gary to look into a bulk price for interested owners. This project would be an individual owner expense.

The Board agreed not to entertain anything to do with the Summit Cove Recreation Center consolidation of dues at this time. This issue will be revised next year.

B. Delinquencies

There was general discussion regarding delinquencies. Gary Nicholds said there as an established process for filing liens on delinquent accounts. The costs to file (\$75) and release (\$75) the lien are charged to the delinquent owner.

Gary Nicholds will contact the most delinquent owner and inform her that if she does not pay her past due amount the Association will file a lien on the property. He will also speak to the other two delinquent owners and give them one last opportunity to come current with their dues before filing liens.

IV. General Discussion

A. Plowing

Dave Lawson said the plowing contractor had not done a good job at the beginning of the winter. Gary Nicholds said there was a new driver. Gary has spoken to the contractor and he thought the service had improved. They plow when there is a 3" accumulation over a 24-hour property. He noted that there was significantly more snow this year and a lot of wind accumulation from the lake. Dave thought there were also more vehicles parked in the lot.

There was general discussion about storage of items such as kayaks, motorbikes and snowmobiles. The Board agreed they could be stored on the property as long as it is done neatly.

B. Parking

Dave Lawson said there was a grey car in the lot that had been discussed for over a year. He thought it was supposed to have been sold. Gary Nicholds said the owner was moving it around in the parking lot for plowing. Gary will approach the owner again. Dave suggested that owners with extra cars be directed to park in the open spots away from the units.

V. Adjournment

The meeting was adjourned at 6:53 p.m.

Approved By: _____
Board Member Signature

Date: _____

**LAKESIDE TOWNHOMES ASSOCIATION
BOARD OF DIRECTORS MEETING
MAY 26, 2011**

I. Call to Order

The meeting was called to order at 6:32 p.m. on Thursday, May 26, 2011.

Board Members Participating Were:

Dave Lawson	Eric Black
Kathleen Teal (via teleconference)	Kitty Coyle (via teleconference)

Owner Vicki Cole, Unit R3, was a guest at the meeting.

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

II. Approve Previous Meeting Minutes

Dave Lawson made a motion to approve the January 25, 2011 Board Meeting minutes as presented. Eric Black seconded and the motion carried.

III. Financial Report

A. *Year-to-Date Financial Report as of April 30, 2011*

Candy Ramage reported that the Association had about \$18,000 more in cash than the same time last year. The Accounts Payable balance was about \$3,500 higher, resulting in a net difference of about \$14,500.

The P&L reflects that Reserves are on budget. The starting Reserve balance was \$43,700 with contributions of about \$4,200 for an ending balance of about \$51,000. There was one late billing from RKR for snowplowing for the entire winter season. This makes it appear that the Snow Removal account is \$1,200 over budget, but that amount is actually for November and December 2010. This amount can be taken out of the \$3,500 Operating surplus from last year.

B. *Delinquencies*

Gary Nicholds said there were 24 delinquent owners as of the end of April. As of today, only seven were still over 30 days with balances ranging from \$5 - \$507. Late fees plus finance charges will be sent out next Wednesday. All owners have been notified of their delinquencies but they have not been charged fees up to this point due to the delay in approving the new budget.

Dave Lawson made a motion to approve the financial report. Eric Black seconded and the motion carried.

IV. Management Report

A. *Clean-Up*

Greenscapes will clean out the two big flowerbeds and prune the surrounding bushes. He will add some mulch to dress them up. It does not make sense to add flowers at this point since there is no irrigation. The grass will be mowed and treated with weed and feed. The ice melt buckets and snow fences have been put away for the summer. Trash was cleaned up around the property. The large pile of wood behind Hideaway was removed. Two mattresses were disposed of from behind the dumpster shed. Dave Lawson said there was a black Blazer with expired tags parked in the lot. Management will put a notice on the car and contact the owner (Unit 12).

Gary Nicholds said there were complaints about two cars this winter. Both owners moved their cars to the end of the parking lot. For next year, Gary proposed parking extra vehicles at the end of the parking lot so they are out of the way. It did not cause a problem with snow storage this year. Eric Black felt that cars should not be stored there long term because they will get plowed in over the course of the winter.

There was general discussion about other items stored behind the dumpster, including a four-wheeler vehicle and a wading pool. After discussion, the Board agreed to revisit the Declarations and Bylaws to determine what is acceptable. This issue will be further discussed in a future meeting.

B. *Light Replacement/Paint Light Poles*

All the light poles need to be scraped and repainted. Three of the lights need to be replaced. The fixtures will be about \$40 each but it may not be possible to find an exact match. Replacing the poles would be an additional \$90. Gary Nicholds will get pricing for the fixtures for Board review. Dave Lawson noted that this was a deferred Reserve Study project and said he supported replacing all of them once prices are received.

C. *Spotlight Sensors*

Gary Nicholds said one owner complained about not having a light sensor on the porch light. Dave Lawson said this would be an individual owner responsibility.

D. *Crack Sealing*

Gary Nicholds will review the finances and see if he can find some money to do crack sealing this year. Dave Lawson said he would be in favor of crack sealing if the cost would be under \$500. If it will be more, he would prefer to combine the project with the seal coating and restriping, possibly next year.

E. Chimney Sweeping

Gary Nicholds said the chimney sweeping was scheduled for June 16th. Notice will be posted on all units. This will be an individual owner expense.

F. Doors

Gary Nicholds said he was not sure if doors were an individual owner or Association responsibility. He received a rough estimate of \$125 – 150 per door to remove, sand and spray paint all 44 doors. Dave Lawson said in the past doors and windows have been an individual owner responsibility, but he agreed it would make sense to have uniformity. Gary was asked to get a cost for bulk door replacement.

G. Rebecca Ashley Deck

An owner requested permission to improve the deck on the unit. The Board did not object but agreed this issue should be brought up at the Annual Meeting. The owner was informed about the need to obtain County approvals.

H. Reserve Study

Gary Nicholds suggested forming a Committee to review the Reserve Study in accordance with Colorado law. The Board will discuss this issue in the Board Meeting prior to the Annual Meeting.

I. Annual Meeting

The Annual Meeting is scheduled for August 13, 2011. Kathleen Teal will make arrangements for holding the meeting at The Cala.

V. Old Business

A. Transformer by Retreat

Dave Lawson said Xcel had recently replaced the transformer by Retreat #1. In the process, they spilled some of the additive. He would like to condition the soil and spread some grass seed. He would also like to have the weeds pulled. Gary Nicholds will talk to the landscaping contractor about this project.

B. Unit Rental

Kitty Coyle anticipated some owners would have some issues with the rental unit across from her. The tenant has piled wood in front of the unit and he has a large business truck that is parked in the lot. The tenant should be asked to move the wood. There is also another unit with large logs that are partially cut and stacked in front of the unit.

VI. New Business

A. Xcel Pedestal

Vicki Cole asked if the cracked pedestal by her front door would be repaired. Gary Nicholds said he would contact Xcel or Qwest about getting it repaired.

Dave Lawson said there were some other metal posts around the property, possibly from Comcast, that might not be serving any purpose since the rewiring. Eric Nicholds said he had been in contact with a service provider about moving them but they indicated the Association would have to pay the \$12,000 cost. Gary will contact Comcast about the possibility of removing the old pedestals and wiring.

VII. Set Next Meeting Date

The next Board Meeting was scheduled for August 11, 2011 at 6:30 p.m. to discuss the Reserve Study and financials only.

VIII. Adjournment

The meeting was adjourned at 7:45 p.m.

Approved By: _____
Board Member Signature

Date: _____

**LAKESIDE TOWNHOUSE ASSOCIATION
ANNUAL HOMEOWNER MEETING
August 13, 2011
Dillon, Colorado**

I. CALL MEETING TO ORDER

The Lakeside Townhouse Association Annual Homeowner Meeting was called to order by Dave Lawson 9:00 a.m. on Saturday, August 13, 2011 at the The Cala Inn.

Board Members Present Were:

Dave Lawson, Unit R1, President	Kathleen Teal, Unit L11
Eric Black, Unit L13	Kathryn Coyle, Unit L6

Owners Present Were:

Carol Alvarado, Unit R7	Robert Ansel, Unit C5
Rebecca Ashley, Unit 1	Leslie Caldwell, Unit 5
Vanessa Cason, Unit C7	Vicki Cole, Unit R3
Laura Hartman, Unit R2	Ryan Hoffman, Unit 7
Liz & Giff Jackson, Unit L7	Meng Lim, Unit C2
Jeremy Finucane, Unit R8 (proxy)	Trisha Oliver, Unit C3
Jane Roehrig, Unit L10	Dorothy Vickland, Units 8 & 9

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

II. ROLL CALL AND PROXIES

With 18 units represented in person and six proxies received a quorum was reached.

III. VERIFICATION OF NOTICE

Notice of the meeting was sent in accordance with the Bylaws.

IV. APPROVAL OF PREVIOUS MEETING MINUTES

Dave Lawson made a motion to accept the minutes from the August 14, 2010 Annual Meeting as presented. Kathleen Teal seconded and the motion carried.

V. OFFICER'S REPORT

Dave Lawson said the Board had been meeting quarterly. The Recreation Association met last week. The Board has negotiated with the County and Summit Stage to get the bus turnaround moved. Dave is pursuing creation of a community garden. The Rec Center Association fees will be billed to the Association and included in the homeowner dues going forward. Right now owners pay \$6/unit/month. There may be some financial compensation for the bus stop from the County that would defer the dues. There are no current plans for development of the parcel.

VI. REPORTS OF COMMITTEES

There has not been any committee activity this past year.

VII. FINANCIAL REPORT

Candy Ramage provided the financial report as of June 30, 2011. She said the Association's financial position had improved significantly with \$19,252 more in the bank than this time last year. The Accounts Payable balance was about \$500 higher. The Reserve balance at the beginning of the year was \$43,700 and \$6,300 had been contributed through June. She will email the financial report to all owners.

The Operating P&L indicated the Association was about \$5,000 favorable to budget. She cautioned that some accounts were spread evenly in the budget and there could be higher expenses in some accounts as the year progresses. Snow Plowing was \$1,200 over budget. The overage was due to a late billing from the contractor that should have been paid in the previous fiscal year. There have not been any Reserve expenses this year.

Liz Jackson made a motion to accept the Financial Report. Jane Roehrig seconded and the motion carried.

VIII. MANAGING AGENT'S REPORT

A. Irrigation System

Eric Nicholds said Bill Cadwallader had come up with an idea for improving the irrigation. A new permanent irrigation system would require payment of tap fees of about \$10,000. Fertilizer is being custom made for the soil. Bill said permanent points of attachment would simplify the system. He proposed an above ground system with below ground heads. The current heads are not sturdy and break easily. Gary recommended installing the system in the area between the Landing and the Cove as a trial. The hoses would still be connected to the spigots with timers. Bill estimated the trial area could be done for about \$1,500.

Dave Lawson made a motion to authorize the trial irrigation area at a cost not to exceed \$2,500. Kathleen Teal seconded and the motion carried.

B. Lights

Gary Nicholds said the light posts had been painted. He would like to replace the light heads but they are no longer manufactured. He provided an example of a replacement head that would be about \$60 per fixture.

Laura Hartmann asked if a 60-watt fixture would be bright enough. Gary Nicholds said he would use a CFL bulb to provide more light.

Kathleen Teal made a motion to approve the fixture. Vicki Cole seconded and the motion carried.

C. Property Sign

The front property sign was rebuilt.

D. Fireplaces

Service Monkey inspected all fireplaces and all but one have some repairs that need to be made. The inspection reports with the list of repairs will be sent to all owners.

E. Pet Violations

Gary Nicholds reminded owners that only owners are allowed to have pets and pet waste must be picked up. Renters are not permitted to have pets. He said he would be actively enforcing this rule per the Board's direction. Gary will send another letter to owners and put a copy on the door of each unit with a reminder of the pet rules. If there are complaints about pets, the owners will be fined.

F. Owner Deck Request

Gary Nicholds said an owner had requested permission to build a deck. It will be the same size as the deck that was added to another unit. Per the Declarations, the owners have to vote to approve the deck, which will expand into the common area about five feet. Kathleen Teal made a motion to approve the construction of the deck. Eric Black seconded and the motion carried.

G. Parking

Gary Nicholds said parking continued to be an issue in the winter. He asked owners for direction on how to handle second and third vehicles that are stored in the parking lot. The Bylaws specify a maximum of two operable vehicles per unit. Gary was directed to use the bright orange stickers on parking violations and to actively enforce the parking rules. Parking at the end of the lot will no longer be permitted. He was asked to provide notification when the lots are scheduled to be scraped.

H. Landscaping

Gary Nicholds received a bid of \$6,000 to have the contractors clean out the beds and add rock as needed. Owners who have worked on their beds can opt out. The goal is to improve the curb appeal of the property.

The landscaping contractor recommended removal of three pine trees by Building 250 to reduce the acidity of the soil so grass can be seeded. There were no objections to removal of the trees. Dorothy Vickland volunteered to help with this project.

I. Recycling

Gary Nicholds will replace the recycling totes with a small recycling dumpster.

J. Fences

The fence by Building 250 parallel to the sidewalk is rotting. Gary Nicholds was authorized to remove it. He was also directed to replace the rotted posts in the other section of fence by Building 250.

K. Front Doors

Some owners have replaced their front doors. The doors are an owner responsibility and some need to be repainted. Gary Nicholds has obtained an estimate of \$250 for new

doors excluding installation and painting. Gary was asked to get prices for three different door options, with and without windows. They will all be painted the same color for uniformity.

Dave Lawson made a motion to approve two or three door styles that can accommodate screen doors and to paint them all a uniform color. Kathleen Teal seconded and the motion carried. An owner noted that her ski locker door also needed replacement.

Dave Lawson suggested allocating some funds to have all the front doors that are not replaced repainted next summer. Jane Roehrig, Vicki Cole and Dave Lawson volunteered to serve on a committee to select doors. Dave said he would like to get the doors replaced before winter if possible.

Owners can replace their windows at their own expense but they need to match the existing and need to be approved by the Board.

IX. NEW BUSINESS

A. Cable Service

Trisha Oliver said she was not satisfied with the cable box installation at her unit. Gary Nicholds will follow up with Comcast. Robert Ansel made a motion to have the box moved up three feet if it cannot be moved to the front of the unit. Trisha Oliver seconded and the motion carried.

X. ELECTION

Vicki Cole indicated her interest in running for the Board. A request was made to notify owners by email when Board Meetings are scheduled. The minutes are posted on the Association website www.lakesidetownhouseassociation.org.

The candidates were Dave Lawson, Vicki Cole, Eric Black, Kitty Coyle and Kathleen Teal. There were no other nominations from the floor. Dave Lawson made a motion to elect the slate by acclamation. Laura Hartman seconded and the motion carried.

XI. NEXT ANNUAL MEETING DATE

Kathleen Teal made a motion to hold the next Annual Homeowner meeting in January 2012. Vicki Cole seconded and the motion carried with one opposed. The meeting was tentatively scheduled for Saturday, January 21, 2012 at 9:00 a.m.

XII. ADJOURNMENT

Dave Lawson made a motion to adjourn the meeting at 10:50 a.m. Kathleen Teal seconded and the motion carried.

Approved By: _____ Date: _____
Board Member Signature

**LAKESIDE TOWNHOMES ASSOCIATION
BOARD OF DIRECTORS MEETING
DECEMBER 13, 2011**

I. Call to Order and Roll Call

The meeting was called to order at 6:12 p.m. on Tuesday, December 13, 2011.

Board Members Participating Were:

Eric Black

Kitty Coyle (via teleconference)

Vicki Cole

Representing Basic Property Management were Gary Nicholds and Candy Ramage. Erika Krainz of Summit Management Resources was recording secretary.

With three Board members participating a quorum was reached.

II. Approve Previous Meeting Minutes

Eric Black made a motion to approve the May 26, 2011 Board Meeting minutes as presented. Vicki Cole seconded and the motion carried.

III. Financial Report

A. *2012 Budget*

Candy Ramage said the Association was projected to end the year with net income of \$1,696. The 2012 Budget increases the dues for the smaller units by about 5% and by about 4% for the larger units. Specific line item changes include:

1. Cable Television - 6% increase per the contract.
2. Insurance - \$1,400 increase.
3. Legal and Accounting - \$1,000 decrease.
4. Snow Removal – \$250 increase for Snow Shoveling at \$62.50 per occurrence for ten shovelings monthly. There was no change to Snow Plowing at \$600/month.
5. Trash Removal - \$500 increase. The contract is up for renewal in April or May. Waste Management can provide additional totes for recycling at a cost of \$20 extra per month for one tote or \$30 extra per month for two totes. Gary Nicholds will check with Timberline about their charge for a recycling dumpster. He will send Waste Management notice of termination 90 days prior to the contract expiration. The Board agreed not to add more totes in the meantime.

Eric Black made a motion to approve the 2012 Budget as presented. Kitty Coyle seconded and the motion carried.

IV. Management Report

A. *Landscaping*

Gary Nicholds said the beds were cleaned out, the rocks were restacked and the fabric landscaping barrier was removed. There are a couple of dead trees by Unit 250 that need to be removed. Owners have been pretty responsible about picking up after their dogs. A test area for irrigation on a timer will be established. If it works well, the pipes will be buried and expanding the system will be discussed. The cost for the test area was \$1,700. The irrigation lines were blown out before winter.

B. *Light Pole Fixture*

New light heads and CFL bulbs were installed on the light poles. The poles were painted last year.

C. *New Address*

Basic Property Management has a new mailing address: P.O. Box 4844, Dillon, CO 80435. Another reminder will be sent to all owners when the old box subscription expires in the spring.

V. Old Business

A. *Reserve Study*

Gary Nicholds recommending forming a committee to review and update the existing Reserve Study after January 1st.

VI. New Business

A. *Doors*

Randy Barrientez from RJB Development provided a presentation. He said the doors that would be painted would be sprayed rather than brushed as it provides a better surface. Some of the doors will need to be sanded and may need to be primed as well. He provided the following bids:

1. A standard six panel metal door - \$598 including removal of the old door, installation of the new door using the old hardware and painting.
2. A door with a fan light glass panel at the top – \$679
3. A door with a half light glass panel at the top– \$718

Installation would be scheduled in June so the doors would need to be ordered by mid-April. Each door installation should take about four hours excluding painting.

The cost to paint the exterior of the door only would be about \$150 per door.

A storm door with full light (\$328 installed) or a sliding window (\$236 installed) are also options.

Owners will be directed to contact RJB directly if they are interested in replacing windows.

The current regulations restrict the colors that are allowed for the window frames. Eric Black noted that the least expensive windows had white vinyl frames, which do not take paint well. He suggested changing the policy to allow white or beige window frames. Vicki Cole will ask Randy Barrientez about options tomorrow. Gary Nicholds will research the Association documents to determine what needs to be revised to reflect this change in the policy.

B. Annual Meeting

Gary Nicholds said the proposed date for the next Annual Meeting was Saturday, January 21, 2012. The governing documents indicate the meeting should be in December but Gary did not anticipate there would be a problem with changing the date again if there is poor owner attendance in January.

C. CCIOA Policies

Gary Nicholds said at the last CCIOA Meeting, he learned there are nine required policies. This Association currently has one of the nine. He will have an attorney draft a template for all nine policies.

VII. Set Next Meeting Date

The next Board Meeting will be set for sometime during the last two weeks of March.

VIII. Adjournment

Kitty Coyle made a motion to adjourn at 7:34 p.m.

Approved By: _____
Board Member Signature

Date: _____