

**LAKESIDE TOWNHOUSE ASSOCIATION, INC**  
**ANNUAL HOMEOWNER MEETING**  
**January 21, 2012**

**I. CALL THE MEETING TO ORDER**

The Lakeside Townhouse Association Annual Homeowner Meeting was called to order by Gary Nicholds at 9:14 a.m. on Saturday, January 21, 2012 at the The Cala Inn.

Board Members Present Were:

Kathryn Coyle, Unit L6  
Eric Black, Unit L13

Kathleen Teal, Unit L11

Owners Present Were:

Robert Ansel, Unit C5  
Leslie Caldwell, Unit 5  
Kate Lapidés, Unit L13  
Lindsay Watson, Unit 6

Carol Alvarado, Unit R7  
Trisha Streicher, Unit C3  
Gary Ross, Unit C1  
Vicki Cole, Unit R3

Representing Basic Property Management were Gary Nicholds, Eric Nicholds and Candy Ramage. Margot Mayer of Summit Management Resources was recording secretary.

**II. ROLL CALL AND PROXIES**

With 11 units represented in person and 3 proxies received a quorum was not reached.

**III. VERIFICATION OF NOTICE**

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

**IV. OFFICER'S REPORT**

No Officer's Report was given.

**V. COMMITTEE REPORT**

Windows and doors will be discussed later during the meeting.

**VI. TREASURER'S REPORT**

Candy Ramage provided the financial report as of December 31, 2011. She said the Operating account was \$1,600 favorable to budget even though a \$3,000 bill from 2010 for snow plowing was paid in 2011. Cash on hand was about \$5,000. There was one delinquent owner.

The Reserve Fund balance was \$51,000 and the balance will be built up. Gary Nicholds said the 2011 year-end surplus would be rolled into the Reserve Fund.

## VII. MANAGER'S REPORT

### A. *Landscaping*

Flowerbeds have been cleaned up and rocks were added as needed. Eric Nicholds said he was committed to keeping the beds free of weeds even though the landscaping fabric was removed from underneath the rocks. He said Round Up does not work on false chamomile and further actions have to be discussed because the weed is very invasive. The contractor who does the mowing will add a custom-made fertilizer to improve the grass and control the weeds.

Kate Lapidés thought the weeds could be controlled without using chemicals. Eric asked that owners dispose of noxious weeds in a plastic bag to prevent them from spreading. Weeds should be pulled before they seed.

### B. *Irrigation*

The aboveground irrigation system seems to be functioning well and will be further tested in the spring. If the system continues to be effective, the pipes will be buried and installed in other areas. The heads will be firmly mounted to the pipes and embedded in the ground. The hoses will still be connected to the spigots with timers. A new permanent irrigation system would require payment of tap fees of about \$10,000. Gary Ross was concerned that the pipes could freeze if they are not buried below frost line (42"). Eric and Gary Nicholds anticipated no problems and said that pipes will be blown out every fall.

### C. *Crack Sealing and Seal Coating*

Gary Nicholds said it was necessary to crack seal and seal coat the parking lot. The contractor will include an additive to preserve the asphalt.

### D. *Dumpster and Recycling*

Management is negotiating with another company to add a two to four yard recycling dumpster.

Owners were encouraged to watch for poachers and were also asked not to dispose of large items such as mattresses, televisions, furniture or wooden cabinets in the dumpster area. Gary Ross said some items can be dropped off at the recycling center at no cost.

### E. *Parking*

Gary Nicholds said parking continues to be an issue in the winter. There are more parking violations with renters than owners.

### F. *Dogs*

Gary Nicholds said there was one complaint that was handled by the owner. He reiterated that renters are not allowed to have dogs. He asked owners to be respectful and to pick up after their dogs.

- G. *Sewer Line*  
The sewer line outside of Building 250 will be repaired in spring.

## VIII. OLD BUSINESS

- A. *Community Garden*  
No final decisions have been made on the community garden.
- B. *Reserve Study*  
About 10% of the annual dues go into the Reserve Fund. Gary Nicholds said the Reserve Study would be revisited in order to plan for upcoming major expenditures such as painting the buildings, roof replacement and repaving the driveway and parking lot.
- C. *Mailboxes*  
An owner asked if it was possible to get mailboxes for the complex. Gary Nicholds said he would investigate the request. An owner said owners had overruled this idea in the past.

## IX. NEW BUSINESS

- A. *Windows and Front Doors*  
Randy from RJB Development joined the meeting to present window and front door options. He said TruMaster doors are metal insulated R12 and three different panel configurations are available. All doors come with a threshold, are pre-hung and are compatible with storm doors. Door locks are not included but owners could purchase new hardware and it would be installed free of charge. The doors are manufactured for a double lock. The doors are pre-painted with the color to be determined. The ski locker doors are not a uniform size and would have to be handled on a case-by-case basis. Door prices range from \$600 to \$700, including removal of the old door and installation of the new one, including hardware. This quoted price would require a minimum of six doors and there would be a quantity discount available for more.

The windows are made by Pella. They come with good quality hardware, are double pane with high altitude resistance and a good warranty. The windows are metal clad with a wood interior and sliding doors are available as well.

There was a discussion about the color for the windows and doors; the windows are only available in white. It was noted that the Bylaws mandate beige.

In a show of hands, the majority of owners indicated they were interested in replacing their doors. Randy will email detailed information on the available options. Owners should have the necessary information by the beginning of

February. He said there might be a price increase by March 1<sup>st</sup> and he suggested putting the order in before that date with a delayed delivery. Painting or replacing the doors will be an owner expense. Owners who do not replace their doors will be charged for painting the door. Owners interested in replacing their windows will receive a rough proposal. A more accurate cost estimate can be provided after the windows have been measured.

*B. Reserve Fund/Special Assessment*

An owner asked if painting the building would require a Special Assessment. Gary Nicholds said he believes there is an adequate balance in the Reserve Fund to pay for this project. The roofs are only eight years old and should last about twelve more years. Gary noted that it is important to plan for upcoming expenditures but it is always possible to pay the bulk of the expense from the Reserve Fund and assess owners a smaller amount.

*C. Recreation Center Association*

An owner asked if owners have to pay \$6.00 per month to Summit Recreation. Kathleen Teal said she recalled an email that indicated the dues were eliminated for a certain period of time. She will find the email and pass it on to owners. Candy Ramage said she did not receive a bill.

**X. BOARD OF DIRECTORS ELECTION**

The election could not be held due to a lack of a quorum.

**XI. SET NEXT ANNUAL MEETING DATE**

Gary Nicholds said the Annual Meeting should be held in December or January according to the Bylaws. He explained that changing the meeting to a different month would require a change to the Declarations. Vicki Cole felt it was better to have the meeting at the beginning of the year so upcoming projects for the summer can be discussed.

The date for the next Annual Homeowner meeting was not set.

**XII. ADJOURNMENT**

With no further business, the meeting was adjourned at 10:40 a.m.

Approved By: \_\_\_\_\_

Board Member Signature

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

**LAKESIDE TOWNHOMES ASSOCIATION  
BOARD OF DIRECTORS MEETING  
APRIL 13, 2012**

I. Call to Order and Roll Call

The meeting was called to order at 5:14 p.m. on Friday, April 13, 2012.

Board Members Participating Were:

Eric Black  
Vicki Cole (via teleconference)

Kitty Coyle

Randy Barrientez from RJB Construction was a guest at the meeting.

Representing Basic Property Management were Gary Nicholds and Candy Ramage (via teleconference). 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 December 13, 2011 Board Meeting minutes as presented. Kitty Coyle seconded and the motion carried.

III. Financial Report

A. *2012 Year-to-Date*

Candy Ramage said the Association finances were looking pretty good. There was \$7,525 added to the Reserves in 2011. The current Reserve balance was \$51,241.

Year-to-date the Association was operating with net income of about \$2,900 against budgeted net income of \$775. A \$150 expenses was coded to Grounds and Landscaping in the Reserve account for replacement of some lamp post heads.

IV. Management Report

A. *Tree Removal*

There are a couple of dead trees beside the 250 building that Gary Nicholds will cut down. There are also one or two live trees that will be taken down to allow for growth of ground cover.

B. *Test Irrigation System*

The irrigation system will be started up as soon as weather permits. Gary Nicholds would also like to discuss expansion of the system. The above ground pipes will be buried.

C. *Reserve Study*

Gary Nicholds obtained a bid of \$1,330 for a professional Reserve Study. Gary said he could provide a template to prepare a reasonable Study for this Association with the assistance of a few Board members at no cost to the Association. He can get cost estimates for the major elements. Vicky Cole volunteered to serve on the Committee.

D. *Landscaping*

Last summer the landscaping contractor was hired to do power raking, clean out the two front beds, mow and fertilize. Bill Cadwallader is ready to start the process for this spring. Eric Black said there were some areas that need to be addressed because the snow fell before the project was finished. Gary Nicholds will tour the property once all the snow melts and will work on a plan.

Gary Nicholds mentioned that something would need to be done with the landscaping timbers that are serving as curbs. Many are damaged from snow removal.

E. *CCIOA Policies*

There are nine Policies required for CCIOA compliance. Gary Nicholds has templates from other Associations and he will have them customized for Lakeside.

F. *Crack Sealing*

Crack sealing will be done annually going forward to prolong the life of the asphalt. The work will be done in July and August and all cars will need to be moved.

G. *Sewer Line #250*

There is a problem with the sewer line by #250.

H. *Dumpster Fence Repair*

There are some broken panels in the dumpster fence. Gary Nicholds will have them repaired and painted.

Gary will be switching the trash removal contract to another provider. Even with the cancellation penalty, the Association will still save money overall.

I. *Swales*

The swales need to be cleaned out to improve drainage. There is too much silt and debris accumulated for them to function properly.

V. Old Business

A. *Doors*

1. Color – The Board was provided with color swatches to select a color for the doors. The doors will be the same color inside and outside. The door trim will also be the same color. The trim will be sprayed offsite in a shop to get the best finish. Owners who do not respond will have the exterior of their doors only painted for \$75. Gary Nicholds will hire someone to paint the trim to match. For the owners who want to paint their doors themselves, a deadline will be

established to allow for enough time for Randy to paint them if the owners do not do it themselves. The Board agreed that they should specify white for the door color since white doors are most readily available. The least expensive option would be to have the trim painted white like the door prior to installation. There was discussion about painting the trim a different color; this would be an extra cost. The Board agreed that owners would be allowed to purchase and install their own doors as long as they match one of the three styles and the doors are painted to match the others.

2. Screen Glass Doors –Both owners who selected screen doors indicated they wanted the self-storing option.
3. Payment Terms – Gary Nicholds will bill the owners on their monthly statement. He will pay the contractor out of Reserves and reimburse the Reserves as the payments come in. Randy will provide a work order with pricing for each individual unit. He requested a 50% deposit for all work.

Action Items:

1. Gary will provide an updated list of owners who want doors.
2. The Board will select a color for the doors this week.
3. Owners who want to replace their door on their own can do so as long as it matches one of the three options and it is painted to match.

V. New Business

A. *Concrete Patios*

Kitty Coyle presented a proposal for replacing her concrete patio. There are two other owners who are also interested in doing the same thing. Eric Brown made a motion to authorize replacement of the concrete pads per the proposal. Vicky Cole seconded and the motion carried.

Eric Black suggested adding a concrete pad under the dumpster. Gary Nicholds recommended adding a second pad for the recycling bins at the same time. There should be enough room to the side of the existing dumpster to move it slightly toward the property boundary and add the second set of containers beside it. Gary will talk to Timberline about the best location.

VI. Set Next Meeting Date

The next Board Meeting will be held sometime in August.

VII. Adjournment

The meeting was adjourned at 6:47 p.m.

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

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

**LAKESIDE TOWNHOMES ASSOCIATION  
BOARD OF DIRECTORS MEETING  
AUGUST 14, 2012**

I. Call to Order and Roll Call

The meeting was called to order at 6:04 p.m. in the Basic Property Management conference room.

Board Members Participating Were:

Dave Lawson

Kitty Coyle

Eric Black

Vicki Cole

Representing Basic Property Management were Gary Nicholds, Eric Nicholds and Giovanna Voge. Erika Krainz of Summit Management Resources was recording secretary.

With four Board members participating, a quorum was reached.

II. Approve Previous Meeting Minutes

Dave Lawson made a motion to approve the April 13, 2012 Board Meeting minutes as presented. Vicki Cole seconded and the motion carried.

III. Financial Report

A. *2012 Year-to-Date as of June 30, 2012*

Giovanna Voge reviewed the Balance Sheet:

1. Total Checking/Savings - \$62,892.
2. Total Accounts Receivable - \$4,010. There are three or four past due owners and they have been contacted.
3. Total Other Current Assets - \$4,277.
4. Total Accounts Payable - \$1,298.
5. Total Other Current Liabilities - \$3,354.
6. Total Equity - \$66,527. This included \$51,241 in the Reserve Fund and \$15,682 of net income. Gary Nicholds was asked to determine where the Reserve monies are held. Dave Lawson suggested purchasing some laddered CD's if this has not already been done.
7. Total Liabilities and Equity - \$71,178.

Giovanna Voge reviewed the P&L:

1. Total Income - \$1,488 over budget to Late Fees.
2. Total Expenses – \$9,010 under budget. Building Maintenance was \$324 under budget. Cable Television was \$1,794 under budget due to timing of the invoice. Landscaping and Grounds was \$3,667 under budget, also due to timing of the invoices. Giovanna said a number of invoices had been received in the past month for irrigation water, irrigation system repairs and Bill Cadwallader's fee

and she thought the account was slightly over budget as of the end of July. She will review the ledger and provide detail for the Board. Gary Nicholds noted that the water reimbursement was higher this year due to very dry conditions. All the water for Building 2 was provided from one tap so the reimbursement to the affected owner was considerably higher than normal. Meetings were \$138 over budget. Office and Admin Expense was \$175 under budget. Snow Removal was \$1,679 under budget. Trash Removal was \$131 over budget. The Other Expense for Grounds and Landscaping of \$171 was a reimbursement to Doug Coyle for wiring the new lights and for purchase of two new spotlights for the front sign. Dave Lawson directed Giovanna to move this expense to the regular Landscaping and Grounds account.

Overall as of the end of June the Association was \$8,839 ahead of budget. Dave Lawson thought this was a very large variance given the total annual budget. Giovanna explained that the variance was mainly due to the timing of some large invoices. Dave requested a more current P&L through the end of July. Gary said the reports generally are not run until after the 15<sup>th</sup> of each month. He will provide the most recent report.

Kitty Coyle made a motion to accept the Financial Report. Eric Black seconded and the motion carried.

#### IV. Management Report

##### A. *Door Replacement and Painting*

Gary Nicholds said six of the new doors were damaged in transit and had to be reordered. All the other new doors have been installed. One new door still needs to be painted because management does not have a key to the new lock.

Seven owners have original doors that need painting; some have indicated that they will paint them but have not yet done so, and some did not respond. Kitty Coyle suggested sending one more notice to these owners to inform them that they will be charged for the locksmith if one needs to be called and that the doors will be removed, sanded if needed, primed and painted.

##### B. *Window Replacement*

Eric Black said he was getting bids to replace his windows. The Board authorized window replacement for his unit. The Board previously approved white window frames since the selected windows are no longer available in beige.

An owner has requested approval to frame in a storm door at the front entryway to his unit. The Board agreed they would like to see drawings of the proposed project since it will modify the external appearance of the building.

##### C. *Test Irrigation System*

Gary Nicholds said that the irrigation system between The Cove and The Landing was working very well right now. There is a broken faucet by one unit that needs to be repaired. Bill Cadwallader provided an estimate of \$17,000 – 18,000 to install piping

and irrigation heads in the remaining areas. The sidewalks will present a complication. The work could be done in phases. The pipe between The Landing and The Cove will be buried. The Board agreed that this proposal should be presented to the owners at the January meeting with the goal of starting the project next spring. The reasons for the project include water conservation, better irrigation coverage, more attractive grass and less aggravation for the owners. Dave Lawson requested a written plan with the locations of the irrigation heads.

Eric Black made a motion to approve the project, subject to receipt of written plans. Kitty Coyle seconded and the motion carried unanimously.

*D. Crack Sealing and Sealcoating Driveway*

Gary Nicholds received two bids. The A-Peak bid was \$8,490 with striping and the Performance Services bid was \$7,375 without striping. A-Peak has indicated that they are very busy and probably cannot do the work this year. Performance Services would be able to schedule the work this year. It should take one day to crack seal and a second day for the sealcoating and striping.

Eric Black made a motion to approve the Performance Services bid for \$7,375, assuming the cost for striping is not more than \$1,000. Kitty Coyle seconded and the motion carried.

*E. Dumpster Pad*

The trash removal is now done by Timberline. The Association is saving \$350/year and now has a much bigger recycling bin. It is too large to fit inside the existing dumpster enclosure Gary Nicholds proposed cutting off the ell extension and pouring a concrete pad. The bid from Everist was \$148/yard for 4" of fiber reinforced concrete (\$750 – 1,000). The pad would be 17' x 13'. Doug Coyle has agreed to help frame and finish the pad area. Including labor and materials, the total cost would be about \$1,500. Dave Lawson thought the dumpster shed may need replacement at some point. Gary said the dumpster shed could be replaced after the pad is poured.

Eric Black made a motion to approve the new concrete pad for the dumpster. Vicki Cole seconded and the motion carried.

*F. Timber Curbs*

Gary Nicholds said the timber curbs were getting damaged by the plows and will need replacement at some point in the future.

V. Old Business

*A. Reserve Study*

Future large projects include overlaying the parking lot, roof replacement, painting the buildings and replacing the concrete sidewalks. Gary Nicholds will get a cost estimate for painting the buildings. Vicki Cole volunteered to work with Gary on updating the Study.

B. *Sewer Line – Building 250*

There was a sewer line problem in January and the contractor made a temporary repair. Gary Nicholds is waiting to hear back from the contractor about a more permanent solution.

C. *Swale Drainage*

The swale between The Retreat and The Hideaway has filled with silt over the years and does not drain well in the winter. The best solution would probably be to remove the rock, dig out the swale and replace the rock. Eric Nicholds thought it could be addressed by clearing some of the snow to allow for drainage during the winter. Eric Black said the previous snow removal contractor stacked the snow in the yard instead of making piles by the driveway. Gary said he would discuss snow storage with the current snow removal contractor.

V. New Business

A. *Annual Meeting Date*

The Annual Meeting will be Saturday, January 26, 2013 at 9:00 a.m. at The Cala.

B. *Budget Meeting*

The Board will review the 2013 Proposed Budget at the next Board Meeting.

VI. Set Next Meeting Date

The next Board Meeting will be held Tuesday, November 13, 2012 at 6:00 p.m.

VII. Adjournment

The meeting was adjourned at 7:47 p.m.

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

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