

LAKESIDE TOWNHOUSE ASSOCIATION, INC
ANNUAL HOMEOWNER MEETING
January 24, 2013

I. CALL THE MEETING TO ORDER

The Lakeside Townhouse Association Annual Homeowner Meeting was called to order by David Lawson at 6:00 p.m. on Thursday, January 24, 2014 in the Keystone Center Conference Room.

Board Members Present Were:

David Lawson, Unit R1
Eric Black, Unit L13

Kathryn Coyle, Unit L6
Vicki Cole, Unit R3

Owners Present Were:

Robert Ansel, Unit C5
Vanessa Cason, Unit C7
Ryan Neese, Unit 4 (proxy)
Gary Ross, Unit C1

Rebecca Ashley, Unit 1
Mark Lesmerises, Unit 2
Trisha Streicher, Unit C3
Courtney Sutherlin Hox, Unit L4

Representing Basic Property Management were Gary Nicholds, Eric Nicholds and Giovanna Voge. Erika Krainz of Summit Management Resources transcribed the minutes from notes.

II. ROLL CALL AND PROXIES

With 11 units represented in person and 6 proxies received there was not a quorum.

III. VERIFICATION OF NOTICE

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

IV. READING OF PREVIOUS ANNUAL MEETING MINUTES

The reading of the minutes of the previous Annual Meeting was waived. David Lawson reviewed the minutes for informational purposes for those present.

V. OFFICER'S REPORT

No Officer's Report was given.

VI. COMMITTEE REPORT

There was a report from the Door Replacement Committee. All doors and storm doors were replaced for those owners who submitted requests and payment. Concern was raised regarding some of the problems with getting the doors properly installed and dealing with some of the minor issues following installation. One of the main concerns was that foam sealant was not applied when the trim was removed from the doors. Many felt this should have been part of the contract as it is a standard procedure for door installation. The

owners were informed that foam sealant was not part of the original contract. Vicki Cole stated that she would ask the contractor, RJB Development, to come back, remove the trim and apply foam sealant as needed. The expense for this work will be paid by the Association.

VII. FINANCIAL REPORT

Giovanna Voge reported that actuals for 2012 reflected net income of \$8,467, which is approximately \$4,086 lower than was anticipated when the budget was developed last year. Giovanna talked about the accounts receivable balance and how the majority of the balance is made of the doors replacement and one past due owner.

She talked about the Profit & lost report for the year and how the landscaping and grounds expense for the year was \$8,800 over budget due to the extra landscaping done and the seal coat, crack sealing and striping.

Giovanna also reviewed the proposed 2013 Budget. The Budget as written will result in a net income of \$14,154.39. She reviewed the individual line items contributing to the net income. A question was asked about the 2% increase in dues and what it was for. Giovanna responded that the money from the increase would go to increasing the reserve fund. Another question was asked about the increase on the management fees and she responded that is the first increase since BPM is working with Lakeside.

David Lawson asked for a show of hands to indicate approval of the projected 2013 Budget. Although there was no quorum, there was unanimous approval by the owners present.

VIII. MANAGER'S REPORT

Gary Nicholds reported on the following:

1. Landscaping – Greenscapes performed all landscaping duties as projected. It will need to be determined how much landscaping should be spent next year.
2. Irrigation – All owners present agreed that the Association should spend approximately \$16,000 to finish the irrigation project for the complex. This will be discussed further at the next Board Meeting once Bill Cadwallader has developed a plan and provided pricing for the project.
3. Parking Lots – Crack sealing and seal coating was completed this year. The owners present were pleased with the outcome and appearance.
4. Dumpster – A dumpster pad was poured to accommodate the dumpster and recycling bin. A new recycling bin that is about 25% larger than the original totes was installed. There is a new contract for trash removal and recycling that will save the Association about \$250/year.
5. Parking – There were no significant parking issues this year.
6. Dogs – There have been problems with one owner this year. This owner will be reminded to pick up after his dog.
7. Reserve Study – Gary Nicholds reported that he and Vicki Cole developed an internal Reserve Study. Some of the major items to be addressed include roof

replacement (\$193,000 estimated expense for replacement of all roofs), asphalt overlay (\$35,000) and painting of the buildings (\$65,000). Some owners felt that the estimate for painting the buildings was high. Gary explained that when the time comes to paint the buildings, it may be possible to do the painting in cycles instead of doing all buildings at once. The cost will be driven by the type of paint selected. This project will be reviewed at the next Board Meeting.

IX. BOARD OF DIRECTORS ELECTION

The election could not be held due to a lack of a quorum. The current Directors will remain in place. Two owners present, Gary Ross and Rebecca Ashley, expressed their interest in serving on the Board when there is a vacancy.

X. NEW BUSINESS

A. Comcast Contract

The contract with Comcast was discussed. Several owners thought the contract called for no increase. Gary Nicholds and Giovanna Voge will review the contract to determine if there will be an increase this year and will report back to the ownership

B. Weed Spraying

There was discussion about spraying the dandelions. Some owners were in favor of it but others were opposed to spraying chemicals on the lawn. This will be discussed at the next Board Meeting.

C. Landscaping

Several owners suggested seeding the area behind the Hideaway (Unit 254) with native grasses such as buffalo grass.

D. Recycling

A concern was raised regarding the recycling pick-ups. There have been problems with poaching and overflowing containers. Gary Nicholds will confirm the pickup schedule with Timberline and notify the owners.

E. Plowing

A comment was made that owners are not notified when the plowing contractor comes to scrape the parking lot to remove ice pack and snow. Gary Nicholds will contact RKR and request advance notification. This will make it possible for owners to move vehicles so the contractor can do a neater and more thorough job.

XI. SET NEXT ANNUAL MEETING DATE

The next Annual Homeowner meeting will be held sometime in January 2014.

XII. ADJOURNMENT

With no further business, the meeting was adjourned at 8:10 p.m.

Approved By: _____ Date: _____
Board Member Signature

**LAKESIDE TOWNHOMES ASSOCIATION
BOARD OF DIRECTORS MEETING
JULY 11, 2013**

I. Call to Order and Roll Call

The meeting was called to order at 6:08 p.m. in the Basic Property Management conference room.

Board Members Participating Were:

Eric Black

Vicki Cole

Kitty Coyle

Bill Cadwallader was a guest at the meeting.

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

With three Board members participating a quorum was confirmed.

II. Proposed Irrigation Project

Bill Cadwallader joined the meeting to discuss the irrigation proposal. He reviewed the property plat and the proposed locations for the irrigation heads. The cost estimate for the first phase of the project, which would address the inside of the "horseshoe", was \$20,000. He would start by Unit 8 and do one building at a time. He recommended cutting the sidewalks and putting in conduits for the pipes. Gary Nicholds said another option would be to dig under the sidewalks, but Bill's method would be quicker and less expensive. Utility locates will need to be done. One of the main concerns will be locating the electric lines for the streetlights. Kitty Coyle will ask Doug if he can help with this or if he knows someone else who can. The project will be paid out of Reserves and could be phased over a couple of years. Bill will have a better idea of the timeframe once one building has been completed. He will buy the irrigation system materials in bulk. There are some issues with varying water pressure. There may be a pressure reducer valve somewhere in the crawl space. Once the project is completed, Bill will create an accurate plat of the property identifying the locations of the components of the new irrigation system.

Vicki Cole made a motion to proceed with the first phase of the irrigation project inside the horseshoe at a cost of approximately \$20,000. Eric Black seconded and the motion carried.

III. Approve Previous Meeting Minutes

Vicki Cole made a motion to approve the November 12, 2013 Board Meeting minutes as presented. Eric Black seconded and the motion carried.

IV. Financial Report

A. *P&L as of June 30, 2013*

1. Total Income was \$442 over budget due to late fees and financial charges.
2. Total Expenses were under budget by \$1,700.

Landscaping was \$300 over budget due to budget timing. Accounts that were under budget included Snow Plowing (\$700), Snow Shoveling (\$104), Meetings (\$358) and Cable (\$264).

Eric Black noted that the dumpster was rarely full. He suggested reducing the number of trash pickups to twice weekly. Gary Nicholds will check the current schedule and get a price from the trash provider.

B. *A/R Summary*

There were four owner delinquencies. A lien has been filed on one unit. There are new laws that recently took effect regarding the process for collections. In particular, the Association must provide a payment plan with a duration of at least six months.

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

V. Property Management Report

A. *Grass Behind Hideaway*

Gary Nicholds met with Greenscapes at the property. The contractor suggested doing a small test area with topsoil and drought tolerant grass seed. There is a hose bib at that end of the building so the test area could be watered. The Board agreed to table this proposal since the irrigation project is a higher priority.

B. *Recycling*

The larger recycling bin is working well.

C. *Clean Up Around Dumpster*

Gary Nicholds said there were some old gates by the dumpster. The Board authorized him to take them to the dump.

D. *Replace Railroad Ties*

Gary Nicholds said that at some point, the railroad ties would need to be replaced because they have been damaged by snow removal. They are placed to keep cars from driving on the lawn. The Board felt they should just be repaired or replaced as needed.

VI. Old Business

A. *Door Repairs*

Three owners want to remove their doorframes to add foam insulation. Gary Nicholds is trying to locate a contractor who is willing to do the work and will do a good job.

Eric Black said his screen door hydraulic closer is not working and his door slams very hard. Gary will have the contractor look at it.

B. *Reserve Study – Painting of Building*

Gary Nicholds will get bids for painting next year.

VII. New Business

A. *Appoint New Board Member*

Two owners have expressed interest in serving on the Board. Eric Black made a motion to invite Gary Ross to fill the vacancy on the Board. Vicki Cole seconded and the motion carried.

Kitty Coyle made a motion to appoint Eric Black as President and Vicki Cole as Vice President. Eric Black seconded and the motion carried.

VIII. Set Next Meeting Date

The next Board Meeting was tentatively set for Tuesday, October 1, 2013 at 6:00 p.m.

IX. Adjournment

Kitty Coyle made a motion to adjourn at 7:40 p.m. Eric Black seconded and the motion carried.

Approved By: _____
Board Member Signature

Date: _____

**LAKESIDE TOWNHOMES ASSOCIATION
BOARD OF DIRECTORS MEETING
NOVEMBER 14, 2013**

I. Call to Order and Roll Call

The meeting was called to order at 6:00 p.m. in the Basic Property Management conference room.

Board Members Present Were:

Eric Black, President

Vicki Cole

Gary Ross

Bill Cadwallader was a guest at the meeting.

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

With three Board members participating a quorum was confirmed.

II. Approve Previous Meeting Minutes

Eric Black made a motion to approve the July 11, 2013 and October 1, 2013 Board Meeting minutes as presented. Vicki Cole seconded and the motion carried.

III. Financial Report

A. *Approval of 2014 Budget*

Giovanna Voge projected that the Association would end the year with net income of about \$7,000 in the Operating Budget and the Reserve Budget would end the year with a \$4,832 loss due to the unbudgeted irrigation system. As a result, the combined year-end net income for the Operating and Reserve should be \$2,811. She recommended transferring this balance to Reserves.

Giovanna Voge reviewed the 2014 Budget. She noted that the budget as written included no change to dues but a 2% increase to the Reserve contribution, made possible by a reduction in Operating expenses. Other changes included:

1. Cable - 4% increase per the Comcast contract.
2. Insurance – 4% increase.
3. Landscaping - \$10,000, including \$1,000 for crack sealing. Eric Nicholds recommended crack sealing every year and seal coating every three to five years.
4. Meetings – reduced from \$800 to \$500 based on past actuals.
5. Postage and Delivery – increased from \$210 to \$280. There was general discussion about sending of the monthly statements. Giovanna was

instructed not to send hard copies of the statements to owners who are paying dues through ACH. She will send a notice to the other owners asking if they want to continue receiving a hard copy or switch to an email statement.

6. Snow Shoveling - reduced from \$4,000 to \$3,800.
7. Trash Removal – reduced from \$5,000 to \$4,800.

The Reserve Budget assumes a \$60,000 expense for painting. Two contractors have been asked to provide bids but they have not yet been received. A third bid will be solicited.

Vicki Cole made a motion to move the 2013 year-end net income of approximately \$7,642 to Reserves at the end of 2013. Eric Black seconded and the motion carried.

The Board will approve the final 2014 Budget by email next month.

B. Plow Contract Questions

Bill Cadwallader has all the proper equipment (a front end loader and a plow truck) to do the job. He will push all the snow into the field and will not stack any at the end near the Hideaway. He did some work on the drainage ditch to facilitate the flow of melting snow. The plowing contract is \$600/month.

Eric Nicholds will instruct Bill to push the snow past the edge of the pavement.

IV. Management Report

A. Chimney Sweeps

Eric Nicholds said the process had not been smooth and it had been very time consuming for management. He would like to develop a more streamlined process for the future. Vicki Cole suggested collecting payment from interested owners up front.

B. Door Repair

Gary Ross completed insulating four of the six doors that were not insulated initially. He could not access two of the other units because the keys did not work. Eric Nicholds was directed to send a reminder to owners to provide current keys.

C. Snow Stakes

The snow stakes and snow fence have been put up.

D. Sand Barrels

There was general agreement that the sand barrels were not used very often. Eric Nicholds was directed not to put out the barrels with sand this winter.

V. Old Business

A. *Irrigation Install Discussion*

Bill Cadwallader provided an update on the irrigation project.

1. All the zones are in.
2. New piping and new heads were installed. They need to be connected to the building and the nozzles installed.
3. The system will be up and running by summer.

Eric Nicholds said Building 252 did not have adequate water pressure to push up the irrigation heads. He believes there may a water pressure reducer installed somewhere in the system. He will do further investigation in the spring.

The cost for the work completed so far has been \$19,000. Bill Cadwallader estimated the remaining work would cost about \$1,000. He already has the parts in stock. He recommended budgeting about \$300 for annual maintenance.

VI. New Business

A. *Parking*

There is a van parked in the lot without valid license plates. Eric Nicholds will follow up.

There was discussion about crowding in the parking lot, particularly by the end building. There are several residents in that area who have more than two cars. The Board discussed the idea of assigning one spot per unit and requiring additional vehicles to be parked elsewhere. Gary Ross will create a diagram for an assigned parking proposal for review at the Annual Meeting.

B. *Tree Near Building*

Gary Ross said there was a blue spruce at the corner of one of the buildings that was planted too close. It is brushing the building and the roots may be damaging the foundation. He recommended that it be removed and replaced with another tree in a better location.

C. *Solicitation Signage*

Gary Ross said there were Jehovah's Witnesses around the property last week. Eric Black said it only seems to occur once per year. He was not in favor of installing a "no solicitation" sign.

D. *Solar Panels*

Gary Ross suggested looking into solar panels. He will do some research and get information from a local solar provider.

E. Smoking

Gary Ross said there was a problem with some tenants smoking outside one of the rental units. Eric Nicholds said it was difficult to ban smoking for an entire property, although the Board could create a new rule. Vicki Cole suggested a discussion of this topic at the Annual Meeting.

VII. Set Next Meeting Date

The Annual Meeting was set for Thursday, January 23, 2014 at 6:00 p.m. Eric Nicholds will research a location. General discussion topics will include parking, smoking and solar panels.

VIII. Adjournment

Vicki Cole made a motion to adjourn at 7:40 p.m.

Approved By: _____
Board Member Signature

Date: _____