

LAKESIDE TOWNHOUSE ASSOCIATION, INC
ANNUAL HOMEOWNER MEETING
January 23, 2014

I. CALL THE MEETING TO ORDER

The Lakeside Townhouse Association Annual Homeowner Meeting was called to order at 6:17 p.m. on Thursday, January 23, 2014 in the Dillon Best Western Conference Room.

Board Members Present Were:

Kathryn Coyle, Unit L6
Gary Ross, Unit C1

Vicki Cole, Unit R3

Owners Present Were:

Robert Ansel, Unit C5
Michael Streicher, Unit C3
Lindsay Watson, Unit 6

David Carlton, Unit C6
Jane Roehrig, Unit L10

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 eight units represented in person and seven proxies received there was not a quorum.

III. VERIFICATION OF NOTICE

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

IV. APPROVE PREVIOUS ANNUAL MEETING MINUTES

The previous meeting minutes could not be approved since there was not a quorum.

V. FINANCIAL REPORT

A. 2014 Budget

Giovanna Voge reported that there was no dues increase budgeted for 2014. The Reserve Fund allocation was increased 2%. The only Reserve project scheduled for 2014 is painting for \$30,000. The projected 2014 year-end Reserve balance is \$42,402.

There were small increases to the Cable, Insurance, Snow Plowing and Postage & Delivery line items and small decreases to the Trash Removal, Building Maintenance, Landscaping & Grounds and Meetings line items.

B. Delinquencies

Giovanna Voge reported that the total delinquent balance as of the end of December was approximately \$6,000, mainly for two owners.

VI. BASIC PROPERTY MANAGEMENT REPORT

Gary Nicholds reported on the following:

1. Irrigation – The installation of the irrigation system was completed in the fall. The sprinkler heads will be adjusted as needed in the spring. Robert Ansel commented that the dandelions needed to be sprayed annually.
2. Painting – Gary Nicholds said he obtained two painting bids for \$25,000 – 27,000. The work will be scheduled as soon as weather permits in the spring.
3. Recycling – Installed a 4-yard recycling bin to replace the 3-yard bin at no additional cost.

An owner asked if there had been consideration to bundling internet service with the cable. Gary Nicholds said there was a company called Cobianet that could provide wireless for the property for about \$13/unit/month, but all units would be required to participate.

VII. BOARD OF DIRECTORS ELECTION

The election could not be held due to a lack of a quorum. The current Directors will remain in place. Gary Nicholds said Gary Ross was appointed to the Board to fill David Lawson's vacancy.

VIII. OLD BUSINESS

A. Rental Regulations

Gary Ross said he was concerned about rentals that exceed the established occupancy limits. He suggested establishing a requirement for renters to register their vehicles with the management company. Gary Nicholds said Basic did not handle rentals. He said he has spoken to the Sheriff about enforcing occupancy limits and was told that it is very difficult because there are exceptions for people who are related.

B. Smoking Policy

Gary Ross requested creation of a new rule to prohibit any type of smoking within 20' of the buildings. Gary Nicholds will follow up with local law enforcement and the Association attorney to determine if smoking, including marijuana, can be prohibited in the common areas.

C. Assigned Parking

Gary Ross proposed assigning some parking spaces at the end of the lot to provide at least one space for each unit. Gary Nicholds said this issue should be discussed at the Board level.

D. Mowing

An owner requested that the mowing be scheduled during the week instead of on Saturdays.

IX. SET NEXT ANNUAL MEETING DATE

The Declarations specify that the Homeowner Meeting should be held in January or February. Gary Nicholds said the meeting had been held in August in the past and attendance was higher. He suggested holding a second Homeowner Meeting in August. This will be discussed at the next Board Meeting.

X. ADJOURNMENT

With no further business, the meeting was adjourned at 7:05 p.m.

Approved By: _____ Date: _____
Board Member Signature

**LAKESIDE TOWNHOMES ASSOCIATION
BOARD OF DIRECTORS MEETING
APRIL 8, 2014**

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 Present Were:

Eric Black, President	Vicki Cole
Gary Ross	Kitty Coyle

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

With four Board members participating a quorum was confirmed.

II. Approve Previous Meeting Minutes

Vicki Cole made a motion to approve the November 11, 2013 Board Meeting minutes as presented. The motion was seconded and carried.

III. Financial Report

A. *Balance Sheet as of March 31, 2014*

1. Total Checking/Savings - \$63,627
2. Total Accounts Receivable - \$7,713
3. Total Accounts Payable - \$3,693
4. Net Income - \$5,736

B. *A/R Aging Summary*

There are three owners who are significantly past due. Liens have been filed on the properties and letters sent to the owners. Gary Nicholds was directed to send letters to all three owners offering them a payment plan.

C. *Profit & Loss as of March 31, 2014*

The Association was operating \$859 favorable to budget overall. There were savings in Building Maintenance, Cable Television and Meetings.

Vicki Cole made a motion to approve the Financial Report. The motion was seconded and carried.

IV. Management Report

A. *Snow Shoveling and Plowing*

Gary Nicholds reported that it had been an extremely challenging winter in terms of snow management and removal. There was general discussion about the criteria for plowing. Gary said the contract could include whatever specifications the Board wants. It was noted that there are often areas at Lakeside where the snow blows and forms large drifts, while other areas are bare. Removing the drifts was not part of this year's contract. Gary said the Board and owners should clarify their expectations so they can be included in next year's contract.

There was lengthy discussion about solutions for clearing the snow from the lot when there are cars parked. Eric Black said the snow should be pushed further back in the field starting earlier in the winter.

B. *Spring Start Up*

Landscaping preparation this spring will include start up of the irrigation system, power raking and possible weed treatment.

V. Old Business

A. *Assigned Parking*

Gary Ross said there was often a problem with short term renters bringing more than two vehicles and parking all of them in front of the rented unit. Eric Black said this issue should be addressed with the rental agencies. Each unit should only be permitted to have two parking spots. Vicki Cole proposed trying one marked spot for each unit as a test. Gary Nicholds will look at the unit parking signs at Lake Haus and talk to the Property Manager about where they were produced.

B. *Smoking Regulations and Rental Regulations*

Eric Black recommended more communication between owners and other owners and occupants of neighboring rental units about nuisances such as noise and smoking cigarettes or marijuana in or outside the units. If the tenants are not responsive, the unit owner should be contacted with a final step of sending the owner notice in writing. This topic should be added to the Annual Meeting agenda.

C. *Irrigation Start-Up*

The irrigation system will be tested over the summer. It is hoped that it will eliminate the need for hoses and the overspray on the sides of the buildings.

VI. New Business

A. *Painting of Buildings*

Gary Nicholds received two bids that were very close in price. Summit Color Systems painted Lakeside Townhomes last time and he has worked on other

successful projects with Allman Painting. Platinum Coatings provided a bid but it was almost twice as much. The contract includes power washing, scraping as needed and painting the buildings. They will also caulk. Damaged siding will have to be identified, replaced and primed by another contractor before painting is started. Gary will check if the privacy fences are included in the bids before the Board selects a contractor. If the fences are included, the Board will most likely accept the bid from Summit Color Systems as it was slightly lower.

B. Annual Meeting Date

The Declarations reference an Annual Meeting date of January or February but attendance has been very poor. An owner had suggested switching back to an August meeting. Gary Nicholds will check his availability on August 2nd or 9th and get back to the Board.

C. Landscaping

Spring landscaping will address tree trimming and adding some mulch. Gary Ross commented that there were some weeds in the rocks by the paths that should be pulled or sprayed.

D. Crack Sealing

The cracks were last sealed two years ago. Gary Nicholds recommended doing this again in the spring.

E. Chimney Sweeps

Gary Nicholds recommended using Service Monkey for chimney sweeping. The contractor hired last year did not work out very well.

VII. Set Next Meeting Date

The next Board Meeting was set for June 26, 2014 at 6:00 p.m.

VIII. Adjournment

The meeting was adjourned at 7:38 p.m.

Approved By: _____

Board Member Signature

Date: _____

**LAKESIDE TOWNHOMES ASSOCIATION
BOARD OF DIRECTORS MEETING
JUNE 26, 2014**

I. Call to Order and Roll Call

The meeting was called to order at 6:13 p.m. in the Basic Property Management conference room.

Board Members Present Were:

Vicki Cole

Gary Ross

Kitty Coyle

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

With three Board members participating a quorum was confirmed.

II. Approve Previous Meeting Minutes

Vicki Cole made a motion to approve the April 8, 2014 Board Meeting minutes as presented. Gary Ross seconded and the motion carried.

III. Financial Report

A. *Balance Sheet and Profit and Loss as of May 31, 2014*

1. Total Checking/Savings - \$67,570 including \$51,261 in Reserves.
2. Total Accounts Receivable - \$8,466
3. Total Accounts Payable - \$5,647
4. Total Liabilities - \$9,001
5. Total Equity - \$70,535
6. Total Liabilities and Equity - \$79,536

Margarita Sherman provided a summary of the Profit and Loss and reviewed the significant variances. The net income was \$8,240 against a budgeted deficit of \$4,063 but she noted there were some outstanding invoices still to be paid.

Gary Nicholds said there were some issues with water pressure for the irrigation system. Gary Ross said there was an area of brown grass by the sidewalk.

B. *A/R Aging Summary*

There are three owners who are significantly delinquent. They have all been sent payment plans but only one has responded. If responses are not received from the other two, the accounts should be sent to the attorney. Gary Nicholds will

determine the potential financial liability for the Association if the accounts are sent to the attorney. Margarita Sherman thought that most, if not all of the expenses could be billed to the delinquent owner.

Vicki Cole made a motion to accept the Financial Report. Kitty Coyle seconded and the motion carried.

IV. Management Report

A. *Painting Project*

Gary Nicholds said the painting is going well. Kitty Coyle commented that three days notice for moving items was not enough time. She also said the power washing was done very quickly and it did not remove the grass on her fence from the previous mowing. She was concerned that the contractor would paint over the grass. There are also tall weeds and grass growing close to the fence. Gary Nicholds will follow up with the contractor.

B. *Irrigation*

Gary Nicholds will follow up with Bill Cadwallader about the brown grass by Gary Ross' unit. He asked the Board if he should add some soil and seed to the areas that were disturbed for the irrigation trenches. The Board agreed to let the grass grow in naturally. Gary Nicholds will bury one section of irrigation hose that is exposed to eliminate the trip hazard.

C. *Landscaping*

Gary Nicholds is not sure he can get more of the red mulch. He can get some inexpensive brown mulch from Neils Lunceford for the front two beds. He will also trim shrubs and tree branches. The Board authorized this work.

Eric Nicholds said the dandelions needed to be treated. He would like to spray them but he is concerned that some owners may object to the chemicals. Gary Ross will get a recommendation for a product from the Gentry's. This topic should be discussed at the Annual Meeting.

D. *Crack Sealing*

The asphalt cracks were last sealed two years ago. Gary Nicholds will ask Bill Cadwallader if he can schedule this work.

E. *Chimney Sweeps*

A notice will be sent to owners instructing them to contact Service Monkey directly if they want their chimney swept. Service Monkey is scheduled to be on site on July 24th. The contractor will send the invoice to Basic and Basic will add the expense to the owner statements.

F. *Annual Meeting*

The Annual Meeting will be August 2, 2014. Eric Nicholds will check the availability of the Keystone Fire Station or Best Western Ptarmigan Lodge.

V. Old Business

A. *Assigned Parking*

Gary Ross reviewed a diagram he created for a proposed assigned parking scheme. The estimated cost for signs is \$35 each but a less expensive alternative would be to spray paint a stenciled number on the asphalt. The Board agreed to try the spray painted numbers using yellow paint. Owners will be notified by email of the plan and will be instructed to notify their renters. A copy of the diagram will be included with the email.

VI. New Business

A. *Plumbing Issue in L258*

Gary Nicholds received an email from the owner of L258 about a plumbing backup in his unit. The contractor determined that it originated in the common area. He had it cleared and it now functioning but the contractor indicated that the line might be cracked or broken. The cost was about \$500 and the owner was reimbursed. Eric Nicholds will ask the owner for a copy of the video from inside the drain. The Board agreed not to take any further action unless there is another problem.

VII. Set Next Meeting Date

The next Board Meeting date will be set after the Annual Meeting.

VIII. Adjournment

The meeting was adjourned at 7:29 p.m.

Approved By: _____
Board Member Signature

Date: _____

LAKESIDE TOWNHOUSE ASSOCIATION, INC
ANNUAL HOMEOWNER MEETING
August 2, 2014

I. CALL THE MEETING TO ORDER

The Lakeside Townhouse Association Annual Homeowner Meeting was called to order at 9:08 a.m. on Saturday, August 2, 2014.

Board Members Present Were:

Eric Black, President, Unit L13
Gary Ross, Member, Unit C1

Vicki Cole, Vice President, Unit R3

Owners Present Were:

Caroline Alvarado, Unit R7
Vanessa Cason, Unit C7
Gifford Jackson, Unit L7
Jane Roehrig, Unit L10
Dorothy Vickland, Units H3/H4

Leslie Caldwell, Unit 5
Steven Garbett, Unit 8
Mark Lesmerises, Unit 2
Tanya Valdes, Unit 3
Lindsay Watson, Unit 6

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

II. ROLL CALL AND PROXIES

With 14 units represented in person and 13 proxies received a quorum was confirmed.

III. VERIFICATION OF NOTICE

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

IV. APPROVE PREVIOUS ANNUAL MEETING MINUTES

There was not a quorum at the previous meeting so there were no official minutes to be approved.

V. FINANCIAL REPORT

A. 2013 Year-to-Date Financials

Margarita Sherman reviewed the Balance Sheet as of June 30, 2014.

1. Total Checking/Savings - \$55,008
2. Total Current Liabilities - \$6,988
3. Total Equity - \$61,407
4. Total Liabilities and Equity - \$68,384

The Profit and Loss indicated that the Association was operating \$4,242 favorable to budget. Margarita explained that this was due mainly to the timing of payments of some invoices. The Reserve account was \$13,265 favorable to budget because the final invoice for the building painting had not yet been received.

Dorothy Vickland made a motion to approve the Financial Report. Jane Roehrig seconded and the motion carried.

VI. BASIC PROPERTY MANAGEMENT REPORT

Gary Nicholds reported on the following:

1. Painting – Gary Nicholds said it had been about five years since the buildings were last painted. The painting was recently completed. There are a few windows that were painted shut and the contractor will be asked to address them as well as the unit window that was broken by the painting crew.
2. Irrigation – The irrigation system was installed last fall. The system appears to be working well and the Board will be considering additional irrigation on the back sides of the buildings when the budget permits. The leaking hose bibs have been repaired. Gary will speak to Bill Cadwallader about adjusting the sprinkler head by Unit 3 that is spraying the deck. Gary was asked to fill some of the deep ditches that resulted from the irrigation work with dirt.
3. Chimney Sweeping – The chimneys were swept about one week ago. Owners who had this work done will see the charge of about \$50 on their next statement. The owner of Unit 6 did not think his chimney had been swept. Gary will follow up with Service Monkey. The contractor provides a report of any deficiencies identified. Gary reminded owners that units with wood burning fireplaces should have a carbon monoxide detector.
4. Landscaping – Weeds are being addressed and new mulch was put down in the front areas.
5. Crack Sealing – The asphalt will be crack sealed in the next few weeks. Owners will be notified of the schedule so they can move their cars.

VII. BOARD OF DIRECTORS ELECTION

There are currently four Board members. The governing documents specify that the Board can consist of a minimum of three and a maximum of five members. The candidates were Lindsay Watson, Mark Lesmerises, Eric Black, Vicki Cole, Kitty Coyle and Gary Ross. Secret ballots were tallied and Lindsay Watson, Mark Lesmerises, Eric Black, Vicki Cole and Kitty Coyle were elected.

VIII. OLD BUSINESS

A. Parking

Gary Ross said there were 45 units. Technically, there should be two spots per unit but there are actually only a total of 89. The Board has discussed assigning one spot per unit close to each unit walkway. The unit number would be painted on the asphalt. All other spots would be first come first served. Gary created a

map of the proposed assignments. Basic Property Management would be responsible for enforcement. Gary Nicholds said violations would be addressed with a warning sticker and towing if necessary.

An owner commented that he had seen people park their cars in the lot and walk to the bus stop. Gary Nicholds asked owners to call him if this occurs so he can put a warning sticker on the car.

Vanessa Casson made a motion to move forward with a trial of the assigned parking proposal per the plan created by Gary Ross. Tanya Valdes seconded and the motion carried.

B. Landscaping and Weed Control

There is a healthy crop of dandelions growing at the property. After discussion, the consensus was to leave spraying up to the individual owners.

Gary Nicholds said there were still some funds remaining in the landscaping budget. He was directed to finish the mulching around the beds in the areas where it was done last year. Eric Black said he could provide mulch for free that can be used next year.

C. Unit Occupancy

Gary Ross said the County regulations required 300 square feet per person, or two people per bedroom. There have been issues with excessive occupancy in rental units. Gary Nicholds said he had been told by the Sheriff that if the occupants are related, it is basically impossible to evict them. He needs to follow up with the Fire Marshall to determine if there could be a fire safety issue. Owners were encouraged to contact management if they suspect there are an excessive number of rental guests in a unit so Gary Nicholds can contact the unit owner.

D. Owner Contact Information

Gary Nicholds said there had been a law enacted last year that prohibited distribution of owner contact information by the management company. This legislation has been revised and as of later this month, the management company will be allowed to share owner information with the owner's written permission. Gary will send a form to all owners requesting their authorization.

E. Dumpster Usage

Owners were reminded not to dispose of construction debris or old appliances or furniture in the dumpster. Owners should report suspected unauthorized use of the dumpster to management. Gary Nicholds was asked to clearly label the recycling bin. An owner suggested twice weekly recycling pick ups since the bin is often overflowing.

F. Owner Comments

1. There is a large crack in the sidewalk in front of Unit H3/H4. Gary Nicholds will take a look at it.
2. The lock on the door of Unit H3/H4 needs to be adjusted. It was not centered properly when the door was replaced.
3. The sidewalk in front of Unit L7 is not in very good condition. Gary Nicholds said the sidewalk replacement was included in the Reserve Study.
4. An owner suggested reimbursing owners for gutter installation expenses. Gary Nicholds noted that reputable roofing companies will only install gutter with heat tape, which can be quite expensive for both the materials and operation.
5. An owner said there was significant water accumulation in front of her unit when it rains. Gary Nicholds said it was due to the settling of the concrete sidewalk. There are a number of areas around the property with the same problem and they should be addressed at the same time. This will be added to the Board's list of projects. An owner suggested pavers instead of concrete to allow the water to drain. Gary will follow up on this suggestion.

IX. SET NEXT ANNUAL MEETING DATE

The next Homeowner Meeting will be held Saturday, August 1, 2015 at the same venue.

X. ADJOURNMENT

Gifford Jackson made a motion to adjourn at 10:48 a.m. Mark Lesmerises seconded and the motion carried.

Approved By: _____ Date: _____
Board Member Signature

**LAKESIDE TOWNHOMES ASSOCIATION
BOARD OF DIRECTORS MEETING
OCTOBER 21, 2014**

I. Call to Order and Roll Call

The meeting was called to order at 6:05 p.m. in the Basic Property Management conference room.

Board Members Present Were:

Eric Black, Unit L13

Vicki Cole, Unit R3

Mark Lesmerises, Unit 2

Lindsay Watson, Unit 6

Kitty Coyle, Unit L6

Owner Gary Ross was a guest at the meeting

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

With five Board members participating a quorum was confirmed.

II. Approve Previous Meeting Minutes

Vicki Cole made a motion to approve the June 16, 2014 Board Meeting minutes as presented. Lindsey Watson seconded and the motion carried.

III. Financial Report

A. *Balance Sheet and Profit and Loss as of September 30, 2014*

1. Total Operating Fund - \$17,123
2. Total Reserve Fund - \$26,866
3. Total Accounts Receivable - \$8,380
4. Total Liabilities - \$10,075
5. Total Equity - \$45,648
6. Total Liabilities and Equity - \$55,723

Margarita Sherman reviewed the significant variances on the Profit and Loss Statement as of September 30, 2014:

1. Total Income - \$1,408 favorable to budget due to late fees and finance charges.
2. Total Expenses - \$1,331 favorable to budget.
3. Total Reserve Income - \$1,036 favorable to budget.

4. Total Reserve Expenses - \$1,117 unfavorable to budget. Building Painting was \$4,600 favorable to budget. There was a \$3,483 unbudgeted expense for sewer line repair.
5. Net Income - \$3,484 favorable to budget.

B. A/R Aging Summary

There Accounts Receivable balance was \$8,380. One owner has a significant delinquent balance. A lien has been filed and a registered letter was sent to the owner. The owner has been given a deadline of the end of the month to establish a payment plan. If the owner does not set up a payment plan or establishes a plan but does not pay as scheduled, the account will be turned over to the attorney.

Vicki Cole made a motion to accept the Financial Report. Eric Black seconded and the motion carried.

IV. Management Report

A. Broken Sewer Line

The sewer line repairs were \$3,400. The leak affected Units 2 and 3. It was an original pipe and it appears to have broken after a freeze/thaw cycle.

B. Painting Project

The painting and touch ups have been completed.

C. Irrigation System Update

The irrigation system has been blown out. There were no complaints about overspray this summer. Gary Nicholds suggested that the Board consider adding irrigation in other areas next spring.

D. Chimney Sweeps

The chimneys were swept.

E. Crack Sealing

The crack sealing was done and the parking lot looks good overall. Gary Nicholds recommended crack sealing again next year and possibly seal coating. He will ask A-Peak to provide an estimate of the remaining useful life of the asphalt for planning purposes.

V. Old Business

A. Assigned Parking

Gary Nicholds distributed a request from owner Courtney Sutherlin to move her assigned parking spot to the right by one space. This change would necessitate renumbering four spaces. Kitty Coyle agreed to speak to her neighbors about moving down one spot. If they are willing, Courtney should be told that this

change is not permanent and the parking could revert back to the original plan at any time.

VI. New Business

A. *Plowing Contract Specifications*

Gary Nicholds will ask the plowing contractor to push the snow back about 15' off the asphalt to preserve as many parking spaces as possible.

There was general discussion about the expectations for the plow contractor, including the timing of plowing and plowing of parking spots.

Gary Nicholds will develop and RFP to solicit bids from Bill Cadwallader, RKR and any other interested contractors. The work will be specified as plowing the center, cleaning out and back dragging open spaces, cleaning snow wind drift around the fire hydrant, pushing all snow into the field and cleaning up and scraping as requested. He will request proposals by the end of next week.

There was general discussion about responsibility for shoveling the walks. Most full time residents shovel their own areas. Gary Nicholds said shoveling of the walks could be done this winter on an as needed basis. Owners were encouraged to provide feedback over the course of the winter.

B. *Parking Lot Lightposts*

Kitty Coyle said the electricity for parking lot lights might be coming from one owner's unit. Gary Nicholds will work with an electrician to determine where the power is connected.

VII. Adjournment

Eric Black made a motion to adjourn at 7:10 p.m. Mark Lesmerises seconded and the motion carried.

Approved By: _____
Board Member Signature

Date: _____