

**LAKESIDE TOWNHOMES ASSOCIATION  
BOARD OF DIRECTORS MEETING  
APRIL 2, 2015**

I. Call to Order and Roll Call

The meeting was called to order at 6:03 p.m. on Thursday, April 2, 2015 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

Representing Basic Property Management were Gary Nicholds, Eric Nicholds and Margarita Sherman. 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

Eric Black made a motion to approve the October 21, 2014 Board Meeting minutes as presented. Mark Lesmerises seconded and the motion carried.

III. Financial Report

A. *Balance Sheet and Profit and Loss as of February 28, 2015*

The Balance Sheet reflected a Total Checking/Savings balance of \$51,965 consisting of \$21,740 in Operating and \$30,225 in Reserves. Margarita Sherman noted that \$15,000 of the Operating balance needed to be transferred to Reserves.

On the Profit and Loss, the only significant variance was in Snow Plowing, which was \$860 over budget. This was due to paying for November plowing early and the recent payment of the January invoice.

B. *A/R Aging Summary*

The balance for owner delinquencies was \$6,021. More than half of that balance was due to the first owner on the list. This account has been sent to the attorney. The lien has been updated to reflect the current amount due. The owner will be liable for all legal fees, except court filings. The second owner on the list owes over \$1,000. Margarita Sherman said a lien had been filed and the owner had been making sporadic payments.

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

IV. Management Report

A. *Additional Irrigation*

Gary Nicholds said the irrigation inside the horseshoe was going very well. He asked the Board if they wanted to consider expanding the irrigation to the front between Buildings 250 and 254 and the road. Gary was asked to procure bids for this work for Board review.

B. *Crack Sealing*

Gary Nicholds said the parking lot was holding up well. Crack sealing was done last year but he will inspect the lots again in the spring to determine if there are any damaged areas.

C. *Chimney Sweeps*

Gary Nicholds said the chimneys will be scheduled for sweeping in late May or early June.

D. *Parking Lot Timbers*

Gary Nicholds said the timbers had not been replaced in at least five years. He will inspect the timbers and determine if there are any that have significant damage from plowing and need to be replaced.

E. *Spring Clean-Up/Landscaping*

Gary Nicholds said his staff did spring clean-up last year at a cost of approximately \$1,000. He said his staff could provide this service again if desired.

V. Old Business

A. *Assigned Parking and Violations*

Gary Nicholds reported that one or two cars had been towed but that there had not been any significant issues with parking. The Board discussed adding signage.

B. *Parking Lot Light Posts*

Gary Nicholds said it appears that the light posts are tied to Unit 3 in Hideaway.

C. *Plowing*

The plowing went well this winter.

VI. New Business

A. *Policies*

Eric Brown made a motion to approve the policies regarding Collections, Conflict of Interest, Conduct of Meetings, Enforcement of Covenants and Rules, Dispute Resolution, Inspection and Copying of Records, Investment of Reserves, Reserve

Study and Funding and Adoption and Amendment of Rules, Policies and Procedures. Vicki Cole seconded and the motion carried.

B. *Camper Storage*

Lindsay Watson asked if parking of pop-up campers was permitted. The Board agreed that campers and other recreational vehicles could be parked behind the dumpster after the snow melts.

C. *Vent Box Deck Painting*

Eric Black asked about painting a white vent box. Gary Nicholds said he had some siding paint.

Lindsay Watson said her deck needed to be painted. It was originally stained a dark color that does not match the building. She was told she could restain with the existing color using a solid stain.

VII. Set Next Meeting Date

The next meeting will be held sometime on June on a Thursday.

VIII. Adjournment

Mark Lesmerises made a motion to adjourn at 6:53 p.m.

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

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

**LAKESIDE TOWNHOMES ASSOCIATION  
BOARD OF DIRECTORS MEETING  
JUNE 22, 2015**

I. Call to Order and Roll Call

The meeting was called to order at 6:08 p.m. on Monday, June 22, 2015 in the Basic Property Management conference room.

Board Members Present Were:

Eric Black, Unit L13

Kitty Coyle, Unit L6

Mark Lesmerises, Unit 2

Lindsay Watson, Unit 6

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

With four Board members participating a quorum was confirmed.

II. Approve Previous Meeting Minutes

Mark Lesmerises made a motion to approve the April 2, 2015 Board Meeting minutes as presented. Lindsay Watson seconded and the motion carried.

III. Financial Report

A. *Balance Sheet and Profit and Loss as of May 31, 2015*

1. Total Income - \$305 favorable to budget due to late fee income.
2. Total Expenses - \$1,607 favorable to budget due to Cable TV and the timing of some invoices.
3. Net Operating Income - \$5,276.
4. Reserve Net Income - \$13,455, which was \$3,650 favorable to budget.

Lindsay Watson made a motion to accept the Financial Report. Mark Lesmerises seconded and the motion carried.

IV. Management Report

A. *Irrigation System*

Bill Cadwallader will be presenting a bid to extend the irrigation system. Kitty Coyle said the sprinkler by her unit was not operating and the lawn was drying out. Bill will be asked to check the system and to increase the frequency. Spraying dandelions will be an individual owner responsibility.

B. *Chimney Sweeps*

The chimney sweeps have been completed.

C. *Spring Cleaning*

The Board agreed power raking was not necessary this year. The two beds by the entrance will be remulched.

D. *Light Post Damage*

The light post by the dumpster was hit by a car. It could not be repaired in May due to the weather. A contractor will look at it tomorrow and determine if it can be salvaged and reinstalled.

There was also a small post with a telephone box knocked down near Eric Black's unit last weekend. Eric Nicholds said the wood was rotten. Gary Nicholds will contact Century Link and ask them to replace it.

E. *Asphalt*

Eric Nicholds reported that the asphalt was in good condition.

V. Old Business

A. *Camper Storage*

Two owners have asked Gary Nicholds about camper storage behind the dumpster. The Board agreed that only owners should be allowed to store vehicles. The Board will establish a size limitation. This item should be discussed at the next meeting and eventually added to the Rules and Regulations.

The new owner who has a jet ski stored in a parking lot will be asked to move it.

VI. New Business

A. *Slow Signs*

There are some residents who are driving very fast through the parking lots. The Board discussed adding a "Slow - Children at Play" sign at the entrance. Gary Nicholds will get pricing for a sign and send the information to the Board.

B. *Annual Meeting*

The Annual Meeting is scheduled for Saturday, August 1, 2015 at 9:00 a.m. at the Best Western Ptarmigan in Dillon. The meeting packets will be sent out in the next week.

Vicki Cole is moving and will be resigning from the Board. All other Board members agreed to stand for reelection.

Shoveling the walkways should be discussed at the Annual Meeting. Gary Nicholds can recommend a contractor who does a good job and charges \$27/hour.

VII. Set Next Meeting Date

The next Board Meeting will be held immediately following the Annual Meeting on August 1, 2015 to elect Officers.

VIII. Adjournment

Kitty Coyle made a motion to adjourn at 6:45 p.m. Mark Lesmirises seconded and the motion carried.

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

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

**LAKESIDE TOWNHOUSE ASSOCIATION, INC**  
**ANNUAL HOMEOWNER MEETING**  
**August 1, 2015**

**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 1, 2015.

Board Members Present Were:

Eric Black, President, Unit L13  
Mark Lesmerises, Unit 2

Kitty Coyle, Unit L6  
Lindsay Reinwand, Unit 6

Owners Present Were:

Caroline Alvarado, Unit R7  
Laura Hartman, Unit R2  
Liz & Gifford Jackson, Unit L7  
Byron Rojas, Unit C3  
Charlotte Shirvan, Unit H5  
Courtney Sutherland Unit L4

Sharon Cedar, Unit R6  
Linsey Hempel, Unit R1  
Michael & Sabra Calzone, Unit H2  
Gary Ross, Member, Unit C1  
Meredith Smith, Unit L8

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**

There were not enough units represented in person or by proxy to confirm a quorum.

**III. VERIFICATION OF NOTICE**

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

**IV. APPROVE PREVIOUS ANNUAL MEETING MINUTES**

There were no changes requested to the August 2, 2014 Annual Meeting minutes but they could not be formally approved due to the lack of quorum.

**V. FINANCIAL REPORT**

*A. 2015 Year-to-Date Financials*

The Profit and Loss indicated that the Association was operating close to budget. There were some year-to-date overages in Insurance and Snow Plowing but they were within budget for the year overall. Year-to-date the Association was operating with an Operating surplus of \$7,018 against a budgeted surplus of \$3,084. The Reserve account was \$2,045 favorable to budget due to the sale of some units. Total net income was \$16,424 vs. a budget of \$10,446.

## **VI. BASIC PROPERTY MANAGEMENT REPORT**

Gary Nicholds reported on the following:

1. Lightpole by Dumpster – The lightpole that was hit by a car has been repaired. Gary reminded owners to be aware of the lightpoles and electrical boxes.
2. Campers – Owners need to obtain Board approval to park campers or other recreational vehicles behind the dumpsters.
3. Dumpster – Owners were reminded not to leave furniture or other items outside of the dumpster. The Association is charged for disposal of such items. Owners were asked to remind their rental tenants of these rules.
4. Recycling – The recycling bin is emptied once weekly. Owners were asked to contact Gary Nicholds if it is overflowing. He will look into scheduling a second pickup each week or getting a larger recycle bin. He estimated it would cost an additional \$25 – 50 per month for one more recycling pickup each week. Gary provided a flyer from the landfill that lists all the materials that Summit County residents can dispose of at the dump at no cost.
5. Irrigation – Last year irrigation was installed on the inside of the horseshoe. It is working quite well. Bill Cadwallader provided bid of \$3,400 to add irrigation by 250, 252 and 254 and \$2,200 to add irrigation behind Hideaway. Gary noted that the irrigation system is connected to owner spigots and the owners are reimbursed by the Association for the water cost. Eric Black commented that two sprinkler heads in the common area by his unit were leaking.
6. Chimneys – The chimneys were swept.
7. Parking – There have not been many issues and the numbering of the spots seems to be working well. There have been some issues with poachers parking and catching the Summit Stage. These vehicles are stickered the first time along with a warning of towing for repeated offenses. An owner commented that it can be difficult to see the parking spot numbers in the winter because of the snow. She suggested adding stakes. Gary Nicholds explained that this had been considered but not pursued because it would cause problems with plowing. An owner said the renters in Unit R5 were not parking in their assigned spot. Gary asked the affected owner to contact him when this occurs. An owner said there was an issue with constant visitor traffic in Unit L5 and it appears the tenants are running some type of business. Gary will follow up with the unit owner. An owner suggested clearly labeling the visitor spots.
8. Sidewalks – Some of the sidewalks have settled and create puddles in areas. Eric Nicholds recommended having a concrete contractor provide an assessment. An owner thought the problem might be caused by drainage from the roof. Kitty Coyle noted that gutters with heat tape had worked to address this problem by her unit. Owners can install heat tape and gutters without Board approval.
9. Ice Melt – The pitting on the sidewalks is the result of the use of ice melt and chipping. Gary recommended that owners use ice melt sparingly. An owner commented that there were often areas of ice on the walkways and she has fallen several times. Gary explained that the management contract included snow removal but not ice chipping. The formation of ice is caused by the design of the buildings and the lack of sun. Gutters would probably help mitigate the situation. He could provide ice chipping service but it would be an additional expense. Kitty Coyle said the Board had been discussing eliminating snow shoveling from the management



contract and allowing owners to clear their own areas or hire their own contractors. The \$2,000 that is spent annually on snow removal could be applied to the Reserve Fund. In a show of hands, eleven owners were in favor and three were opposed. Some of the full time owners stated that they would help with shoveling for the owners who only come to their units on weekends.

**VII. OLD BUSINESS**

There was no Old Business discussed.

**VIII. NEW BUSINESS**

An owner commented that delivery drivers often have a difficult time finding the correct buildings. Gary Nicholds said he thought there were numbers on all the buildings but he will check.

An owner said the grass looked great but there were a lot of dandelions. Gary Nicholds said a decision was made by the owners last year not to spray the dandelions because of the potential chemical danger to pets.

An owner said since the weed barriers were removed, the area has filled with weeds. Gary Nicholds responded that the weed barriers did not prevent weeds from growing. The weeds in those areas will be sprayed. Several owners were in favor of spraying the dandelions or using a weed and feed product. Gary recommended that owners discuss this with their neighbors since the decision was made last year and cannot be changed at this meeting due to the lack of quorum. Gary said there was a spray product that could be purchased at Murdock's that is highly effective and owners could treat their own lawns individually.

**IX. BOARD OF DIRECTORS ELECTION**

There was no election due to the lack of quorum so the current Board members will continue to serve. There was one open Board seat. Linsey Hempel, Sabra Calzone and Laura Hartman indicated their interest in serving on the Board. The Board will appoint one of the candidates to the Board at the next Board Meeting.

**X. SET NEXT ANNUAL MEETING DATE**

The next Homeowner Meeting will be held Saturday, August 6, 2016 at the same venue.

**XI. ADJOURNMENT**

Eric Black made a motion to adjourn at 10:25 a.m.

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

Board Member Signature