

**LAKESIDE TOWNHOMES ASSOCIATION  
BOARD OF DIRECTORS MEETING  
MARCH 15, 2017**

I. Call to Order and Roll Call

The meeting was called to order at 6:08 p.m. on Monday, March 15, 2017 in the Basic Property Management conference room.

Board Members Participating Were:

Eric Black (via teleconf.)	Linsey Hempel
Nina Wise	Chuck Randles

Representing Basic Property Management were Gary Nicholds, Eric Nicholds, Patti Vande Zande and Jason Blarjeski. Erika Krainz of Summit Management Resources was recording secretary.

With four Board members participating a quorum was confirmed.

II. Approve Previous Meeting Minutes

Linsey Hempel made a motion to approve the May 16, 2016 and September 12, 2016 Board Meeting minutes as presented. Nina Wise seconded and the motion carried.

III. Financial Report

A. *2016 Year-End Financial Results*

1. Cash Balance - \$101,000 with \$37,000 in Operating and \$63,800 in Reserves.
2. Accounts Receivable – There was one delinquent owner with an outstanding balance of \$5,183 including court fees and fines. The account has been sent to the attorney. Patti Vande Zande will send the Board a copy of the court judgment. The unit owner has 30 days to come up with a payment plan.
3. Year-End Profit/Loss – The Association ended the year with a \$22,440 surplus. All accounts were close to budget except for plowing. There was an accrual for bad debt for the delinquent owner.

B. *Profit and Loss as of February 28, 2017*

1. Cash Balance - \$102,007 with \$63,900 in Reserves.
2. Accounts Receivable – There continues to be one delinquent owner.
3. Year-to-Date Profit/Loss – At the end of February the Association was operating with a \$2,500 surplus. All expenses were within \$200 of budget.

IV. Property Management Report

A. *Snow Removal*

Gary Nicholds said there had been a few complaints that were addressed regarding snow accumulating at the end of Hideaway. The snow should all be pushed to the vacant lot. Linsey Hempel said RKR had done a great job.

B. *Trash/Poaching*

A couch was dumped by the trash enclosure. Eric Nicholds and Jason Blarjeski dug it out and brought it to the landfill. Timberline picked up a mattress and will probably charge the Association for it.

C. *Radon*

A couple of owners took up the County offer of the free radon kits. Mitigation would be an owner responsibility.

D. *Parking Signs*

The parking signs have worked very well. RKR will repair the sign that was damaged during snow removal. The Board agreed the parking spots should be restriped in the spring but the numbers do not need to be repainted since the signs will be left up over the summer.

A decision about crack sealing and seal coating will be made in the spring based on the condition of the asphalt.

E. *Railroad Timbers*

Bill Cadwallader estimates there are 110 timbers. About half need repair or replacement. The cost would be \$45 for the railroad ties and rebar for a total of approximately \$2,500, excluding labor. Gary Nicholds suggested doing a property tour in the spring.

F. *Parking*

There have been some issues with unauthorized parking in the lot by people riding the Summit Stage. Stickers are being put on the unauthorized vehicles and one car was towed after repeat offenses.

G. *Mailboxes*

Nina Wise asked if there had been any consideration of cluster mailboxes. The Board will approach the Postmaster about the requirements and feasibility.

V. Old Business

A. *Storage of Recreational Vehicles*

All owners who have vehicles stored on the property were asked to contact management and responses were received from owners of three of the seven vehicles.

*B. Irrigation*

Gary Nicholds suggested the Board consider adding an irrigation system on the outside of the horseshoe. The existing system is connected to the spigots with timers and owners are reimbursed for water usage. Gary Nicholds will get additional information for discussion at the next meeting.

*C. Sidewalk Settling*

Gary Nicholds said the Rules and Regulations indicate that the individual owners are responsible for their sidewalks. Eric Nicholds will ask a contractor to look at the walkways and provide an opinion about repairing or replacing them and estimated costs. The Board will prioritize the areas during the property tour and obtain bids. Chuck Randles recommended procuring this information in time for presentation at the Annual Meeting.

*D. Chuck Randles Questions*

1. Reserve Study - Gary Nicholds said there was an in-house Reserve Study that he has been updating.
2. CCIOA Policies – Gary Nicholds confirmed the required policies have been adopted.
3. Website – The Board member contact information should be posted on the website. Generic email addresses can be established for all Board members. Gary Nicholds will talk to Richard Garcia.

VI. New Business

*A. Discussion of Possible Changes to Rules & Regulations*

Gary Nicholds emphasized the importance of consistent enforcement of the rules. There is an issue with personal property being stored outside the units. The Board will determine which portions of the Rules & Regulations should be amended. The Board discussed purchasing a kayak rack that could be placed by the dumpster for owner and renter use. Jason Blarjeski said he found an industrial rack from Granger that holds six kayaks for about \$300.

*B. October 14<sup>th</sup> Walk Around*

The Board agreed to schedule a spring property tour on April 25<sup>th</sup>, May 2<sup>nd</sup>, May 3<sup>rd</sup> or May 4<sup>th</sup>.

*C. SCRA Update*

There have not been any issues raised by the SCRA Board.

*D. Gutter Discussion*

Gary Nicholds stated that installation of gutters and/or heat tape is an individual owner responsibility. This should be clarified in writing when the Rules & Regulations are revised.

E. *Unit 250 #8 Deck Request*

Owner Justin Bermudez has submitted a request for approval for building a deck.

Linsey Hempel made a motion to approve the request for construction of a deck from Justin Bermudez contingent on the inclusion of lattice to screen the area underneath. Chuck Randles seconded and the motion carried unanimously.

VII. Set Next Meeting Date

The next Board Meeting will be held on Wednesday, May 17, 2017 at 6:00 p.m.

VIII. Adjournment

Nina Wise made a motion to adjourn at 7:33 p.m. Linsey Hempel seconded and the motion carried.

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

Board Member Signature

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

**LAKESIDE TOWNHOMES ASSOCIATION  
BOARD OF DIRECTORS MEETING  
MAY 18, 2017**

I. Call to Order and Roll Call

The meeting was called to order at 6:05 p.m. on Thursday, May 18, 2017 in the Basic Property Management conference room.

Board Members Participating Were:

Linsey Hempel  
Nina Wise

Chuck Randles

Representing Basic Property Management were Gary Nicholds, Eric Nicholds, Patti Vande Zande and Jason Blarjeske. Erika Krainz of Summit Management Resources was recording secretary.

With three Board members participating a quorum was confirmed.

II. Approve Previous Meeting Minutes

Chuck Randles made a motion to approve the March 15, 2017 Board Meeting minutes as presented. Nina Wise seconded and the motion carried.

III. Financial Report

A. *Profit and Loss as of April 30, 2017*

1. Cash Balance - \$109,504 with \$64,896 in Reserves.
2. Accounts Receivable – There was one owner delinquency. Patti Vande Zande has not heard back from the attorney regarding the judgment.
3. Year-to-Date Profit/Loss – At the end of February the Association was operating with a \$2,650 surplus, which was \$500 unfavorable to budget, mainly due to overages in snow removal.
4. Reserve - \$5,117 surplus.
5. Net Surplus - \$7,768.

B. *Reserve Study*

Chuck Randles recommended scheduling a professional roof inspection to confirm the condition and estimated remaining life. He also felt the projected costs in the Reserve Study should be confirmed. Painting should be included every five years on the schedule with a 5% inflation. Patti Vande Zande confirmed that the Reserve contribution is budgeted for \$19,512 this year. The contribution will be transferred to the Reserve account at year-end, less any funds that have been used to cover Operating costs.

Gary Nicholds was directed to schedule a roof inspection by Turner Morris at a cost not to exceed \$400. Patti Vande Zande will adjust the Reserve balance on the spreadsheet to reflect the actual Reserve cash in the bank. She will email the spreadsheet to all Board members so they can make revisions as desired.

Linsey Hempel made a motion to accept the Financial Report. Chuck Randles seconded and the motion carried.

#### IV. Property Management Report

##### A. *Walk Around Review*

Section 11 of the Rules and Regulations was amended to read “Up to two bicycles may be hung from the ground level of the exterior wall of any Townhome that does not have a balcony, provided the bicycles do not block egress”.

Notices were sent out regarding the storage area. The owner of the red and white trailer responded. A couple of cars with expired plates were tagged. Jason Blarjeske was asked to put a notice on the large truck that is parked at the entrance of the complex in a non-designated spot and blocks the property sign.

Chuck Randles made a motion to amend the Rules and Regulations as discussed. Linsey Hempel seconded and the motion carried.

##### B. *Service Monkey*

Some of the chimneys were not cleaned because Service Monkey could not access all the units. Gary Nicholds will notify the owners whose chimneys were not cleaned and provide instructions for contacting Service Monkey.

Service Monkey notified Gary Nicholds that most of the chimneys need replacement of the flashing at a total cost of \$3,375.

Linsey Hempel made a motion to approve replacement of the chimney flashing with the cost to be paid from Reserves. Nina Wise seconded and the motion carried. Patti Vande Zande will be asked to add this cost to the Reserve Report.

##### C. *Crack Seal/Seal Coat*

Bill Cadwallader provided an estimate of \$5,500 for seal coating and \$2,500 for crack sealing. The Board approved these projects.

##### D. *Sidewalk Settling*

Gary Nicholds will meet with the concrete contractor on site to look at the sidewalks. He will try to inform the Board of the schedule in case anyone wants to participate.

##### E. *Fence Extension*

The owner of Unit H2 would like to extend her fence about 10' into the common area to create a dog enclosure. Gary Nicholds said such an encroachment would require Board approval. Gary was concerned about setting a precedent. He will forward the proposal

from the owner to the Board. The Board will discuss the request during the property tour before the Annual Meeting.

V. Old Business

A. *Irrigation Installation*

Bill Cadwallader suggested extending the irrigation system around the outside of 250, 252 and 254 at a cost of \$3,400.

Chuck Randles said there should be a policy specifying that the Association will take responsibility for plumbing repairs resulting from use of the spigot for irrigation.

Linsey Hempel made a motion to approve installation of an irrigation system by 250, 252 and 254 at a cost of \$3,400. Nina Wise seconded and the motion carried.

B. *Website*

The Board member contact information has been added to the website.

VI. New Business

A. *Mailboxes*

Nina Wise researched mailbox options. There would need to be three modules with 16 boxes in each. Each module includes two parcel boxes at the bottom. The cost for the boxes would be about \$4,000. Pouring of a 4' x 10' concrete slab would be an additional cost. She suggested placing the boxes at the entrance by the property sign. Gary Nicholds will ask the concrete contractor to provide a bid.

B. *Flood in Unit*

A pipe broke in the unit next to Nina Wise. The repairs were made at the owner's expense.

VII. Set Next Meeting Date

Chuck Randles made a motion to schedule the Annual Meeting on Saturday, August 26, 2017 at 9:00 a.m. and for the Board to meet at Arapaho Café at 7:30 a.m. before the meeting. Linsey Hempel seconded and the motion carried.

VIII. Adjournment

Linsey Hempel made a motion to adjourn at 7:29 p.m. Chuck Randles seconded and the motion carried.

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

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

**LAKESIDE TOWNHOUSE ASSOCIATION, INC**  
**ANNUAL HOMEOWNER MEETING**  
**August 26, 2017**

**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 26, 2017 in the Dillon Town Hall.

Board Members Present Were:

Eric Black, President, Unit L13  
Chuck Randles, Unit R3

Kitty Coyle, Unit L6  
Nina Wise, Unit 2

Owners Present Were:

Sharon Cedar, Unit R6  
Gifford Jackson, Unit L7  
Michael & Sabra Calzone, Unit H2  
Gary Ross, Unit C1  
Meredith Smith, Unit L8

Laura Hartman, Unit R2  
Sandy Reid, Unit 5  
Jane Roehrig, Unit L10  
Charlotte Shirvan, Unit H5  
Trevor Mathes, Unit 2

Bill Cadwallader was a guest at the meeting.

Representing Basic Property Management were Gary Nicholds, Eric Nicholds and Jason Blarjeske. Emma Spofford of Summit Management Resources was recording secretary.

**II. ROLL CALL AND PROXIES**

A quorum exceeding the required 23% consisting of owners present or represented by proxy was confirmed.

**III. VERIFICATION OF NOTICE**

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

**IV. APPROVE PREVIOUS ANNUAL MEETING MINUTES**

Jane Roehrig made a motion to approve the minutes of the August 6, 2016 Annual Meeting as presented. The motion was seconded by Laura Hartman and carried.

**V. FINANCIAL REPORT**

As of June 30, 2017, the Association was operating with a net surplus of \$389 and was \$3,100 ahead of the same time last year. Significant variances to budget include an overage in the Snow Plowing account due to the exceptionally high snowfall at the beginning of the year and an overage in the Landscaping and Grounds account, which is an invoice timing issue and is expected to be closer to budget by the end of the year. Gary Nicholds stated that if it is a normal year and there are no adverse events, he is optimistic that there will be a favorable balance at the end of the year.



Other expenses are running \$4,267 over budget resulting in a variance of \$8,334. This is mostly due to chimney repairs. There Checking and Saving account balance was \$96,848.

## VI. BASIC PROPERTY MANAGEMENT REPORT

### A. *Irrigation/Hose Bibs*

Bill Cadwallader provided an update on the irrigation project, which began with the installation of a new underground irrigation system in a test area between the Cove and Landing buildings. This proved to be successful and the system was continued to the inside of the horseshoe area. The areas behind 250, 252 and 254 are currently in the process of being completed but there have been some problems with the spigots and incorrectly sized pipes at the water supply. These items will be addressed and resolved in the near future. It was also noted that some repairs were made to outside faucets and a leak in 258. The system will be closed down for the winter in September.

### B. *Sidewalk Walk Around/Repair*

Gary Nicholds reported that it has been difficult to find contractors to provide proposals and estimates for this work. One bid of \$9,200 was received to mud jack the sunken areas. Gary Nicholds hopes to obtain additional proposals. It was noted there is one particularly bad area of pathway by Retreat 7. Discussion followed on the pros and cons and potential success of mud jacking versus removing and replacing the affected areas. The mud jacking technique is expected to provide a 10 - 15 year solution, as it is likely that areas will gradually continue to sink. A complete tear out and replacement of any kind would be very expensive. Sabra Calzone stated that she had completed a similar replacement project at one of the Associations that she manages and would provide the Board with the name of the contractor from Colorado Springs. The Board will continue to work on this item and hopes to complete the project before winter.

A homeowner noted that the concrete patio in the back of her unit is slanted. Chuck Randles replied that maintenance of this area is an owner responsibility. It may be possible for this item to be repaired at the same time as the pathway project at the owner's expense.

### C. *Seal Coat/Crackseal/Striping*

This project has been completed. The space numbers were not repainted and there have not been any negative comments or issues with the signs. Asphalt work is completed every three years.

### D. *Roof Inspection*

Turner Morris will be inspecting the roof in the near future to identify any maintenance items and provide an estimate of the remaining life. The existing roof is approximately 15 years old and appears to be holding up well.

### E. *Chimney Clean Outs/Flashing Repairs*

The chimneys were cleaned and flashing issues addressed and repaired as necessary. Gary Nicholds reminded owners to ensure that management has a valid key to provide access to units for Association maintenance and repairs or in case of an emergency.

Sabra Calzone noted that the chimney in her unit is still dripping. Gary Nicholds will follow up on this item with the fireplace contractor.

*F. General Appearance of Property*

Gary Nicholds reminded owners to be mindful of the appearance of the grounds and storage of their recreational items and other possessions to prevent the area from looking untidy.

*G. Bylaws Revision/Bicycle Storage*

The Board has amended the Bylaws to allow two bikes to be hung neatly on an exterior wall if the unit does not have an upstairs balcony. Storage locations can not impede walkways. An owner said her family has four bikes and asked if exceptions could be made to allow additional bikes to be hung. Chuck Randles replied the Board would discuss the request. The Board was asked if it was permissible to hang the bikes on a neighbor's wall if that seemed like the most logical location. Chuck Randles replied that owners should discuss such requests with their neighbor.

## **VII. OLD BUSINESS**

*A. Roof Ice Deflectors*

A homeowner requested that the roofing contractor be asked for an expert opinion and approximate idea of pricing for the installation of ice deflectors on the roofs in areas that currently do not have them. It was noted that in the past, items such as gutters have been the responsibility of the owner. Gary Nicholds will discuss this subject with the contractor to obtain recommendations and report back to the Board. It was noted that any changes or additions to the roof must be approved and managed by the Board to ensure the work is completed by a qualified contractor.

*B. Parking Lot Lighting*

Sabra Calzone asked if the lighting in the parking lot could be improved. Sabra said her assigned parking space is located a distance from her unit and the walk to her door is very dark, making it difficult to navigate icy conditions. There have also been several occasions when she has received uninvited attention from loose dogs. Various solutions were suggested including installing brighter lightbulbs or installing timed dimmers on a sensor. The Board will consult with an electrician and consider solutions. It was noted that a balance will need to be found between complaints of too much and too little light.

Eric Black encouraged owners to let the Board and management know when they experience problems with dogs so that action can be taken to remedy the situation and enforce the Summit County leash laws.

*C. Bear Proof Dumpsters*

A bear proof dumpster was requested. Gary Nicholds will research options. Discussion followed on how to control unauthorized use of the dumpster and keep the area cleaner. Ideas such as locks, gates and building a dumpster enclosure were suggested but rejected due to concerns regarding managing keys, garbage being thrown over the locked gates and the expense of building an enclosure. Chuck Randles suggested

installing a sign explaining the use of the dumpster and possibly a bulletin board for posting notices.

*D. Vehicle Permit System*

It was suggested that a permit system be implemented for controlling the storage of vehicles in the area behind the dumpster. There is currently only one vehicle in this area that has not been identified. The Board agreed to consider this idea.

**VIII. NEW BUSINESS**

*A. Mailboxes*

The Board has been considering installation of mailboxes near the entry sign. The project would involve pouring a concrete pad at a cost of \$850 - \$2,000 and the purchase of three sets of mailbox banks for \$1,200 - \$1,300 each. The Association is already eligible for rural delivery and to activate delivery services would only require a minor re-design of the USPS mail route. Currently owners receiving mail in Summit County must pay for a post office box rental in Dillon. In a show of hands, fourteen owners were in favor of this idea and three were against. The Board will discuss the idea. If they decide to move forward, the goal would be to complete the work this year.

*B. Property Modifications*

Owners were reminded that any plans for exterior remodeling of the buildings must be approved by the Board.

*C. Speeding Cars*

Concerns were expressed regarding cars being driven too fast on the property. Speed control ideas such as speed bumps have been discussed in the past but there are no good solutions at this time.

**IX. BOARD OF DIRECTORS ELECTION**

There were five Board seats up for election for one year terms. The current incumbents, Chuck Randles, Nina Wise, Kitty Coyle and Lyndsey Reinwand all indicated their willingness to run for re-election. The floor was opened for nominations. Jerry Hoffman, Gary Ross and Sabra Calzone self-nominated. The nominations were closed. Each candidate presented biographical information and their reasons for wanting to serve on the Board. A secret ballot was conducted and counted. Chuck Randles, Nina Wise, Kitty Coyle, Lyndsey Reinwand and Sabra Calzone were elected.

**X. ADJOURNMENT**

The meeting was adjourned at 11:03 a.m.

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

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