

**LAKESIDE TOWNHOUSEASSOCIATION  
BOARD OF DIRECTORS MEETING  
FEBRUARY 26, 2019**

I. Call to Order and Roll Call

The meeting was called to order at 5:30 p.m. in the Basic Property Management Conference Room.

Board Members Participating Were:

Nina Wise, Vice President

Chuck Randles (via teleconference)

Sabra Calzone

Representing Basic Property Management were Gary Nicholds, Eric Nicholds 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

**Motion:** Nina Wise motioned to approve the November 12, 2018 Board Meeting minutes as presented. Sabra Calzone seconded and the motion carried.

III. Financial Report

A. *Balance Sheet & Profit and Loss as of December 31, 2019*

1. Operating Cash - \$39,637
2. Reserve Cash - \$64,950
3. Total Cash - \$104,587
4. Year-to-Date Operating Surplus – \$1,349
5. Year-to-Date Reserve Surplus - \$594
6. Overall - \$1,943 net surplus.

**Motion:** Chuck Randles motioned to roll the 2018 excess income to Reserves. Nina Wise seconded and the motion carried.

The delinquent owner has been making payments per the agreement.

**Action Item:** Gary Nicholds will confirm with Patti Vande Zande that all owners are paying the updated dues amount.

**Motion:** Nina Wise motioned to accept the financial report as presented. Sabra Calzone seconded and the motion carried.

IV. Management Report

A. *Complaint Regarding Trespassing (Unit C1)*

An owner has reported that there are residents from Cove Condos cutting across the property. He suggested installation of a semi-permanent wind fence to deter access. He has put up No Trespassing signs. The Board agreed to consider temporary snow fence next fall.

**Action Item:** Inform the owner that the Board is discussing options.

B. *Complaint Regarding Sidewalk Tripping Hazard*

An owner commented that many of the sidewalks are a tripping hazard. The owner believes the height of the step from the concrete to the parking lot asphalt is not code compliant.

**Action Item:** Larwood Construction will be asked to address this issue in the spring.

C. *Parking Enforcement*

Eric Nicholds reported that management has been checking the parking lot and tagging vehicle violations. Sabra Calzone said there are some owner vehicles parked in visitor spots, some units with more than two vehicles and some vehicles that are not being moved regularly. Eric asked the Board to inform him of violations.

V. Old Business

A. *Landscaping Proposal*

A proposal was received from Neils Lunceford, which included a 5% discount for full payment up front. The savings could be used to do spring clean-up. The other Board members not present at the meeting will be asked for feedback. The deadline for returning the contract is April 1, 2019.

**Action Item:** Nina Wise will adjust the contract to reflect that payment for the irrigation work is not due until the work is completed.

VI. New Business

A. *Historical Documents*

Gary Nicholds found a collection of documents in storage.

**Action Item:** Gary Nicholds will send scans of the important documents to the Board.

B. *Insurance*

Since the units are townhomes and the unit footprint includes the ground beneath the structure, issues such as water in the crawlspace should be an individual responsibility. In a recent claim, the owner's insurance declined to pay for such damage because the Declarations refer to the units as condominiums rather than townhomes. The attorney reviewed the Declarations and concurred with the insurance agent's interpretation. One

option would be to rewrite the Declarations at a cost of at least \$5,000. This would also require approval by at least 67% of the total membership. A second option would be to draft a Resolution to provide clarification. Chuck Randles recommended asking the insurance agent to join the next call.

**Action Item:** Gary Nicholds will contact the insurance agent about drafting a Resolution and confirm that it would be accepted by other insurance companies.

The Board discussed about how to handle the sidewalk expenses, which could be interpreted to be an individual owner expense based on language in the existing Declarations. The Board agreed to continue to pay for the sidewalks from Association funds for continuity.

**Action Item:** Gary Nicholds will scan the condominium map, send a copy to the Board and post it on the website.

C. *Parking Map*

Sabra Calzone has created two options for assigned parking. She will send them to the Board members for review.

VII. Next Meeting Date

The next Board Meeting was scheduled for Tuesday, May 7, 2019 at 5:30 p.m.

VIII. Adjournment

**Motion:** Sabra Calzone motioned to adjourn at 6:53 p.m. Chuck Randles seconded and the motion carried.

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

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

**LAKESIDE TOWNHOUSEASSOCIATION  
BOARD OF DIRECTORS MEETING  
MAY 7, 2019**

I. Call to Order and Roll Call

The meeting was called to order at 5:36 p.m. in the Basic Property Management Conference Room.

Board Members Participating Were:

Linsey Hempel, President  
Sabra Calzone

Nina Wise, Vice President  
Chuck Randles (via teleconference)

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

With four Board members participating a quorum was confirmed.

II. Approve Previous Meeting Minutes

**Motion:** Nina Wise motioned to approve the February 26, 2019 Board Meeting minutes as presented. Linsey Hempel seconded and the motion carried.

III. Financial Report

A. *Balance Sheet & Profit and Loss as of April 30, 2019*

1. Operating Cash - \$ 41,360
2. Reserve Cash - \$65,569
3. Total Cash - \$106,929
4. Year-to-Date Operating Deficit – \$303
5. Year-to-Date Reserve Surplus - \$5,080
6. Overall - \$4,777 net surplus.

**Motion:** Linsey Hempel motioned to accept the financial report as presented. Sabra Calzone seconded and the motion carried.

IV. Property Management Report

A. *Unit 256-4 Fire Update*

There was a fire in this unit last Saturday. The origin was an upstairs bathroom exhaust fan. Gary Nicholds will be meeting with the American Family adjuster on site tomorrow. The adjuster has been sent a copy of the Declarations, a letter from the owner and a bid from a contractor (about \$7,000) to make the repairs. A claim has been filed. The insurance deductible is \$5,000. Gary Nicholds said it would be an Association claim rather than individual owner claim based on the wording in the Declarations.

*B. Declarations – Insurance Provisions*

The insurance provisions in the Declarations as written suggest that the units are condominiums, which is in conflict with other areas that indicate they are townhomes. The Association insurance assumes the units are condominiums. It might be possible to have a Resolution drafted to address this issue. Amending the Declarations would be a complicated process and would require an affirmative vote of 67% of the membership and the mortgage holders at an approximate cost of \$5,000. It should be determined if owners can be assessed for the Association insurance deductible.

**Action Item:** Gary Nicholds will speak to attorney Lindsay Smith about the easiest way to clarify the conflict between Sections 2.B and Insurance Article 1 and what it would cost to completely rewrite the Declarations.

*C. Spring Clean-Up*

Eric Nicholds said the property is in pretty good condition and there was less trash to pick up after the snow melted than in previous years.

V. Old Business

*A. Parking*

Sabra Calzone is asking to change the parking spot assignments so they relate to the distance to the unit. Some of the ideas proposed included grouping the visitor spots in a different location, moving the visitor spots between L4 and L5 and putting those two unit spaces next two each other or moving some of the H Building spots on the left side to the right side. Sabra suggested scheduling a walk in the parking lot with the map. The goal is to take the smallest steps to get owners as close as possible to their units in the Cove Building.

The owner of the white camper has not been following the rules. The registration stickers have been scraped off the license plate so it is not possible to determine if they have expired. The vehicle owner is not a unit owner.

**Motion:** Chuck Randles motioned to have Basic Property Management inform the owner of Hideaway 3 that the tenant's camper must be removed from the premises by Monday, May 20, 2019. Linsey Hempel seconded and the motion carried.

*B. Sidewalk Repair*

Gary Nicholds has not been able to talk to Gary Larwood. He plans to finish the work that was started last fall.

**Action Item:** The overflow concrete from the steps that were done last year needs to be cleaned up.

VI. New Business

A. *Temporary Fence*

**Action Item:** Linsey Hempel will inform Gary Ross that he needs to remove the fence he erected by the back property line because it is unattractive. She will inform him that the Board is working on either a living barrier or fence to deter foot traffic through the property.

VII. Next Meeting Date

The next Board Meeting was tentatively scheduled for June 5, 2019 at 6:00 p.m. The Annual Meeting will be Saturday, August 17, 2019 at 9:00 a.m.

VIII. Adjournment

**Motion:** Nina Wise motioned to adjourn at 6:56 p.m. Linsey Hempel seconded and the motion carried.

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

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

**LAKESIDE TOWNHOUSE ASSOCIATION  
BOARD OF DIRECTORS MEETING  
JUNE 11, 2019**

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 Participating Were:

Nina Wise, Vice President	Sabra Calzone
Chuck Randles (via teleconference)	Kitty Coyle

Attorney Lindsay Smith participated via teleconference.

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

With four Board members participating, a quorum was confirmed.

II. Discussion of Governing Documents

Lindsay Smith stated that the inconsistencies in the Declarations can only be addressed by an amendment, not by a Resolution. The estimated cost for drafting restated Declarations is \$6,000. Some of the issues in the Lakeside Declarations include the reference to the Summit Cove Recreation Association and insurance. Gary Nicholds noted that the ability to assign the deductible should be included.

Amending the Declarations will involve several steps. The first is to work with the Board and management to develop a draft. She would provide a document that indicates the changes and the rationale for the changes that would be sent to the owners. Meetings could be scheduled to review the changes and address questions from the owners. The new Declarations will require approval by at least 67% (31 owners) of the membership. If the required votes are not obtained due to owner apathy, the amendment can be structured so it can be approved by a court order. This step would be an additional fee of around \$1,250.

Kitty Coyle noted that the existing Declarations treat the properties as condominiums but they are actually townhomes. Lindsay Smith said structuring the Declarations for townhomes would provide more individual control for owners. Kitty added that the dues are charged on a square footage basis. She felt this should be changed in the re-write. Chuck Randles commented that this would make it more difficult to get the required votes to approve the amendment since owners of smaller units will have to pay more. Lindsay stated that changing the allocated interest would require approval of 75% of the membership. The allocated interest was changed in the second amendment with approval by only 67% so this change may not have been adopted per the legal requirements.

Lindsay Smith recommended that the Board meet to develop a list of issues they want addressed in the new Declarations. Gary Nicholds will try to find an existing set of Declarations for a townhome property that can be used as a basic template.

There was discussion about how to fund this project. Lindsay Smith said she can structure the billing over two fiscal years and set up a payment plan. The expense could be paid from Reserves. The existing language related to special assessment is very limited. Increasing the monthly assessments for one year by \$13/month would cover the cost.

**Motion:** Nina Wise moved to proceed with the Declarations amendment process. Sabra Calzone seconded. In discussion, Chuck Randles stated that he did not want to vote on the motion with the vendor on the call.

Lindsay Smith left the call at 6:47 p.m.

**Action Item:** Gary Nicholds will request bids for a standard restatement of the Declarations from Altitude Law and Orten Cavanaugh in the interest of the Board's due diligence. He will inform the Board if there will be a charge for review of the documents.

III. Other Business

A. *Parking*

Sabra Calzone has drafted proposed parking solutions. She has a couple of options for locations for the guest parking. There is no logistical way to get her space closer to her unit unless some spots are moved away from their sidewalks.

**Action Item:** Sabra Calzone will send her proposed map and a blank map to all Board members.

B. *Landscaping*

**Action Item:** Nina Wise will provide a bid for installing bushes at the back side of the property where the temporary fence is currently located.

C. *Property Tour*

The Board will meet on Friday, June 14<sup>th</sup> at noon at the property for a property tour.

IV. Adjournment

The meeting was adjourned at 7:20 p.m.

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

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

**LAKESIDE TOWNHOUSE ASSOCIATION, INC**  
**ANNUAL HOMEOWNER MEETING**  
**August 17, 2019**

**I. CALL TO ORDER**

The Lakeside Townhouse Association Annual Homeowner Meeting was called to order at 9:05 a.m. in the Dillon Community Church.

Board Members Present Were:

Linsey Wolff, President, R1  
Sabra Rice, Treasurer, H2

Nina Wise, Vice President, 2  
Kitty Coyle, L6

Owners Present Were:

Teresa Alvarado, R7  
Ashley Bohdan, 7  
Laura Hartman, R2  
Sharon & Al Cedar, R6  
Sara & James Neese, 4  
Jane Roehrig, L10  
Gary Ross, C1

Eric Black, L13  
Charlotte & Scott Calder, H5  
Julie & Jerry Hofmann, 3  
Calvin Lee Erickson, L4  
Sandy Reed, 5  
Byron Rojas Hurtarte, C3  
Meredith Smith, L8

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

**II. PROOF OF NOTICE OF MEETING OR WAIVER OF NOTICE**

With over 23% of the membership represented in person or by proxy, a quorum was confirmed.

**III. VERIFICATION OF NOTICE**

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

**IV. APPROVAL OF 2017 ANNUAL MEETING MINUTES**

**Motion:** A motion was made to approve the minutes of the September 22, 2018 Annual Meeting as presented. The motion was seconded and carried.

**V. FINANCIAL REPORT**

Gary Nicholds reviewed the June 30, 2019 financials:

1. Operating Cash - \$39,793
2. Reserve Cash - \$65,585
3. Net Profit - \$8,049 over budget
4. Reserve - \$9,685 under budget
5. Overall Surplus - \$1,635

Landscaping was budgeted incorrectly, resulting in a negative variance. The budget was increased last year. Gary Nicholds will research the overage from this year. There could be an issue with the timing of bills.

Owner questions and comments were addressed as follows:

1. A owner asked about the cash flow. Gary Nicholds explained that there has been a positive cash flow, contributions to Reserves have been paid and there have been no unexpected expenses.
2. An owner said he had water stains and cracks in his ceiling resulting from a roof leak. Gary Nicholds will inspect the damage.
3. Exterior painting was completed about five years ago.

**Motion:** A motion was made to approve the financial report as presented. The motion was seconded and passed.

## **VI. REPORT OF MANAGING AGENT (BASIC PROPERTY MANAGEMENT)**

### *A. Projects*

1. The chimneys were swept.
2. Sidewalk repairs are nearly completed and will be finished before the winter. The slabs in the back of the buildings were not inspected. Owners should email Gary Nicholds about any problem areas. A list of units that are going to be completed will be shared with the membership.

### *B. Recreational Vehicles and Trailers*

Only owners are allowed to store vehicles in the area behind the dumpster. Vehicles or trailers must be operational and marked with a tag. Owners should email the Board or Property Management to report vehicles without tags. Illegally parked vehicles will be removed. Gary Nicholds and the Board will work out the details regarding the maximum number of vehicles and size restrictions, a possible lease agreement and how to fine owners and remove vehicles. An owner suggested selling illegally parked vehicles if they are not removed within a certain time frame. Gary Nicholds determine if this is an option.

### *C. Rules and Regulations*

Owners are responsible for ensuring their tenants are familiar with Association Rules and Regulations.

### *D. Snow Shoveling*

Gary Nicholds thanked owners for helping out with snow shoveling this past winter.

## **VII. OLD BUSINESS**

### *A. Concrete Sidewalks*

This item was discussed previously.

### *B. Common Area Definition*

An owner asked about the definition of a common area. It was explained that common areas are available for use by more than one person and include the sidewalks, parking lot, landscaping and grass areas. Gary Nicholds said that the Declarations give a good definition of all common areas and limited common elements.

- C. *Lawn Edging*  
An owner asked if the lawns are edged. Gary Nicholds replied that the lawns were recently edged. Owners should email Property Management to report any landscaping issues.
- D. *Pets for Renters*  
An owner requested that this topic be added to this agenda. Only owners are allowed to have pets but there are some rental tenants with pets and the rules are not enforced. Pets must be on a leash or under voice control. There was general discussion about owners being responsible for their tenant's behavior, how to enforce the pet rules and if owners should be allowed to decide if their tenants can have a pet. Lindsey Wolff said the Board will work with an attorney on wording to allow owners to decide if their tenant can have a pet and to define the maximum number of pets allowed per unit.
- E. *Short Term Rental Regulations*  
Summit County established short term rental regulations. Gary Nicholds asked owners to educate themselves to ensure they are in compliance.
- F. *Communication*  
Owners were encouraged to get to know their neighbors and to inform Basic Property Management if they see something wrong.

## **VIII. NEW BUSINESS**

- A. *Building Painting and Siding Repairs*  
The building is scheduled for painting and siding repairs in 2020. Basic Property Management will obtain bids this year. It is not anticipated that this project will necessitate a special assessment. There will be discussion about changing the color slightly for a more mountain theme and to improve curb appeal. Owners were encouraged to review the Sherwin Williams dark color scheme and email the Board their preferred choices. The Board plans to present two choices to the membership. The balconies are included in the project but the fences are an individual owner responsibility. Property Management will obtain bids with separate line item pricing for painting the fences.
- B. *Amendment of Declarations*  
The Declarations are outdated and treat the townhome complex as a condominium complex, which affects insurance coverage. Owners were reminded to make sure their townhome and belongings are adequately insured. The Board engaged an attorney to review the existing documents and proposed amending and modernizing them. Owners present were in favor of amending the Declarations. A group session to review proposed changes with the attorney present will be held before the end of this year.

Owners were asked to email the Board any proposed changes to the Declarations. It will require 31 votes in favor to pass the amended document via mail ballot or possibly DocuSign. The cost for this project will be around \$8,000.

C. *Overgrown Trees*

A number of trees overgrown trees will be addressed by an arborist.. The project will be completed this fall or next spring.

**Motion:** A motion was made to obtain bids to address overgrown trees and limbs that touch the roof. The motion was seconded and carried.

D. *Association Website*

The Association website is [www.lakesidetownhomeassociation.com](http://www.lakesidetownhomeassociation.com).

E. *Splitter for Outside Faucet*

Owners who need a splitter for their outside faucet should contact Gary Nicholds. The water has to be shut off to install a splitter.

F. *Grass Areas*

The Board is working on improving irrigation. It would be beneficial to install backflow preventers.

G. *Association Sign*

An owner said that the sign posts are rotting and volunteered to fix the sign. The Board approved the project. The owner should submit a receipt for materials for reimbursement.

H. *Solar Garden*

An Association in Summit Cove is considering installation of a solar garden. Other Associations would be able to buy into the system. The Board encouraged owners to attend the Association's meeting.

**IX. ELECTION OF OFFICERS**

There were five Board seats up for election for one-year terms and all incumbents indicated their willingness to run again. There were no other nominations from the floor.

**Motion:** A motion was made to re-elect the incumbents by acclamation. The motion was seconded and carried.

**X. NEXT ANNUAL MEETING DATE**

The next Annual Meeting was scheduled for Saturday, August 15, 2020.

**XI. ADJOURNMENT**

The meeting was adjourned at 11:01 a.m.

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