

**LAKESIDE TOWNHOUSE ASSOCIATION
BOARD OF DIRECTORS MEETING
JUNE 3, 2020**

I. Call to Order and Roll Call

The meeting was called to order at 8:13 a.m. via teleconference.

Board Members Participating Were:

Linsey Hempel, President

Sabra Calzone

Nina Wise, Vice President

Chuck Randles

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

II. Approval of Amended Declarations

The following items were clarified:

1. Section 6.1.E. – The two walls around the patios are technically an individual owner responsibility but can be painted by the Association when the buildings are painted.
2. Section 6.2 – “Windows and trim” is interpreted to include the window sash.
3. Section 9.2.E. – Owners may not erect fences.
4. Section 9.2.O. – A definition of service or emotional support animals is not required.

Motion: Linsey Hempel moved to approve the Amended and Restated Declarations. Chuck Randles seconded and the motion carried unanimously.

Action Item: Gary Nicholds will consult with the attorney about scheduling a Town Hall meeting (on a Tuesday, Wednesday or Thursday at 6:00 p.m.) to present the Declarations to the owners and email them to all owners prior to the meeting.

Linsey Hempel noted there should be a DocuSign included with the Declarations for owners to approve the amendments.

III. Other Business

A. *Landscaping*

Motion: Chuck Randles moved to approve the Neils Lunceford landscaping proposal previously approved by the Board by email. Sabra Calzone seconded and the motion carried with Nina Wise abstaining.

IV. Adjournment

The meeting was adjourned at 8:25 a.m.

Approved By: _____
Board Member Signature

Date: _____

**LAKESIDE TOWNHOUSEASSOCIATION
BOARD OF DIRECTORS MEETING
JUNE 23, 2019**

I. Call to Order and Roll Call

The meeting was called to order at 6:04 p.m. via Zoom.

Board Members Participating Were:

Linsey Hempel, President
Sabra Calzone

Nina Wise, Vice President
Chuck Randles

Owners Participating Were:

Nancy & Calvin Erickson
Gary Ross
Meredith & Jane Smith
Daniel Grabacki
Trevor Rehm
Eric Black

Matthew & Erica Zagorski
Teresa Alvarado
Michael Murray
Vanessa Cason
Laura Hartman

Attorney Lindsay Smith participated via teleconference.

Representing Basic Property Management were Gary Nicholds and Eric Nicholds. 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 gave an overview of the governing document situation. The insurance provisions in the original governing documents are outdated, resulting in higher premiums. The Association had two sets of Declarations for the two different phases that were basically identical but were very old and confusing. The two phases were legally merged a few years ago. She combined the documents and updated the insurance provisions to reflect current operations.

The reason for this meeting is to solicit owner input and feedback. The Board will discuss the suggestions, finalize the document and send it to the owners for a vote. At least 67% of the owners need to vote in favor of the revisions for them to pass. The cost for the legal work was \$7,000. Because the original Declarations were so outdated, it was not possible to amend them. She rewrote them using a standard template and tailored the language for this Association.

Owner questions and comments addressed the following topics:

1. Townhomes vs. Condominiums – Lindsay Smith confirmed that Lakeside Townhomes is legally considered a townhome property.

2. Summit Cove Recreation Association – This Association is no longer active with the Colorado Secretary of State. Gary Ross is on the Board, along with one other Lakeside Townhome owner and several from Lake Haus Association. The recreation building was torn down several years ago due to the advanced state of disrepair. The Board started getting input in the past year for potential uses for the property. He will forward the documents to Lindsay Smith so she can incorporate the appropriate language regarding membership obligations.
3. Sidewalks – The language was changed to clarify that owners will do snow removal and the Association will be responsible for maintenance and replacement. There is enough flexibility that the Association can take on snow removal in the future.
4. Patios – The patios are limited common elements, exclusively reserved for the use of the owner. Owners are responsible for the maintenance of their patio area.
5. Dues – The dues are allocated based on square footage. It would take an affirmative vote by at least 75% of the membership to change this provision and it is one of two items in the governing documents that cannot be changed by a court order if the required percentage of owners do not vote to approve. Chuck Randles added that until the insurance requirements for the Association and owners are clarified, it is difficult to decide if the expense should be allocated based on square footage or equally among units. There is implied bias based on unit size. The Board will continue to discuss this matter.

Lindsay Smith reviewed the sections in the Declarations.

1. Definitions – Define all capitalized words in the Declarations. She included an explanation of “good standing” and the requirement for owners to be in good standing to serve on the Board.
2. Articles – Describe the property boundaries and common elements.
3. Members and Voting Rights – All owners are entitled to one vote.
4. Board Powers and Duties of the Board – Standard per the Colorado Common Interest Ownership Act (CCIOA) or Non-Profit Corporation Act.
5. Association Liabilities – Defines legal responsibilities.
6. Maintenance – Owners should review Articles 6.1 and 6.2 carefully. If something is not expressly the Association’s responsibility, it is an owner responsibility.
7. Special Assessments – A special assessment to address an emergency can be levied without a vote of the owners.
8. Budget – Changed to reflect the most recent State ratification and veto requirements. Owners have the right to veto the budget with a majority vote.
9. Assessments – Owners are responsible for payment of their assessments and can be charged interest up to 12%.
10. Architectural Control – Governs changes that can be made to the property exterior and granting of variances.
11. Use Restrictions – Owners should review Article 9 carefully. It addresses commercial use of the property.
12. Short Term Rentals – Several owners were in favor of more restrictive short term rental restrictions.
13. Insurance – The law does not require the Association to carry insurance. There is an “out” built in to the Declarations in case insurance is not reasonably available. There is no set maximum deductible. The Association is required to make an annual disclosure

of the insurance to the owners. Owners must be notified at least 45 days prior to cancellation. Lindsay Smith will look at a way to strengthen this section. Owners should carry the best H06 policy available that includes loss assessment. There is one unit that has a gas line. Lindsay Smith said the insurance agent should be made aware of this and be written into the policy if there is additional risk. Any associated cost should be allocated to the unit owner.

14. Damage Reconstruction – The Association is obligated to repair units if they burn down.
15. Easements and Licenses – Allows the Association access for maintenance, contracts and insurance claims as necessary.
16. Duration and Amendments – 67% owner approval is required for most items. Changing the allocation of common expenses or development rights require 75% approval.

Laura Hartman asked about pre-existing conditions as related to approval of the new Declarations. She said has water damage in her ceiling. Eric Nicholds has investigated the stain and did not find any damage in the attic. She said it is increasing in size and might be a slow leak in the roof. Management will follow up with her.

The next steps will be for Lindsay Smith to draft a final version and send it out for approval by the owners with a ballot or consent form by the end of the third quarter. Owners will have 60 days to return the approval.

Chuck Randles commented that the amendments were made in the best interest of the Association and individual owners. He encouraged owners to contact a Board member with any questions.

III. Adjournment

The meeting was adjourned at 7:22 p.m.

Approved By: _____
Board Member Signature

Date: _____

**LAKESIDE TOWNHOUSEASSOCIATION
BOARD OF DIRECTORS MEETING
AUGUST 11, 2020**

I. Call to Order and Roll Call

The meeting was called to order at 5:24 p.m. via videoconference.

Board Members Participating Were:

Linsey Hempel, President
Sabra Calzone

Nina Wise, Vice President
Chuck Randles

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

With four Board members participating, a quorum was confirmed.

II. Update on Voting

Gary Nicholds reported that he has received six votes in favor. Gary Nicholds believes owners can vote by responding to an email since there is no requirement for a signature. He will send an email and include the updated documents, a ballot and instructions for owners to vote by responding to the email.

Action Item: Gary Nicholds will confirm with the attorney that this method of voting is permissible.

Action Item: Gary Nicholds will provide an updated list of the voting results after this weekend.

Action Item: Sabra Calzone follow up with owners who have not voted with phone calls.

III. Review Painting Bids and Reserve Study

Chuck Randles said the Board made the decision to prioritize the Declarations amendment over painting. He recommended continued focus on the Declarations vote. The owners will be invited to provide feedback on the painting project and color scheme at the Annual Meeting.

IV. Board Candidates

It is believed that Kitty Coyle plans to step down from the Board. She should be asked to submit written confirmation of her intention not to run again. The Board discussed potential candidates. They might include Laura Hartman, Meredith Smith or Dave Smith. If the election is contested, the attorney has indicated that owners can text their votes to Gary or Eric Nicholds, email their vote to the BPM Office with the results to be announced the next week or poll by a show of hands.

Action Item: Gary Nicholds will try to find the new owner contact information for Building 250, Unit 3.

Action Item: Gary Nicholds will confirm the permitted voting methods with the attorney.

V. Parking

Sabra Calzone said there are some residents with multiple vehicles who are violating the parking rules, such as moving cars every 48 hours. She suggested establishing a limit to the number of vehicles per unit and requiring additional or unused vehicles to be parked away from the buildings.

Action Item: A discussion of parking will be added to the Annual Meeting agenda.

Action Item: The Board will send a letter to the owners after the Annual Meeting requesting compliance.

VI. Rules & Regulations Update & Budget Ratification

Action Item: The Board will draft Rules and Regulations and the 2021 Budget by the end of September and have discussion about both at the November Board meeting.

Action Item: The Board will schedule a budget ratification meeting in early November.

VII. Adjournment

The meeting was adjourned at 6:20 p.m.

Approved By: _____
Board Member Signature

Date: _____

**LAKESIDE TOWNHOUSE ASSOCIATION
ANNUAL MEETING
August 15, 2020**

I. CALL TO ORDER

The Lakeside Townhouse Association Annual Homeowner Meeting was called to order at 9:01 a.m. via videoconference.

Board Members Present Were:

Linsey Hempel, President, R1
Kitty Coyle, L6

Sabra Calzone, Treasurer, H2
Chuck Randles, R3

Owners Present Were:

Teresa Alvarado, R7
Charlotte & Scott Calder, H5
Justin Reid, 5
Meredith Smith, L8

Eric Black, L13
James Neese, 4
Jane Roehrig, L10

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

II. PROOF OF NOTICE OF MEETING OR WAIVER OF NOTICE

Notice of the meeting was confirmed but there was not a quorum.

III. APPROVAL OF 2019 ANNUAL MEETING MINUTES

The previous minutes could not be approved due to lack of a quorum.

IV. FINANCIAL REPORT

Gary Nicholds reviewed the June 30, 2020 financials:

1. Operating Cash - \$40,011
2. Reserve Cash - \$65,586
3. Total Cash – \$105,597
4. Total Operating – \$5,452 net deficit, mainly due to the \$5,000 insurance deductible.
5. Total Reserve - \$1,618 net surplus
6. Overall Net Surplus – \$3,834 net surplus.

V. REPORT OF MANAGING AGENT (BASIC PROPERTY MANAGEMENT)

A. Projects

1. Trimmed the trees that were overgrown and close to the building or roof.
2. Repaired several hose bibs.
3. Addressed water pressure issues in Hideaway and Retreat.
5. The parking storage behind the dumpster needs to be cleaned up. Storage is restricted to owners. Owners will be asked to register all items with management. All vehicles must be operable and registered. The registration form will be sent to all owners. Management will be taking photos of all stored vehicles.

VI. OLD BUSINESS

- A. *Concrete Sidewalks*
Larwood Construction mud jacked areas of concrete as needed.
- B. *Pets for Renters*
The updated Declarations define the maximum number of pets per unit. Owners are being allowed to make the decision about permitting renter pets based on enforceability.
- C. *Short Term Rental Regulations*
Owners were reminded to comply with the County short term rental regulations.
- D. *Communication*
Communication is encouraged between owners and by the Board.

VII. NEW BUSINESS

- A. *Amended & Restated Lakeside Declarations*
Linsey Hempel said all owners should have received a ballot to vote on the amended Declarations. There was a meeting to discuss the rational for the specific changes. The main changes addressed the definition of the properties as condominiums versus townhomes, clarification of the areas of owner versus Association responsibility for insurance and removal of references to items such as garages and other amenities that are non-existent. Seven ballots have been received to date and 31 votes in favor are needed for the amended document to pass.

Owner questions and comments addressed the following:

1. Responsibility for deductible in the event of a fire - Gary Nicholds said the Association would pay the deductible, so in effect all owners would be contributing. The Association has recently paid at least \$15,000 for deductibles.
2. Interior unit coverage – The Association policy covers everything up to the interior surface of the sheetrock. The individual owner policy covers everything inside the unit from the interior surface of the sheetrock. This is defined in the updated Declarations.
3. Association insurance policy – The change to the Declarations will not result in lower costs for the Association policy but will mitigate the exposure where the Association is underinsured.
4. Water shut-offs – If there is a leak in the main pipe in the crawlspace, the only way to shut off the water is to call the East Dillon Water District. There was a suggestion to purchase a water valve shut-off tool to keep at the property.
5. Declarations amendment - Chuck Randles commented that the Board approach to changes was to address administrative items and clean-up the operation. They made the decision not to make any changes to polarizing issues such as short term rentals and dues allocation to facilitate passage of the amendments. It is extremely important that owners submit their ballots.

E. Building Painting & Siding

Linsey Hempel said the next exterior painting is scheduled in 2021. The Board has received several bids from painting contractors. The bids are for painting units as is with a single color, painting with the same body color and different trim and painting with a new color scheme. The Board is in the process of reviewing the bids. Owners were encouraged to email their suggestions for color schemes to management. The Board will make a decision late this year or early next year.

F. Snow Removal

There was discussion about shoveling of the sidewalks. Owners are responsible for shoveling their own areas but some renters have not shoveled consistently. There was an issue with emergency personnel accessing a unit during the winter. Meredith Smith said owners can hire her son shovel their walkways. Sabra Calzone said there is some language in the revised Declarations about owners enforcing the shoveling requirement and allowing the Association to have walkways shoveled and bill the owner if they do not comply with the requirement. There was agreement to continue with the current arrangement this winter.

G. Speeding

Some guests and residents drive too fast through the parking lot. There was a request for additional signage. Gary Nicholds will send a reminder to all owners by email blast, post notice on all doors and contact the owner of the unit with renters that are repeat offenders. The Board will discuss the feasibility of removable speed bumps.

H. Parking

Owners are reminded to be courteous when parking extra vehicles. The parking regulations will be more strictly enforced during the winter. Vehicles that are not driven regularly should be parked away from the buildings and not in the guest parking spaces.

VIII. ELECTION OF OFFICERS

All five Board seats up were for election for one-year terms and all incumbents except Kitty Coyle were running again. Since there was not a quorum, there could not be an election. Kitty Coyle said Meredith Smith has expressed interest in taking her seat. The existing Board will continue to serve and will appoint Meredith Smith to the Board at their next meeting. Kitty Coyle was thanked for her service on the Board.

IX. NEXT ANNUAL MEETING DATE

The next Annual Meeting was tentatively scheduled for Saturday, August 14 or 21, 2021. The Board will select the date in the spring.

X. ADJOURNMENT

Motion: Linsey Hempel moved to adjourn at 10:14 a.m.

Approved By: _____ Date: _____
Board Member Signature

**LAKESIDE TOWNHOUSEASSOCIATION
BOARD OF DIRECTORS MEETING
OCTOBER 14, 2020**

I. Call to Order and Roll Call

The meeting was called to order at 4:36 p.m. via videoconference.

Board Members Participating Were:

Linsey Hempel, President

Chuck Randles

Nina Wise, Vice President (joined at 5:20 p.m.)

Owner Meredith Smith 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.

II. Storage Discussion

Linsey Hempel said the County has indicated the storage area behind the dumpster needs to be graded, treated with road base or asphalt and fenced. The concerns are managing the space, how to fairly allocate the limited spaces (accommodating only eight trailers), if there should be a rental fee structure, allocation of the cost of the enclosure and potential liability. Chuck Randles felt the cost of constructing the facility should be passed on to the owners who will use it. Linsey estimated the cost to remove the abandoned items, improve the surface and erect a fence would approach \$10,000. If the decision is made not to improve the area, the owners will need adequate advance notice to remove their property. Due to the size and shape of the property, there is not another area that could be used for this type of storage. It was noted that the capacity will be reduced if a fence is erected.

Action Items:

1. BPM will approach the County about an extension to July 1, 2021.
2. Communication will be sent to the owners about the plan and timeframe once finalized.
3. BPM will try to identify the ownership of vehicles with expired tags and other unidentified items.
4. BPM will ask the Sheriff how items should be handled if ownership cannot be determined.

III. Declarations Amendment

The Declarations amendment was passed.

Action Item: Gary Nicholds will confirm the amended Declarations were forward to the insurance agent.

IV. Board Appointment

Motion: Linsey Hempel moved to appoint Meredith Smith to the Board. Chuck Randles seconded and the motion carried.

V. Dues Structure

The Board needs to start thinking about how to handle the change to the dues structure. A Board meeting will be scheduled in January or February to discuss the options. The Board will consider sending out an owner survey before incurring any legal expenses.

VI. Committees

Chuck Randles suggested a committee approach for the changes to the dues, trailer storage and painting issues. Meredith Smith volunteered to chair the Trailer Storage Committee and to start to have conversations with affected owners. Chuck Randles volunteered to chair the Painting Committee with an onsite member.

Action Item: Chuck Randles will approach Sabra Calzone about serving on the Painting Committee.

Motion: Chuck Randles moved to nominate himself to chair the Painting Committee with a charter to provide a painting recommendation to the Board. Linsey Hempel seconded and the motion carried.

VII. Financials

The Reserve balance is approximately \$74,000. Linsey Hempel requested a projection for upcoming Reserve expenses. Chuck Randles indicated he would support an increase to the Reserve contribution. Linsey said it might be prudent to increase dues for 2021 but not to restructure the dues until 2022. A budget ratification meeting will be scheduled in the fall.

Action Item: Gary Nicholds ask Patti Vande Zande to provide the proposed 2021 Budget and a Reserve projection.

VIII. Adjournment

Motion: Linsey Hempel moved to adjourn at 5:40 p.m.

Approved By: _____
Board Member Signature

Date: _____

**LAKESIDE TOWNHOUSEASSOCIATION
BOARD OF DIRECTORS MEETING
DECEMBER 8, 2020**

I. Call to Order and Roll Call

The meeting was called to order at 5:36 p.m. via videoconference.

Board Members Participating Were:

Sabra Calzone

Chuck Randles

Owners David Carlton, Vanessa Cason and Connie Christofanelli and Nina Wise of Neils Lunceford were guests at the meeting.

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

II. Ratification of 2021 Budget

The floor was opened for a motion to reject the 2021 Budget. There was no motion and the 2021 Budget was deemed ratified.

Notice of the dues increase will be sent to all owners by email this week.

III. Adjournment

The meeting was adjourned at 5:39 p.m.

Approved By: _____
Board Member Signature

Date: _____

**LAKESIDE TOWNHOUSE ASSOCIATION
BOARD OF DIRECTORS MEETING
DECEMBER 16, 2020**

I. Call to Order and Roll Call

The meeting was called to order at 5:30 p.m. via videoconference.

Board Members Participating Were:

Sabra Calzone
Chuck Randles
Meredith Smith

Nina Wise of Neils Lunceford was a guest at the meeting.

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

II. Painting

Sabra Calzone is looking at color schemes with Sherwin Williams. The details will be discussed with the painting contractor once selected.

Action Item: Chuck Randles will check with the painting contractors on their availability for next spring and ask if they will honor their existing bids.

III. Landscaping

Nina Wise suggested adding a splitter to every hose bib so the irrigation timer does not have to be removed to connect a hose. She reviewed the bid:

1. Mid-season irrigation system review - \$210
2. Spring clean-up - \$500
3. Mow and trim in area - \$4,788 (\$399 x 12)
4. Aerate in area - \$400
5. Fertilization of grass - \$220
6. Deactivate irrigation by zone - \$600
7. Activate irrigation by zone - \$435
8. Spray for weeds in drip lines and beds - \$616 (\$308 x 2)
9. Total - \$7,770 or \$7,381 if paid in full by April 1st

The Board was in favor of the proposal and the suggestion to add splitters on the hose bibs.

Nina Wise reviewed some suggested enhancement projects (\$2,500 budget):

1. Top dress the turf area. This could be done in the spring or fall.
2. Deep root feed the Aspen trees to boost the immune system and strengthen the root structure. The cost would be about \$1,000 for all the trees.

The Board will decide on these two additional projects once the costs for the irrigation work has been finalized.

IV. Board Vacancy

There is one vacant Board seat. Owner Matthew Z?? expressed interest in serving on the Board in the past. The Board can appoint an owner to fill the vacancy or solicit owner self-nominations. All Board members were in favor of appointing Matthew to the Board if he agrees.

Action Item: Meredith Smith will approach Matthew about serving on the Board.

V. Adjournment

The meeting was adjourned at 6:00 p.m.

Approved By: _____
Board Member Signature

Date: _____