

**LAKESIDE TOWNHOUSE ASSOCIATION
BOARD OF DIRECTORS MEETING
FEBRUARY 3, 2021**

I. Call to Order and Roll Call

The meeting was called to order at 4:30 p.m. via videoconference.

Board Members Participating Were:

Linsey Hempel	Sabra Calzone
Chuck Randles	Meredith Smith
Matt Zagorski	

Representing Basic Property Management (BPM) were Gary Nicholds, Eric Nicholds and Jason Blarjeske. Erika Krainz of Summit Management Resources transcribed the minutes from recording.

II. Windows

The request from Kelly Conway for installing new windows was reviewed. There was general agreement that the window operation (i.e. casement versus slider) was a lesser issue than matching the exterior frame color and size. Chuck Randles suggested drafting a policy with guidelines to ensure consistency.

Motion: Chuck Randles moved to approve Kelly Conway's request for installation of new Anderson windows. Sabra Calzone seconded and the motion carried.

Action Item: BPM will inform Kelly Conway of the approval.

Action Item: Chuck Randles will circulate a sample policy regarding exterior changes for Board review.

III. Exterior Paint

Sabra Calzone selected a couple of color schemes from Sherwin Williams but thought the contractor should be selected first. Chuck Randles needs to validate quotes and determine if the contractors are available to do the work this spring.

Action Item: Sabra Calzone and Chuck Randles will work with the painting contractors on colors and scheduling.

IV. Landscaping

Gary Nicholds said Nina Wise was unable to join this meeting but offered to draft another proposal this week.

Action Item: Linsey Hempel will ask Nina Wise to provide separate bids for adding splitters, a mid-season irrigation inspection, top dressing, insulation and deep root feeding.

Action Item: Gary Nicholds will follow up with Nina Wise about the 2021 landscaping maintenance contract so the expense can be paid by the deadline to receive the discount.

V. Trailer Parking Plan

Gary Nicholds said a plan needs to be developed and provided to the Town by May 1st with compliance by July 1st. Points that need to be addressed include how to fairly allocate the space and how to assign spaces when they are vacated. Sabra Calzone said a fee could be imposed. Linsey Hempel noted that in order to make the space viable, an access road would have to be created, which would be expensive and impact the owners in the vicinity. After discussion, there was agreement that given the challenges with assigning and maintaining the space, there should not be any storage allowed.

Action Item: BPM will draft notification to the owners for Board review regarding the requirement for removing all items by June 1st (with a reminder notification on May 1st) and informing owners that they will be charged for removal of items if they do not comply by the deadline.

Action Item: BPM will notify the Town of the plan for compliance.

VI. Adjournment

The meeting was adjourned at 5:34 p.m.

Approved By: _____
Board Member Signature

Date: _____

**LAKESIDE TOWNHOUSE ASSOCIATION
BOARD OF DIRECTORS MEETING
SEPTEMBER 8, 2021**

I. Call to Order and Roll Call

The meeting was called to order at 6:33 p.m. via videoconference.

Board Members Participating Were:

Linsey Hempel

Sabra Calzone

Chuck Randles

Meredith Smith

Matt Zagorski

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

II. Exterior Paint

It was confirmed that the building names should not be reinstalled on the buildings. The trash enclosure should be painted.

III. Entry Sign

Meredith Smith reached out to four sign companies and received one response. The bid was \$4,000, which the Board agreed was high. She suggested repainting the sign or replacing it with a composite material that looks like wood. The sign is 7' x 30". The Board selected the second font option for the unit and building numbers.

Action Item: Meredith Smith will follow up with the online vendor recommended by Linsey Hempel and will forward the building/unit number specifications to BPM.

IV. Sewer Blockage

The blocked pipe serves Units 7 and 8. The Declarations Section 6.1.a, Section 6.2 and Section 7 reference limited common element maintenance and repair of sewer lines from the point of connection to the common sewer line. The Declarations appear to assign responsibility to the unit owners because the blockage is before the connection to the main line. There has been no communication from the owner since August 16th. Based on the scoping video, the pipe is separated at a joint and probably cannot be repaired by adding a sleeve. The options are for the two owners to work together to repair or replace the line or for the Association to have the work done and assess those two owners for the expenses.

Action Item: Gary Nicholds will communicate to the owners that the repair will be their shared cost and ask if they have obtained any bids.

V. Landscaping

Adding two irrigation taps would cost around \$10,000. Neils Lunceford is unwilling to take on maintenance of the system until the lines are connected to a dedicated spigot.

Motion Item: Sabra Calzone moved to obtain a formal bid for the modifications to the irrigation system. Chuck Randles seconded and the motion carried.

Action Item: Gary Nicholds will contact Hood Landscaping about a landscaping contract for 2022.

Action Item: Eric Nicholds will determine where the new taps should be located and how the existing irrigation lines can be connected.

VI. Snowplowing and Shoveling

Eric Nicholds spoke to Jeremy about plowing. He would be using a pickup truck with a commercial blade. Eric had some concerns about the snow build up and pushing snow back. There would need to be additional funds budgeted for periodic scrapes. Eric has requested bids from several other companies.

VII. Dumpster Enclosure

Eric Nicholds looked at Tuff Shed options. He estimated an enclosure would cost \$20,000 - \$25,000 and a fence would be around \$5,000. The Board discussed options such as increasing the number of recycling pick-ups or adding a taller fence.

Action Item: Eric Nicholds will try to get a larger recycling container and schedule an additional pick-up.

Action Item: Eric Nicholds will ask Strategic Fence for a bid for higher fencing.

VIII. Xfinity Service

The cable expense of \$25,000 is the largest single line item in the budget. Linsey Hempel requested bids for cable only, internet only or bundled cable and internet.

Action Item: Gary Nicholds will contact Debbie Kurd about pricing for cable only, internet only and a bundle for both.

Action Item: Gary Nicholds will have the budget line item name changed to "Entertainment Expense".

IX. Dues

The dues were increased 3% last year. Chuck Randles noted that the Reserve contribution was decreased by about \$13,000 for 2022. He was not in favor of reducing the contribution. Meredith Smith would like to discuss the allocation of dues. The Board will schedule a meeting in January. Chuck Randles calculated that to keep the Reserve contribution at the normal level, the dues would need to be increased 12% overall to cover the increased Operating expenses. The Landscaping expense should be increased 5%. The Board will continue to work on finalizing the 2022 Budget.

X. Adjournment

The meeting was adjourned at 8:32 p.m.

Approved By: _____
Board Member Signature

Date: _____

**LAKESIDE TOWNHOUSE ASSOCIATION
ANNUAL MEETING
September 29, 2021**

I. CALL TO ORDER

The Lakeside Townhouse Association Annual Homeowner Meeting was called to order at 6:37 p.m. via videoconference.

Board Members Present Were:

Linsey Hempel, President, R1
Chuck Randles, R3
Matt Zagorski, 258/#4

Sabra Calzone, Treasurer, H2
Meredith Smith, L8

Owners Present Were:

Chad Miller, #3
Sandy Amend, #5
Chris & Holly Jacobsen, #7
Laura Hartman, R2
Sharon Cedar, R6
Adam Turner, R8
Gary Ross, C1
Trevor Rehm, C5
Vanessa Cason, C7
Jane Roehrig, L10

Justin Reid, #5
Julie Morris, #6
Kelly Conway, #8
Jodie Lachance, R5
Teresa Alvarado, R7
Scott Calder, H5
Mayra & Byron Rojas, C3
David & Carlton, C6
Calvin Erickson & Erica Horstman, L4
Eric Black & Katie Lapidés, L13

Neal Henzler, Comcast

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

II. PROOF OF NOTICE OF MEETING OR WAIVER OF NOTICE

Notice of the meeting was confirmed.

III. APPROVAL OF 2019 ANNUAL MEETING MINUTES

Motion: Teresa Alvarado moved to approve the August 15, 2020 Annual Meeting minutes as presented. Chuck Randles seconded and the motion carried.

IV. COMCAST PRESENTATION

Lindsey Hempel said one of the highest expenses is Comcast television cable for all units. The Association is under contract with Comcast for the cable service until October 2022, at which point the service can be changed or cancelled.

Neil Henzler commented that a technician will be inspecting the exterior cable at the property on October 18th. He reviewed the support provided by Comcast. The current service is

\$46.24/unit/month for the digital starter package and equipment. The upgraded service options are as follows:

1. Upgrade to X1 HD TV - \$45/unit/month.
2. Upgrade to X1 HD TV and Performance Pro+ Internet - \$74.95/unit/month.
3. Performance Pro+ Internet only - \$40/unit/month.

An informal poll was conducted to determine the owner preferences.

V. FINANCIAL REPORT

Eric Nicholds reviewed the June 30, 2021 financials:

1. Operating Cash - \$23,075
2. Reserve Cash - \$74,213
3. Total Cash – \$97,289
4. Total Operating – \$9,888 net deficit
5. Total Reserve - \$2,615 net deficit
6. Overall Net Surplus – \$12,503 net deficit

The 2022 Proposed Budget will be sent to the Board for review within the next month.

Motion: Meredith Smith moved to accept the financial report as presented. Jane Roehrig seconded and the motion carried.

VI. REPORT OF MANAGING AGENT (BASIC PROPERTY MANAGEMENT)

A. *Projects*

1. The storage area behind the dumpster has been cleared out per the County order.
2. Summit Color Systems is almost done with the painting with the exception of the outbuildings and dumpster shed. Final payment will not be released until all items have been completed. The building numbers have not been reinstalled because they are being replaced and there have been supply chain issues.
3. Strategic Fence has been engaged to install a dumpster enclosure, possibly with a lock.
4. The recycling dumpster has been upgraded to a three-yard bin with twice weekly service.
5. The irrigation system was supposed to be shut down today. Another vendor is being sought to work on the irrigation system next year.
Action Item: Eric Nicholds will make sure the irrigation timers are stored on site.
6. RKR is not doing any plowing this winter. Several bids were obtained and the Board selected Hillco, which has the same type of equipment.
7. The snow fences will be installed at the end of the property in October.
8. The chimneys will be swept in October.

Owner comments addressed the following:

1. Some of the timers were never stored last winter.
2. The irrigation at one building was turned on this summer but the timer was not managed and the irrigation was not working. Owners were encouraged to report these matters to management or the Board.
3. There was a question about crack filling the parking lot. The Board will discuss adding this to the project list for next year.
4. The front sign was constantly lit for a period of time. This was caused by the painters taping over the photocell.

VII. OLD BUSINESS

A. *Pet Waste*

Jane Roehrig said somebody's dog has been left loose and there is pet waste in her yard. Owners were reminded to watch their dogs and to pick up after them. There are doggie bag stations at the property.

B. *Unit Access*

There was a request that owners be provided prior notice when units are going to be accessed for inspections or maintenance such as chimney sweeping.

VII. NEW BUSINESS

A. *Owner Questions*

1. Tree Removal – Holly Jacobsen said there is a plumbing issue in their unit that would probably be resolved by removal of two Aspen trees that are about 1' from the side of the building. She asked if this would be an Association responsibility and expense. She was advised to submit a revised scope of work for Board review.
2. Speed Bumps – **Action Item:** The Board will add a discussion of removable speed bumps for summer use to their agenda.
3. Board Meetings – There was a request to publish the dates and times of the quarterly meetings. The meetings are open to all owners.
4. Parking Lot – There are some unregistered cars in the parking lot that are not being moved. Some tenants believe they can use three spots. It was noted that the Declarations do not include a restriction on the number of vehicles, parking will likely continue to be a challenge unless the lot can be expanded but parking is not an issue for the majority of owners. Owners were encouraged to provide suggestions for Board consideration. Eric Nicholds said BPM will be implementing a more aggressive towing policy for vehicles that do not have current registration.
5. Vacant Lot – Linsey Hempel said the property belongs to the Summit Cove Recreation Association. She will determine the next meeting date. All owners are welcome to attend and meeting minutes are available on their website.
6. Parking Lot Lights – A comment was made that some of the parking lot lights need bulb replacement.
Action Item: Eric Nicholds will follow up.

VIII. ELECTION OF OFFICERS

All five Board seats up were for election for one-year terms and all incumbents were running again. There were no other nominations from the floor.

Motion: Laura Hartman moved to re-elect the current Board members by acclamation. Jane Roehrig seconded and the motion carried.

IX. NEXT ANNUAL MEETING DATE

The next Annual Meeting was tentatively scheduled for Tuesday, September 20, 2022.

X. ADJOURNMENT

Motion: Lindsey Hempel moved to adjourn at 8:01 p.m. Meredith Smith seconded and the motion carried.

Approved By: _____ Date: _____
Board Member Signature

**14LAKESIDE TOWNHOUSE ASSOCIATION
BOARD OF DIRECTORS MEETING
NOVEMBER 30, 2021**

I. Call to Order and Roll Call

The meeting was called to order by Chuck Randles at 4:34 p.m. via videoconference.

Board Members Participating Were:

Linsey Hempel, 252/1

Matt Zagorski, 258/4

Chuck Randles, 252/3

Owners Participating Were:

Teresa Alvarado, 252/7

Adam Turner, 252/8

Daniel Grabacki, 252/4

Connie & Paul Christofanelli, 3/4

Chris Jacobsen, 250/7

Ben Klophaus, 254/1

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

II. 2022 Budget Ratification

The proposed 2022 Budget was distributed to the owners prior to the meeting. The budget as drafted included a 19% assessment increase. The main driver was the addition of Comcast cable and internet at a bulk rate. Based on the current packages that most owners have, the majority will see a net reduction for those costs. The new package will take effect as of January 1, 2022 and owners with existing service will need to cancel their contracts as of that date.

Action Item: Gary Nicholds will distribute the specifics of the Comcast service and equipment that will be included to all owners.

Since at least 51% of the owners did not veto the 2022 Budget, it was deemed ratified.

Motion: Linsey Hempel moved to ratify the Board vote conducted by email to approve the 2022 Budget. Chuck Randles seconded and the motion carried.

III. Adjournment

The meeting was adjourned at 4:44 p.m.

Approved By: _____
Board Member Signature

Date: _____