

MINUTES OF THE LAKESDE TERRACE TOWNHOUSE ASSOCIATION

June 14, 2011

- I. The meeting was called to order at 6:29 PM.
- II. The secretary confirmed to the Vice President a quorum with the following members present: Mary Kay (Randy) Robinson (Vice President), Catherine Katchur, Gale Ginty, and Dorene Eckman (Secretary). Faith Springer and W. Gay Petro-Stroup were excused. Jason McCourt was absent. Association Property Manager, Libby Barnhardt (LeValley Realty) was present. Homeowners Present: Amanda Bonaduer
- III. Approval of Minutes for May 10, 2011. Motion made, seconded, and passed to approve the minutes.
- IV. Additions to the Agenda: Motion made, seconded, and passed to approve the agenda with the addition of the 2010 Audit in new business and common satellite dish for LTTA in Architectural Committee Report and homeowner question under Manager's Report, Miscellaneous unit update. It passed unanimously.
- V. Public Hearing/Homeowner Concerns: Homeowner stated they would repair (as per notice) recently requested dog spots on lawn but concerned about watering issues. The Board reminded the homeowner that neighbors with concerns need to address the Board.
- VI. Manager's Report & Financial Report:
 - a. As per the May, 2011 Balance Sheet
 - Cash: \$24,020.54
 - Flag Bank \$27,404.72
 - AK USA \$16,130.03
 - Northrim BK \$186,367.85
 - Business Sav. \$22,498.52

The May Balance Sheet (with errors) was submitted with the Cash Flow Financial report. The Property Manager stated the Cash Flow Financial report is correct and up to date. Until the 2010 audit is completed and the adjusting entries entered the Balance Sheet will not be current and final. The Property Manager stated the current attorney for LTTA is Ken Albertson.

 - b. Miscellaneous Units Update: Homeowner presented information to remove late fees from their account. The Board questioned the monthly dues amount and the Property Manager will be discussing the issue with their subcontracted bookkeeper. The Property Manager was requested to discuss with the Septic Contractor (when next scheduled) if the previous repairs were still working as per expectations. Unit 4: Parent verbally informed by Board member of child safety issue regarding child climbing on top of tennis court fence. Unit 56 reported her downspout was not replaced after new siding installed. Dorene Eckman will speak to the contractor to resolve the issue.
- VII. Committee Reports:
 - a. Grounds Committee: The following violations were reported: Last Month:
 - a. Oil spots needing to be cleaned up: Unit 6,8,9,13,14,16,17,--Not Completed
 - b. Pickup dog droppings on the front, side, and back of unit, dog: Unit 16—Not completed
 1. June Report of Grounds Violations: Unit 18, lawn damage from dog urine and table in driveway: Unit 19 lawn damage from dog urine-unit owner attended meeting and stated they will be repaired: Unit 74 & 84, lawn damage

to back of unit by dog urine: Unit 81, lawn damage from dog urine and vehicle damage: Unit 69 bikes, box (outside garage) hose lying on grass needed to be stored.

2. Greenbelt Removal of Dead Brush: A community cleanup project was discussed briefly pending the Property Manager's response from legal counsel regarding liability issues.
 3. The Property Manager was directed to send a letter to a Unit Owner unlawfully cutting unauthorized trees etc. in the common area.
- b. Architectural Committee: Unit owner #20 was requesting information regarding a common satellite dish for the LTTA. The Board requests the Unit owner present a plan to the Board that includes a survey of interested Unit owners. The Board also stated that some chain link fences now visible after Fire Safety Trees were removed, were present and had been approved several years ago.

VIII. Old Business

- a. Manager's Contract for 2011: The Property Managers' contract for 2011 was approved.
- b. Audit 2008-2009: Gale Ginty reported she had signed off on the Draft 2008 and 2009 Audits as requested by the Board. The Property Manager stated the Final Drafts of 2008 and 2009 had not yet been received from the Auditor.
- c. Release from Liability: There was no report at this time. Tabled until next meeting.
- d. Insurance: The blanket coverage policy was received from State Farm Ins. Co. for the new premium renewal which shows a reduced annual cost of \$15,740.00 for the April 16, 2011-April 16, 2012 year. The Property Manager presented forms for the Officers who sign checks to fill out as part of the Surety/Liability Bond required by the CCRs. A new bank form was presented to the bank signatories by the Property Manager.
- e. Siding: The contractor, Champs Siding, has finished siding the following buildings on Yakima (767-733-783-791) and (656-668-674-682). The following building has yet to be done on Yakima: (691-695-711-721). Champs Siding needs to remove the rain gutters and downspouts when residing the green buildings. If the Unit Owners purchase new replacement rain gutters and downspouts Champs Siding will install them while residing their building. Please remember, while they are working the pounding may knock items off the interior walls and Unit Owners are encouraged to remove items until the residing is completed on their building.
- f. Website: The new LTTA website was uploaded to the web with the following address: <http://lakesidehoa.org>. There will not be a password required to access the site by LTTA homeowners or residents. You will be able to read current updates of late breaking LTTA news in the twitter section on the homepage. If you wish to send an email to our manager please click on the lib@mtaonline.net on the "Contact Us" page. The Property Manager will direct the messages to the Board or answer it herself depending on the issue. If you have the old website saved as a favorite in your browser please be aware that it has been taken down and the previous email address has also been discontinued and no longer valid. There will be modifications and updates to the new LTTA website. We hope this will help you with various questions or informational needs you may have.
- g. Sealing of the driveways on Lakeshore Drive: The sealing of the driveways has been completed.
- h. Moss Removal: The moss removal contractor stated a week of rain will be needed to satisfactorily complete the work.
- i. Roof repairs: The roofing repair work has been completed.
- j. Striping of the Tennis Court: The contractor has been contacted several times regarding this project. There have been several delays. Once the striping of the tennis court is completed, it will be opened daily from 9:00 a.m. until 9:00 p.m.

- k. Pest Control: Two bids were presented for pest control for the wood foundation buildings. The motion was made, seconded and approved to award Eagle Pest Control the contract for \$2,900.00 pending information regarding possible negative effects on animals and children. Work will begin as soon as satisfactory information is received. Homeowners will be notified when the work is scheduled.
 - l. Sewer—Phase II: No report at this time.
- IX. New Business:
- a. Fire Wise Program: Several homeowners have contacted the Fire Wise Program representatives at 373-8823. This program meets with individual homeowners and defines fire risk, marks trees that are a fire risk and offers a grant up to \$900.00 for removal by approved contractors. This program offers these grants until the funding is used up and all work must be done by October 16, 2011. There is limited funding available, so the sooner you contact the program the better your chances of receiving a grant. As an individual homeowner you may wish to participate in this program, there is NO CHARGE for this service. Any dangerous or dead trees that are approved, by them (usually the Spruce Trees will be within 30 feet of the front or the back of your unit), for removal will be paid for by the grant. It is a good program and a great time to get these dangerous Spruce trees removed.
 - b. Audit 2010—The motion was made, seconded and approved to authorize the 2010 audit by the same contractor, asking for the document to be ready by the end of October.
- X. Executive Session: The Vice President closed the meeting and the Board went into Executive Session. The Vice President then closed the Executive Session and the board met again in Open Session.
- XI. Next Board of Director's Meeting: Tuesday, August 9, 2011, at 6:30p at LeValley Realty. The Board approved no meeting in July.
- XII. The meeting was adjourned at 7:42PM.
- XIII. Board Member Duties Assigned:
- 1. Libby Barnhardt, Property Manager, will contact the lawyer for the legal opinion on liability for volunteer fundraisers and homeowners/residents.
 - 2. Libby Barnhardt, Property Manager, will request a proposal for the Sewer Project Phase II.
 - 3. Mary Kay (Randy) Robinson will contact the Emergency Services regarding in-ground fire pits.
 - 4. Dorene Eckman will upload the website to be active on the web.
 - 5. Dorene Eckman will contact Champs Siding regarding the drainpipe for Unit 56.
 - 6. The email contact for Unit Owners to contact the Board is the following: Property Manager, Libby Barnhardt, lib@mtaonline.net. Phone: 376-0210 (M-F). The mailing address is: 1365 E. Parks Hwy, #205, Wasilla, AK 99654. Make Homeowner Association Dues Payable to: **Lakeside Terrace Townhouse Association, Inc.**
 - 7. **NEW WEBSITE ADDRESS:** <http://lakesidehoa.org>
 - 1) The Board is requesting those interested in serving on the Board or volunteering for committees to contact the Property Manager. A request is also made for anyone with suggestions for the Frequently Asked Questions part of the new website to please forward them to the Property Manager.

Respectfully Submitted:

Dorene L. Eckman, Sec. LTTA