

Lake Haus Condominium Association

Manager's Report

2-December-2017

On behalf of the Lake Haus Condominium Association we have completed the following list of action-items since 1-September-17:

- Organized 2-December Board of Director's Meeting
- Prepared an HOA Meeting Binder – *Comprising Governing docs, minutes, contracts etc., which are often referenced during meeting discussions*
- Responded to drain back-up in A-bldg. - *Called Agent Drain to remove main line clog between 1/2/3/4 quad and town line*
- Notified owners to remove bikes prior to relocating bike racks out of snow plow areas – *six bikes remain and will be removed and donated*
- Requested HOA Insurance Bids from Wilson Garring and Kinser Agency prior to March renewal
- Resolved G-bldg. common parking issues – *requested owners with multiple cars park in D-lot*
- Reminded multiple owners of new association dues rate as of 1-October
- Sent owner contact form to all owners to complete and return – *this form includes much needed access codes and auto information. 30 plus returned to date*
- Completed HOA Surveys, Condo Questionnaires and Deed Releases for five sales since 1-September
- Revised and distributed “new owner packets” to four new owners – *new version available upon request*
- Purchased ice melt and several snow shovels, filled dispensers at each quad
- Removed several downed aspen limbs after first snow
- Twice shoveled snow from walkways – *thought about quitting but reconsidered*
- Prepped snow blowers for the season
- Purchased and installed snow plow stakes around all parking areas
- Executed snow plow contract with HILCO and conducted a site-walk with plow operator to review snow removal plan
- Completed irrigation system winterization w/HILCO
- Raked/removed fall leaves
- Cut back perennial beds
- Applied winter fertilizer to lawn areas
- Completed site-walk with landscape committee chairman
- Placed curb stops around new dumpsters to prevent wind driven escape attempts - *one car/dumpster interaction was reported*
- Sent extra principle payment (from unit sale assessment proceeds) to Mutual of Omaha
- Sent manager introduction letter to owners

- Applied for a community association Apprentice License for Katie – *this will allow her to work legally, under Dave’s license, for one year while completing the state mandated education requirements*
- Enrolled Katie in M-100 class
- Met with Comcast bulk account rep – *nothing new to report*
- Collected association mail
- Deposited/posted dues and assessment payments
- Completed September/October/November bank reconciliations
- Completed monthly accounts payable
- Entered 2017/2018 budget into Quickbooks
- Posted 2017 annual meeting minutes, 2017/2018 budget and manager’s report to HOA website
- Completed DK license transfer from Wyndham to Lake Haus with DORA (State of Colorado)
- Completed bi-weekly commons cleaning
- Organized shed to accomodate all equipment and “stuff” previously stored outdoors
- Conducted numerous common area light checks and replaced burned out bulbs
- Kept Fido bag stations full
- Cintas inspected/recharged common area fire extinguishers
- Arranged for furniture left by a dumpster to be hauled to the landfill
- Granted unit access to numerous contractors
- Accepted deliveries on behalf of multiple owners
- Responded to numerous owner phone calls and emails
- Consumed “welcome” brownies from Lynn Forsberg

We are pleased to also report that our first ninety days have passed in a flash. Tim and Cindy did an awesome job of preparing us with what to expect (or at least the best they could given what they had to work with).

We painted the interior of D-12, purchased a new refridgerator and over-the-range microwave. We also changed out some ceiling light fixtures and purchased a new vanity/sink for the main downstairs bathroom (yet to be installed).

Jack Zeller has been most helpful getting us up to speed with Quickbooks. This part of the job is a tad more cumbersome than expected. Part of which is the learning curve, part of which...it’s just the way it is.

We are slowly putting names with faces, and units, but given that it’s mud-season it’s been slow. Everyone has been friendly and welcoming. We sent out a Christmas open-house invitaion to all owners and look forward to meeting more folks then.

All for now. We look forward to a most productive 2018.

Best Regards-
Dave and Katie Kuepfer