

# Lake Haus Condominium Association

## Manager's Report

October 12, 2018

Below is a list of items accomplished or currently in process since beginning October 1, 2018:

- **Meetings-**
  - *Organized/hosted Board of Director's Meetings on October 12, 2018*
  - *Hosting Manager Open House October 13, 2018*
  - *Onboarding Meeting / Training with Dave Kuepfer on October 4, 2018 for 1/2day.*
  - *Onboarding Training with Jack Zeller on October 3<sup>rd</sup>, 2018 for full day.*
- **Unit sales –**
  - *Completed Condo Questionnaires*
  - *Provided Right of First Refusal Documents*
  - *Communicated New Owner Information*
  - *Collected Contact Information for New Owners / Updated Mail and Email Lists*
- **Administrative/Financial –**
  - *Completed Onboarding Training with Jack Zeller*
  - *Collected association mail*
  - *Notified multiple owners of past due accounts and credit balances*
  - *Deposited/posted dues, assessment and kayak storage payments*
  - *Completed September bank reconciliations*
  - *Processed September accounts payable*
- **Common Areas / Property Maintenance –**
  - *Commenced weekly vacuuming of common areas*
  - *Posted Rules where they were missing in several buildings*
  - *Common entry heat was checked on 09 October in the a.m. Will continue to monitor and adjust temperature as needed.*
  - *Organized shed to accomodate all equipment and "stuff" previously stored outdoors*
  - *Started all equipment to ensure working and in proper order for season.*
  - *Placed ice melt and several snow shovels, filled dispensers at each quad*
  - *Conducted a site-walk with plow operator to review snow removal plan*
  - *Set plow stakes*
  - *Regular common area light checks and replacement of burned out bulbs*
  - *Keeping Fido bag stations full*
  - *Responding to smoke detector / CO2 detector battery complaints and subsequent follow up with owners.*
  - *Hire Tropic Cleaning to clean common area carpets in November*
- **Projects –**
  - **Asphalt-** *Executed a contract with A-Peak Asphalt to crack-fill and patch deteriorating areas of parking lots. Work was completed in September*
  - **Dryer Vent Cleaning –** *Completed.*
  - **Fire Extinguishers –** *inspected in all common areas, and some were lowered to bring to code.*
  - **Painting Proposals –** *Performed walk-through with Dave. He pointed out B-building "hummingbird" area and window sills that need to be painted / sealed. Propose as priority project for Board.*

- **Roof Inspection** – Turner Morris was engaged previously to complete a thorough roof inspection. We propose prioritizing projects TM indicated should be completed soon, including front left of B-building.
  - **Pest Control** – Orkin – see proposal
- **Communication** –
  - Fall Rules Reminder that includes short term rental policy, bikes/bike storage, camper/raft removal.
  - Owner Survey
- **Parking - Enforcement**
  - Remind owners of new parking enforcement policy in Fall Rules Reminder
  - Distribute parking permits to new owners
  - Installed “permit parking only” signage at all three entrances to the property
  - Enforcement:
    - 1.) Printed Reminder that parking permit is required
    - 2.) “Soft Sticker” warning violation
    - 3.) “Hard” Sticker violation
    - Fine of up to \$350 per occurrence as outlined in the Short Term Rental Policy?
    - 4.) Car towed
- **Trash Removal** – Timberline is working well.
  - Noticed some dumpsters were not emptied. Contact Timberline, spoke with our representative, and confirmed pickup for all dumpsters should take place Monday and Thursday each week. (confirmed with Dave Kuepfer)
  - Will monitor dumpsters for peak time periods and arrange additional service as needed within budget.
- **Short-Term Rentals** –
  - No short term rental calls / complaints thus far.
  - Plan to adhere to ST Rental Policy
  - County Discussions / Decision regarding short term rental regulations should be finalized soon.
- **Landscape** –
  - Completed irrigation system winterization with Niels Lunceford on October 10, 2018.
  - Fertilize Lawn in October
  - Raking / Removing fall leaves
  - Cut back perennial beds
  - Neils Lunceford sprayed for spider mites to two trees in front of A building. Spider mites are bad and may require aggressive treatment in spring. Walked through property and indicated trees that have scale.
- **Misc.** –
  - Answered all owner voicemails / emails that had accumulated
  - Used as opportunity to reach out to ownership and introduce ourselves