

Lake Haus Condominium Association

Manager's Report

February 8, 2019

- **Unit sales –**
 - *Provide Update and detailed information on Unit Sales since October 2018*
 - *Creation and Implementation of New Owner Packet*
 - *Collected Contact Information for New Owners / Updated Mail and Email Lists*
- **Administrative/Financial –**
 - *Proposed plan for further categorization under line items – specifically maintenance budget*
 - *Plan for checks and balances*
 - *Standardization and simplification of all financial terminology*
 - *Transitioned from Terminex to Orkin with addition of a seasonal vole program*
 - *Transitioned from Century Link to Comcast/Xfinity for land-line phone service in D-12 to commence February 1*
 - *Annual Cost Savings of \$714.24.*
 - *Forecasting: Comcast/Xfinity agreement was executed on 6/17/2013 for a 10-year term. The % yearly increase shall not exceed 3% per year.*
 - *Plan for delegation of authority*
 - *Plan for coverage while Managers are away*
- **Common Areas / Property Maintenance –**
 - *Roofs: Small Leaks B, C & G*
 - *Water intrusion from ice buildup along lower 1-bedroom window sills*
 - *Common area carpet cleans completed in November 2018.*
 - *Plow Service going well*
 - *Researched pet-friendly ice melt: Cost was 2 – 3 X higher per bag (depending on brand) than the ice melt currently being used.*
- **Projects –**
 - *Web-based voting options for amendments to the current Bylaws.*
 - *Painted B Building “hummingbird” area – completed fall of 2018*
 - *Sealed and painted window sills and roof overhangs where priority need existed – completed fall of 2018*
 - *Re-stained flower beds and movable outdoor log furniture*
 - *Turner Morris: Met and performed a walk-through to discuss prioritization of roof issues: metal drip flashing & all items not completed from last year's inspection*
 - *Bid is \$8,450*
 - *Researched web-based voting options for amendments to the current Bylaws.*
 - *Plans and recommendations for summer maintenance projects (roofs, parking lots, paint, landscaping, concrete (low-lying/trip hazards), ski closet doors other general maintenance repairs*
 - *Insurance: Walk-through with loss control agent from Mountain West. Provided requested follow up information.*
 - *Service Monkey: Requested bid for Fireplace Inspections.*

- *A-Peak Asphalt: Spoke with Bruce and scheduled walk through of parking lots after snow has melted.*
- *Platinum Painting: Meeting after 2/19/19 to discuss scope of work and a proposal for exterior building painting this summer.*
- *Colorado Core Cutting: Met with the owner and walked the property to discuss needed concrete repairs.*
- **Communication –**
 - *Quarterly Owner Communication sent in January 2019*
 - *Ongoing Communications as needed*
- **Parking –**
 - *Parking: When an owner or tenant refuses to move vehicle for plow service*
 - *Enforcement has gone well, with only a few issues thus far*
 - *Fine of up to \$350 per occurrence as outlined in the Short-Term Rental Policy?*
- **Trash Removal –** *Timberline is working well.*
 - *They will be reaching out with a new contract agreement.*
- **Short-Term Rentals –**
 - *Only a very few short-term complaints thus far*
 - *Adherence to ST Rental Policy – redirecting owners to vendors / contractors and guests to owners/property managers*
 - *Summit County Short Term Rental Regulations passed. Information provided to owners in January 2019 Owner Communication*
- **Landscape –**
 - *Fertilized Lawn in October*
 - *Cut back perennial beds*
 - *Spider mites are bad and may require aggressive treatment in spring. Walked through property and indicated trees that have scale.*
- **Misc. –**
 - *Replacement Cost Appraisals*
 - *Requested bids for work*
 - **CCIOA:**
 - *New HOA Document Disclosure Requirements*
 - *Effective January 1, 2019, the standard residential real estate contract form includes additional documents that sellers must disclose to buyers.*
 - *Associations and their management companies will receive requests for different documents starting January 1st.*
 - *associations must provide many of these documents at no cost to individual owners pursuant to CCIOA, associations can (and do) charge to fulfill title company requests for these documents.*
 - *Gather and maintain all documents required for disclosure under the standard contract form.*
 - *Determine pricing, if any, for the bundle of documents required under the contract.*
 - *Consider whether to offer the status letter as part of the document bundle or on its own for a separate fee.*
 - *Update management contract terms to reflect any pricing for the new document package and/or status letter.*
 - *Consult with legal counsel as needed.*

- *HOA Annual Budget Approval Process*
 - *Requires that the Association's board of directors adopt the budget, and within 90 days after that, mail or otherwise deliver a summary of the budget to all owners in the community and set a date for a meeting of the owners to consider the budget. The meeting must occur within a reasonable period of time after the mailing or deliver of the budget. Notice of the meeting must be given as required by the community's bylaws. Unless the declaration requires otherwise, the budget proposed by the board of directors does not require approval of owners, and it is deemed approved by the owners in the absence of a veto at the meeting by a majority of owners or any larger percentage of owners specified in the declaration.*