

**Lake Park Condominium Association
Executive Board Meeting: January 29, 2003**

Meeting called to order 6:35PM

Roll Call: Bob Bensenberg (308), Lisa O'Dell (502), Catherine Warden (607), and Alyssa Adams (101), Steve Smalley (CMR), Joan Hollway (CMR)

Financials: Checking account \$21,802.89, Money Market \$30,175.19. Board to discuss transfer of another \$10K into reserves/money market in Feb. or March after Q1 building expenditures. Steve reviewed delinquent owner accounts. Over \$5400 is outstanding in owner dues. 3 units have liens vs. them and several others will be turned over to the attorney for collection.

General Business:

Complaints and resulting discipline letters discussed.

Towing policy discussed and modified.

Change in LPCA governing documents: Steve will prepare draft of the ballot for review by Monday, February 10th; changes due back to Steve by February 13th. Lisa to write cover letter and e-mail to Board for approval within same time frame. Ballots will be mailed around February 20th to be returned by March 15th. We are ahead of schedule.

Q1 & Q2 improvement projects discussed. Ideas include artwork for entryway and hallways. Alyssa to buy pictures. Other ideas: vinyl fence inside the existing fence, river rock in front area by road, paint dumpster fence, outside shutters, outside storage unit and wood enclosure by 211, awning for the south side entry. Joan to get bid for a ½ umbrella shape awning in terra cotta. CMR and Lisa to get bids on tile for laundry room floors. Board will purchase materials for tiling. Catherine will search for something to put up over mailboxes that is "welcoming." LPCA Volunteer Day to be scheduled in April.

2 owners are interested in forming an Aesthetics subcommittee and/or owner feedback meeting. A chairperson is needed. Entries for February newsletter discussed.

The Paragon Development requested to meet the Lake Park Condominium Board to discuss development of the vacant lot to the SW of Lake Park. The board agreed to meet with them at the February meeting. Next meeting will be held at Colorado Management & Realty's office, Wed., Feb. 26 @ 420 E. 58th Ave., Suite #124A.

Meeting adjourned 8:45PM

LPCA Executive Board Meeting: Wednesday, February 26, 2003
6:30 PM @ CMR

Roll Call: Lisa O'Dell, Alyssa Adams, Catherine Warden.

Agenda

1. Approval of 1/29/3 minutes
2. Tile purchased for the laundry rooms at a cost of ~\$350
3. Some pictures for the building have been purchased, more to come
4. 2002 corporate taxes are due 3/15/3
5. Status of change in LPCA governing docs: ballots were mailed last week and are due by 3/15/3. Ballots are already coming back in.
6. 1st SafeKleen distribution of 2003: June
7. Financials: Account balance(s): Checking: \$ 18,796.00 Reserves: \$ 30175.19

Steve will transfer \$10,000 to savings account.

A discussion of putting names, unit numbers and amount owed of delinquent homeowners in the newsletter was held. The board decided not to do this at this time.

8. Status of 602: did lawyers find the executor? Leak?
9. Catherine: free mulch.
10. Catherine?? Current Realtor sign policy research
11. Paragon Investments' presentation was held from about 7:15 until about 8:00. Paragon Investments had a couple plans to show the board of what they would like to do with the southwest corner of the property. They wanted to have some input from Lake Park about the plans. They discussed the easement and what could be done with it. These were just proposals and nothing is definite.

Next Board Meeting: Wednesday, March 26 @ 6:30 PM LOCATION?

Adjourned 8:45 PM.

LPCA Board Meeting
March 26, 2003

Roll Call: Alyssa Adams (101), Bob Bensenberg (308), Catherine Warden (607)

Absent: Lisa O'Dell (502)

Management: Steve Smalley & Joan Holloway, CMR

Call to order: 6:32 PM

1. Board approves minutes from Feb. 26, 2003 meeting.
2. Credit issued by CMR to LPCA, will appear on March financials
3. LPCA governing docs ballots, 38 have been received, one on the way. Need 6 more, Board members will go door to door with ballots to obtain the number needed. Alyssa will take 1st and 2nd floors, Bob will take 3rd and 4th floors, Catherine will take 5th and 6th floors, Lisa to call Maureen Sklandowski
4. **Financials:** Checking \$11,045.17 Reserves \$40,203.18.
5. Catherine reports free mulch will be available on May 3rd, from 8-3 first come first served at Sloan's Lake. Alyssa will enlist help to get mulch.
6. Catherine will research the current Realtor sign policy. It will be tabled until the next meeting.
7. **Volunteer Day:** scheduled for April 27, from 2-4 PM.
8. Pillar repair, tiling of the laundry rooms, repair of the chipped entry tile and hanging of the new pictures will take place in April.
9. Concerns of speeding thru the parking lot were discussed. The Board will investigate the purchase of "Drive Slowly" signs to put in parking lot.
10. Next meeting Joan will have bids for south entrance canopy.
11. Next board meeting: Wednesday, April 23rd @ 6:30 pm, Catherine's.

Meeting adjourned: 7:45 PM.

Minutes of the LPCA Executive Board Meeting April 23, 2003 @ 6:30 PM

Call to order: 6:45 PM

Present: Catherine Warden (607), Bob Bensenburg (308), Lisa O'Dell (502), Joan Hollway (CMR)

1. Approval of 3/26/3 minutes.
2. Entry pillar repair is complete.
3. Hanging of pictures and bulletin boards is complete.
4. Laundry room tiling still to be done but is scheduled.
5. LPCA financials: Checking: \$17,800 Savings/MM: \$40,000
6. Status of delinquent accounts was discussed.
7. 7 more ballots are needed to pass the mandatory insurance amendment.
8. Joan secured 3 south entrance awning bids ranging from \$1180 - \$2650. There is a concern that choosing a different color than the main entrance canopy will diminish the impact. Joan will secure a bid to replace the entrance's slightly ripped canopy canvas only, since the metal framework is in good shape.
9. Spring Clean Up: Sunday, April 27th, 2-4PM, a \$25 Safeway gift certificate will be given away to a participant.
To Do List: Repainting of the stairwell leaves
 Weeding on the east side of the building and near the street.
 Pick out paint colors for outside storage unit, dumpster fence, fence outside of 111 and entryway
 Paint and install the ¼ round molding on mailroom heater cover.
 Adjust the entry security doors so they don't slam so hard.
 Choose colors for the outside storage unit paint.
10. May Newsletter items were discussed.
11. "Slow Pedestrians" signs will be ordered for the parking lot.
9. Next meeting, Wednesday, May 28th, agenda to include: Realtor signs, schedule 1st SafeKleen distribution, mandatory insurance/ballot, finalize awning(s)

Adjourned: 8:25 PM

Minutes of the LPCA Executive Board Meeting May 28, 2003 @ 6:30 PM

Call to order: 6:28 PM

Present: all 4 Board members, Steve and Joan from CMR, Tia (awning company), Dan (tile company)

1. 4/23/3 minutes approved.
2. Mandatory insurance ballot defeated. ~\$550 spent in legal fees, 39 votes obtained out of 45 required by governing docs.
3. Tia from the contracted awning company presented color choices and an idea of adding a valence to the canopies at no additional cost. The Board and several owners who were passing thru the area at the time decided on "mahogany" as the canopy color with a deep taupe as the valence accent and wording colors. New words will say "Lake Park Condos" on the west side of the main canopy only and will be in the "boulderite" font with a Pariessiene flat valence. A new, lower bid will be faxed to Joan at CMR for signature. Once ordered, the canopies are likely to be installed in 4 weeks.
4. The tile person was hospitalized for leg problems and will be out on comp. Dan from Home Wizards was present to look at the laundry rooms and provide a bid which will be faxed to Joan who will enter into a contract for LPCA. Preliminarily, the bid is as good as or better than the previous bid the Board accepted. Work will likely begin the 2nd week of June and will take 3 days.
5. Financials: Checking: ~\$15,900 Money Market: \$40,220
6. A bank foreclosed on 602. LPCA, Broomhall Brothers and the LPCA attorney are owed monies. The attorney is in contact with the foreclosing bank to assure all parties get the monies legally owed to them. As of 4/23/3, the bank is responsible for 602's HOA dues and late fees.
7. Outstanding owner dues are lower but still total over \$5000.
8. 5 cars in the lot will be stickered and given 20 days to remedy the problem. The most prevalent problem is missing or expired tags.
9. Spring PM done in May on the evap cooler: the unit is severely rusted. We will likely need one before next summer: topic tabled until the fall (obtain bids, 2nd opinion).
10. Snow removal: a justified cost of \$1100 was incurred during the blizzard. Steve and Joan stated other CMR managed apt. and condo totals for comparison. The Board was satisfied that te charges were fair; however, we will obtain bids for 2003-2004 season.
11. Tree limbs: 1 is too high for us to safely cut. Joan will call to get bids on cutting the 2 limbs as well as a secondary bid to prune the large trees on the property.
12. Summer landscaping budget to include mulch, dirt and xeriscape perennials & grasses. Nancy Silva-Flynn (owner of 107 and 201) has donated money to purchase xeriscape perennials which Barb and her daughters (411) purchased. Alyssa will plant them and Lisa will provide the soil and turn on the sprinklers for the season.
13. The Board decided to wait to purchase more pictures for the hallway and will re-visit the issue later in the summer.
14. Garbage bill increased more than 20% in the last 3 months. Joan will get bids.
15. Discipline letters and outdoor cleaning was discussed.
16. Joan will call the laundry company to inquire if we can get water saving front load washers.
17. Items for the June Newsletter include: tile delay, water conservation, newspaper delivery, bids for obtained garbage, tiling, snow removal, cutting of tree limbs, status of evap cooler, status of ballot, speed thru the parking lot, proper removal of garbage form each unit

18. Realtor signs were discussed. Catherine researched LPCA governing docs and found that they state the Board can make a regulation. Steve and Joan said the realtor and rental signs make the building look trashy (agreed) and Steve will provide at least 2 examples of other HOA registrations on the signs and bring them to the next meeting so we can vote on final wording for a new policy.
19. Next meeting, Wednesday, June 25th at 6:30 PM. Agenda to include: finalize the Realtor sign policy, schedule 1st SafeKleen distribution, preliminary discussion the next fiscal budget.

Adjourned: 8:39 PM

LPCA Executive Board Meeting

Minutes: June 25, 2003

Call to order: 6:02 PM

In attendance: Alyssa (101), Bob (308), Catherine (607), Lisa (502), Steve (CMR), Joan (CMR)

1. 5/28/3 minutes approved.
2. May 2003 building maintenance: Laundry room tile: complete; entry tile: repaired; mulch: purchased & spread; fallen tree limbs: cut; 5-6 new perennials donated and planted.
3. Financials: Checking: ~\$19,000; Savings: ~\$40,000
4. Status of outstanding dues: discussion of which units are currently at the lawyer for legal action; discussion of which units are 1-2 months behind on their dues.
5. Garbage collection: LPCA is under contract with the current company until 7/04. They may be willing to adjust the monthly rate to a more competitive price based on bids Joan obtained.
6. Canopy/awning: a new font style needs to be chosen as the one we selected appeared too fine and probably will not stand out. Lisa will research and distribute new font choices to the Board. In the meantime, the deposit check will be cut and sent on 6/27/3 so pre-construction of the canvas can begin.
7. The purchase of a new building vacuum was approved.
8. Realtor/rental sign policy: Steve and Joan brought 5-6 examples of other condo Realtor/rental sign policies. We decided which policies to include in LPCA's new Rule and Regulation. Lisa will finalize the wording and distribute the new R&R for Board approval. CMR will mail the new notices to all owners and the policy will go into effect on 7/15/3.
9. The color for the new countertops wto be installed in 2 laundry rooms (4th & 6th floors) was decided: Windswept Ore by WilsonArt. Joan will contact the installer to place the order as well as have them install new carpeting in the elevator.
10. Discipline letters were discussed.
11. July newsletter items were discussed.
12. Next meeting, Wednesday, July 23th at 6:30 PM
Agenda to include: Schedule SafeKleen distribution
Prepare next fiscal budget: Joan will contact the insurance company about a possible rate change and Lisa will contact the gas company about a possible rate change.
Set the annual meeting date

Adjourned: 8:03 PM

LPCA Executive Board Meeting

July 23, 2003

Call to order: 5:28 PM

In attendance: Alyssa (101), Bob (308), Catherine (607), Lisa (502), Steve (CMR), Joan (CMR), Brian (CMR maintenance), Mrs. Tait (511), Doug Tait (511)

1. 6/25/3 minutes approved.
2. Canopy/awning: 50% deposit paid in June; final font style determined, installation expected in Aug.
3. New building vacuum purchased by Barb.
4. Carpet in elevator changed.
5. Laundry room countertops are expected this week.
6. Financials: Checking: \$21,000; Money Market: ~\$40,000; Total outstanding dues: ~\$8,000
 2 delinquent accounts will be sent to the lawyer, transfer \$10,000 to money market
7. To save costs, repair of the sprinkler was attempted by a Board member then by CMR. Although progress was made, the sprinkler system is still inoperable. We will likely need to hire a sprinkler professional.
8. The evergreen tree in the front yard is dead. 3 bids will be obtained by Joan for removal and pruning of the other 4.
9. The Board decided to sign a 2 year garbage contract with the current contractor. It will decrease the monthly rate to \$215 from current of \$280 which is lower than the old rate of \$220. A maximum of 5% increase is expected per year.
10. A Fire Inspection was performed the week of 7/14. Deficiencies include: an exit sign bulb was out, 5-6 of the fire doors do not close automatically as required, some of the emergency lights do not work (a tripped breaker is suspected); the annual fire extinguisher inspection is due in August. Catherine will schedule the inspection for late August. Brian informed us that the free fire inspections are now \$95. That cost will have to be built into the budget.
11. The Board decided to have the all of the building carpeting cleaned. Joan will contact the company who did it late last year to schedule.
12. Discipline actions and corresponding letters were discussed.
13. 2004 Budget: The Board decided to let the index rate for natural gas float for now, however at least a 50% increase is expected according to Jon Lovel at E-Prime. The 2003-2004 building insurance will increase by about \$1500. Other increases: electric 12%, county inspections: \$250, fire extinguisher service is yet TBD, natural gas as noted above; stamps 3 cents per stamp for offsite owner mailings, others to be identified. Steve provided a rough budget draft which indicates we have to cut expenses.

14. The LPCA annual meeting is Wednesday, September 24 @ 6:00 outside of the main entrance. CMR and the Board will work on writing and approving notice, preparing proxies, finalizing budget, writing pres. report, finalizing the meeting packets. Agenda to include: election of 2 or 3 (Alyssa, Bob and a 5th Board member, adopt new budget, review financials, approval of the 9/25/02 meeting minutes. In September: post flyers, get proxies.
15. Items for the August newsletter were discussed.
16. Next meeting, Wednesday, August 27th at 6:00 PM at Catherine's. Finalize SafeKleen distribution,
Finalize budget & annual meeting packet.

Adjourned: 7:03 PM

**Lake Park
Annual Meeting
September 24, 2003**

Meeting called to order 6:47 PM.

Roll Call:

Bob makes a motion to approve minutes from