

Lakeside Village
Manager's Report
January 24, 2012

1. New draft budget completed and submitted for review and revisions. The mailing for the annual must go out tomorrow.
2. Inspected the property for freeze damage last Sunday.
3. Freeze damage limbs to start coming out tomorrow, and more on Thursday.
4. Electrical problems in stairwells at Buildings 1 and 2 reported and electrician sent out that day. They tested everything within reach and could not find the problem. Suspect it is a direct buried wire to one of the buildings that has failed.
5. Received report of stairwell lights not working at Building 3 and electrician will investigate tomorrow morning, along with testing of underground power for Buildings 1, 2 and 3. If it is underground power lines repair may likely involve trenching and laying conduit this time to run the new lines in.
6. Hiebert Tree Service faxing bid tonight for removal of large fir in the lake and several others.
7. Provided Board with new reserve study state laws.
8. Reserve study completed and sent to Board. Still needs to be replied to and sent to homeowners. The Association can save a lot of money if we can ship this out via email to most of the residents as opposed to printing it and paying for postage. In lengthy discussions with Association Reserves many items were moved to operating expenses thereby lessening the reserve contribution. There are new State requirements for reporting of these figures.
9. Unit 331 foreclosed by the Association. Possibly rent it until foreclosed by the lender?
10. Painting in cabana completed
11. Flooring in cabana in completed.
12. Drainage work completed including swale installed at units 511 and 512.
13. Snow shoveling on two occasions.
14. Replacement shut off valve ordered for stack of units at 214.
15. Storage room doors painting ordered.
16. Cable box at 113 requested to be fixed by Comcast
17. Repairs at 526 completed including repairing poorly installed toilet flange at unit 526.
18. Photo eye at cabana repaired.
19. Christmas tree recycling notices posted.
20. Corporate renewal received and sent to Olympia
21. Graffiti on fence along 320th painted over, notice from City of Federal Way replied to and sent them our contact information again, for the third time this year.
22. Damaged rain gutter at Building 3 repaired and paid for by resident.
23. Light bulbs for front lights ordered.
24. Delinquency letters sent out.