

Minutes of the Lakeside Village Combined Committee Meeting

June 13, 2012 at 7:00PM

1. Introductions/Role Call -

| Committee Members | Committee | Present | Absent |
|-------------------------------|-----------|---------|--------|
| Roland Draughon (532) | M&G | X | |
| Bob Hester (531) | C | X | |
| Jim Johnson – Board Rep (324) | | X | |
| Dorothy Montgomery (325) | M&G | X | |
| Michelle Moodie (211) | C | | X |
| Nancy Nolan (111) | M&G | | X |
| Tom O'Keefe (313) | C | X | |
| Frank Slattery (523) | M&G | X | |
| | | | |

2. Maintenance and Grounds (M&G) Issues –

a. Follow-up from last meeting –

The May 2012 Action Item Tracking Sheet was reviewed and completed items were removed.

Fire Alarm System – Owners have approved by at least 60% the installation of the alarm system in all five buildings and have the fire department automatically notified.

b. New Items –

The June 2012 Action Item Tracking Sheet was annotated with several new items.

The LSV Scheduled Maintenance Sheet was reviewed. Committee members will bring ideas to the next meeting for making additions and changes to the Sheet.

The Committee reviewed a walkway repair list.

3. Communication Issues –

A sign-up calendar will be placed on the Cabana bulletin board so that people who reserve the Cabana can annotate their unit number, date, and time. This will help prevent double booking of the Cabana.

4. Community Watch Status –

With Board concurrence, the Committee would like to invite the city of Federal Way to make a presentation at our July Board Meeting. The Committee would also attend. Home owners would also be invited.

5. New committee members – We still need new Committee members from Buildings 1, 2, and 4.

6. Adjourn –8:35 PM

Submitted by

Jim Johnson

1 Attach: June 2012 Action Item Tracking Sheet

Lakeside Village Maintenance & Grounds Committee
Action Item Tracking for June, 2012

| Date Added | Name/ Task | Board or Committee Priority | Estimated Completion Date | Work order Issue Date | Property Manager Status | Date Complete |
|------------|---|-----------------------------|---------------------------|-----------------------|--|---------------|
| 11/17/2011 | Gutters Bldg 5 (check on another way to prevent overflowing) | H | 17-Apr | | | |
| 12/11/2001 | Gutter at parking spot 4 rusted through/leaking and full of leaves. Downspout crushed shut. | H | 17-Apr | 27-Mar | | 4/13/2012 ? |
| 2/8/2012 | Gutter at parking spot 16 full of branches and leaves. | H | 17-Apr | 27-Mar | | 4/13/2012 ? |
| 3/14/2012 | Gutters on street side of parking spot 72 full of branches and leaves. Only one down spout on gutter. | H | 17-Apr | 27-Mar | | 4/13/2012? |
| 3/15/2012 | Gutter over the front of unit 131 plugged and leaking badly onto building. | H | 17-Apr | 27-Mar | | 4/13/2012? |
| 3/15/2012 | Gutter at parking spot 40 leaking at end cap. | H | 17-Apr | 27-Mar | Replacing this gutter | 4/13/2012? |
| 4/11/2012 | Gutter over the front of unit 333 plugged and leaking badly. | H | 1-May | 24-Apr | | 4/13/2012? |
| 4/11/2012 | Gutter over the 3rd bed room of unit 336 plugged and leaking badly. | H | 1-May | 24-Apr | | |
| 6/13/2012 | Gutter over the 3rd bed room of unit 531 plugged and leaking. | H | | | | |
| 2/8/2012 | Land on lakeside bldg 1 needs grading (where duck fence was replaced) | H | | 28-Feb-12 | Tree was removed, work order issued for lawn repair to the landscaper | |
| 3/14/2012 | Uneven Concrete and gaps noted in walk ways around complex. Could pose tripping hazard. (See separate list) | H | | | | |
| 5/9/2012 | Canopy outside unit 411 needs to be replaced. In danger of falling down. | H | | | | |
| 6/13/2012 | Dion Raymond has a hole in his wall left over from plumbing repair. | H | | | | |
| 6/13/2012 | Fireplace separating from wall in unit 325 | H | | | | |
| 11/9/2011 | Small lights that illuminate the entrance sign (in the island) not working. | M | 12-Feb | | The underground line feeding the sign lights has failed. Will need Board approval for repair. Being Bid. | |
| 11/9/2011 | One Additional Walkway light needed. | M | | | Currently being bid | |

| | | | | | |
|-----------|---|---|--|----------|--|
| 4/11/2012 | Walkway light out (The one immediately north of the one needing a second light) | M | | | |
| 6/13/2012 | Several security lights out on carports. (See separate list) | M | | | |
| 11/9/2011 | Window specifications needed. | M | | | After speaking to several architects, one is sending me standard ASTM window installation guidelines. He said this may very well provide the guidance we need and solve the issue without involving an architect at each installation. |
| 11/9/2011 | Open cable box outside of 113 | M | | 1/2/2012 | To Comcast, ticket #CR 274899954 (Box still open 05/09/2012) |
| 1/11/2012 | Fir tree in front of unit 115 cut back but still has branches hanging over roof. Branches still laying on maintenance shed. | M | | | |
| 6/13/2012 | Tree on north side of Bldg 1 has several dead limbs. | M | | | |
| 5/9/2012 | Grass in several spots appears to be dying. | M | | | |
| 6/13/2012 | Cracks found in living room ceiling of unit 132 | M | | | |
| 6/13/2012 | One end of Balcony in unit 535 dropped a couple inches | M | | | |
| 6/13/2012 | Unit 123 storage room door rotted through | M | | | |
| 5/9/2012 | Drainage problem at unit 214 | M | | | Have one bid. Board wants additional bids |
| 5/9/2012 | Gravel needed around walkways and swell at bldgs 4 & 5 | S | | | |
| 3/14/2012 | Exterior siding on lakeside near unit 135 is bowing out. Could allow water intrusion. | S | | | |
| 11/9/2011 | Fire alarm system install | S | | | |
| 11/9/2011 | Hot Tub repairs | S | | | Collecting bids for this work, looks like there will be funds available this year to do it. |
| 5/9/2012 | Threshold boards in the bathrooms of the Cabana are broken. | S | | | |
| 5/9/2012 | Cabana Fireplace screen needs repair/replace | S | | | |
| 11/9/2011 | Repaint speed bumps | S | | | Should wait until spring & warmer weather |
| 6/13/2012 | Carpet on many stairwell landings need to be replaced | S | | | |

Priorities

High = As soon as possible

Medium = Within a month

Schedule = When funds and scheduling permit

LSV Concrete Walkways Needing Repair

April 27, 2010 list

1. Building walkway between 3 & 4
End by parking spot #44 broken.
2. Connect sidewalk at Building 2 & replace adjoining sections
Uneven sections with root damage.
3. Walkway in front of building 1 near units 111 & 112, spalled, 2 sections
Verified.
4. Walkway in front of building 1 near units 113 & 114, replace 1 section
Replaced
5. Entry area at units 111 & 112, sagging causing constant wet area.
Verified
6. Walkway in front of building 2, 2 sections spalling.
Verified
7. Entrance walkway leading to units 313 & 314
Needs leveling
8. Entrance walkway leading to units 315 & 316.
Needs grinding
9. Behind unit 411, entry to gazebo area.
Uneven and spalling
10. Entry area at units 513 & 514, appearance issue.
Needs coating

June 11, 2012 Walk around

1. Walkway at units 211 & 212 uneven due to tree roots
2. Walkway at units 213 & 214 has broken concrete
3. Concrete at south end of bridge has tree root damage
4. Walkway by lake gate separating
5. Walkway behind building 4 needs grinding
6. Walkway between buildings 4 & 5 separating
7. Walkway between units 412 and 413 needs grinding
8. Walkway in front of Cabana needs grinding
9. Curb by the pool parking is broken.

LSV Light Bulb Replacement List

1. Canopy light at parking spot 68/69
2. Security light on canopy between spots 2/3
3. Security light on canopy at spot 56
4. Light on the end of canopy at spot 48
5. Light on the end of canopy at spot 31
6. Light on the end of canopy at spot 9
7. Light on the end of canopy at spot 5
8. Entrance light on right side as you are entering