

Lakeside Village  
Manager's Report  
November 27, 2012

1. Fire Alarms communications bid for review and approval.
2. Draft rental letter for board review.
3. Carport gutter at 4 scheduled for the 30<sup>th</sup>.
4. Tennis court gate repaired and added an additional hinge to the pool gate.
5. Tagged a number of vehicles, some contacted me about licensing or removal.
6. Work order for leak between units 233 and 223, found problem and resolved.
7. The No Trespass Agreement with the City of Federal Way has been signed and sent it and the signs posted per the agreement.
8. The fence at the creek taken down per order of the City of Federal Way
9. Replacement light for unit 523 is now buzzing again, having electrician check it out.
10. Units 516 and 334 sold and closing.
11. Gate installed to patio at unit 411.
12. Received concern from unit 335 regarding clogged dryer vent. Had that vent and other checked and outside baskets cleared of lint.
13. Compliance letter sent to Unit 433 for parking violation.
14. Decks at unit 321 and 334 being inspected and bid for possible repairs/resurfacing needed.
15. Prepared corporate renewal cert for signature.
16. Sent compliance letter to unit 521 concerning window coverings.
17. Work order for repair at unit 434. They had a piece of corrugated plastic roofing put up. Matt found the gutter end piece leaking and made repair. Also found a bird hole in the siding and repaired that as well.
18. Sent 13 letters to owners renting their units who have not submitted current resident information form. So far have only received 2 back. Those not responding by this Friday will get a compliance notice for failing to supply the information. Once they are all back, those accounts will be audited to see who failed to notify the association and pay the move in fee. They could also be subject to compliance action for this and fined an additional \$100.00.
19. Acquiring bids for roof and gutter cleaning and chimney cleaning.
20. Bid attached for shrub removal, including those at the pool, which are recommended.
21. Draft Budget attached with reserve items for next year.
22. Delinquency letters sent out.

**23. Delinquencies as of today:**

<b>Under 90 Days:</b>	<b>4,268.31</b>
<b>At Attorney:</b>	<b>7,836.34</b>
<b>Total:</b>	<b>12,104.65</b>