

Minutes of the Lakeside Village Combined Committee Meeting

September 11, 2013 at 7:00PM

1. Introductions/Role Call -

Committee Members	Committee	Present	Absent
Roland Draughon (532)			X
Bob Hester (531)		X	
Jim Johnson – Board Rep (324)		X	
Dorothy Montgomery (325)			X
Michelle Moodie (211)			X
Nancy Nolan (111)			X
Tom O'Keefe (313)			X
Dion Raymond – Board Rep (413)		X	
Frank Slattery (523)		X	

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

a. Follow-up from last meeting –

The August 2013 Action Item Tracking Sheet was reviewed and completed items were removed.

Fire Alarm System – The fire alarm monitoring system has been approved by the City of Federal Way. We are now awaiting installation.

Janitorial Contract – The letter Bruce sent to Janitorial Contractor was reviewed. It was felt that the letter was adequate and that we just need to see that all items in the letter are completed by the Contractor.

b. New Items –

The September 2013 Action Item Tracking Sheet was prepared.

Frank removed all building numbers and address from the building and had them re-lettered. He then reinstalled them. Good Job!

Bob noted that the fire hydrant in front of building 5 was covered. The Fire Department will be contacted to see what's going on.

It was noted that new owners are not receiving information about their parking spot numbers, and their mail box and Cabana keys. It was suggested that Property Management send a cover letter with this information to realtors when a property resale certificate is sent out

3. Communication Issues – The latest changes to the website were discussed.
4. Community Watch Status – An e-mail was started to solicit ideas for security and community watch. We will continue to work on getting an active group going.
5. New committee members – We still need new Committee members from Buildings 1, 2, and 4.
6. Adjourned –8:30 PM

Submitted by

Jim Johnson

1 Attach: September 2013 Action Item Tracking Sheet

**LSV Committee Action Item List
September 2013**

Item #	Date Added	Name/ Task	Comments
1	11/09/11	One Additional Walkway light needed. (2nd pole south of large Juniper tree)	
2	11/09/11	Window specifications needed.	
3	11/09/11	Open cable box outside of Unit 113	New cover installed.
4	11/09/11	Fire alarm system install	Phase II Contracted.
5	11/09/11	Hot Tub repairs	Two bids received.
6	11/09/11	Repaint speed bumps	Materials purchased.
7	01/11/12	Fir tree in front of unit 115 cut back but still has branches hanging over roof. Branches still laying on maintenance shed.	
8	03/14/12	Uneven Concrete and gaps noted in walk ways around complex. Could pose tripping hazard. (See Atch 2)	Contractor to repair this month.
9	05/09/12	Grass in several spots appears to be dying.	
10	05/09/12	Drainage problem at unit 214.	Only one bid received.
11	05/09/12	Gravel needed around walkways and swell at several bldgs.	Linsey to get pricing.
12	06/13/12	Fireplace separating from wall in unit 325.	Work order issued.
13	06/13/12	Tree on north side of Bldg 1 has several dead limbs.	
14	06/13/12	Several storage room door need to be replaced. (See Atch 3) List updated.	Bids being solicited for 5 this year.
15	06/13/12	Carpet on many stairwell landings need to be replaced.	Bids being solicited.
16	9/13/2012	Bushes in pool area cracking brickwork.	Bushes removed. Tree to go.
17	9/13/2012	Evidence of leaks found in living room, unit 234.	
18	10/10/2012	Several pool chairs need to be replaced.	
19	6/12/2013	Bushes pushing up parts of the tennis court.	
20	6/12/2013	Bushes on North property line not replaced	
21	8/14/2013	Several stumps need to be ground down.	
22	8/14/2013	Some bushes in front of Bldg 5 need to be removed.	
23	8/14/2013	The pool deck needs to be coated.	
24	8/14/2013	Bluilding signage needa to be repainted.	Signs repainted. Thanks Frank!
25	09/11/13	Some Gutters still clogged and some need repair. (See Atch 1)	Contractor to come back.

**LSV Committee
September 2013 Action Item List
Attachment 1**

Gutter Repair/Cleaning List

Date Listed	Problem	Action
12/11/2011	Gutter at parking spot 4 rusted through/leaking and full of leaves. Downspout crushed	Gutter replaced but leaking.
2/8/2012	Gutter at parking spot 16 full of branches and leaves.	Cleaned.
3/14/2012	Gutters on street side of parking spot 72 full of branches and leaves. Only one down spout on gutter.	Cleaned and repaired.
3/15/2012	Gutter over the front of unit 131 plugged and leaking badly onto building.	Cleaned.
3/15/2012	Gutter at parking spot 40 leaking at end cap.	Cleaned.
4/11/2012	Gutter over the front of unit 333 plugged and leaking badly.	Cleaning in progress.
4/11/2012	Gutter over the 3rd bed room of unit 336 plugged and leaking badly.	Cleaning in progress.
6/13/2012	Gutter over 3rd bed room of unit 531 plugged and leaking.	Cleaned.
10/10/2012	Gutter at south west end on 1st carport in front of bldg 4 crushed by a truck.	Gutter repaired.

LSV Inspection of Concrete and Asphalt

September 2013, Attachment 2

Item #	Type *	Map #	Description	Board Action
1	C	Cabana	Grind to level	Contract accepted.
2	C	Cabana	Cut out and replace section	Contract accepted.
3	A	Cabana	Replace busted up curb	Contract accepted.
4	A	Cabana	Cut out and replace section	Contract accepted.
5	A	Cabana	Cut out roots and replace section	Contract accepted.
6	A	Cabana	Cut out roots and replace section	Contract accepted.
7	C	3	Grind to level	Contract accepted.
8	C	3	Grind to level	Contract accepted.
9	C	3	Grind to level	Contract accepted.
10	A	3	Cut out and replace section	Contract accepted.
11	A	3	Cut out and replace section	Contract accepted.
12	A	2	Cut out roots and replace section	Contract accepted.
13	A	2	Cut out and replace section	Contract accepted.
14	A	2	Cut out and replace section	Contract accepted.
15	A	2	Cut out roots and replace section	Contract accepted.
16	C	2	Remove, reslope and replace entrance	Contract accepted.
17	C	2	Grind to level	Contract accepted.
18	C	2	Remove tree, cut out & replace section	Contract accepted.
19	A	1	Cut out and replace section	Contract accepted.
20	C	1	Cut out roots. Replace & relocate walk.	Contract accepted.
21	A	1	Cut out roots and replace section	Contract accepted.
22	A	1	Cut out roots and replace section	Contract accepted.
23	A	1	Cut out and replace section	Contract accepted.
24	A	1	Replace broken curb	Contract accepted.
25	C	Path	Fill in with treated wood	Completed
26	C	Path	Fill in with treated wood	Completed
27	C	Path	Fill in with treated wood	Completed
28	C	5	Fill in back patio with crack filler	Contract accepted.
29	C	5	Fill in back patio with crack filler	Contract accepted.
30	A	5	Cut off curb at trash enclosure	Contract accepted.
31	C	4	Grind to level	Contract accepted.
32	C	4	Cut out and replace section	Contract accepted.

Type *

C = Cement

A = Asphalt

Inspected April 3, 2013

By Jim Johnson
Roland Draughon
Frank Slattery
Bob Hester
Bruce Chalfant Property Manager

**Notes: This is a combination of items 102 and 104 on the 2013 Reserve Study.
Funds allocated in our 2013 budget (\$24,421) are for item 104 only.
This includes repainting and restriping.**

**LSV Committee
September 2013 Action Item List
Attachment 3**

Door Replacement List

Date Listed	Problem	Action
6/13/2012	Replace storage room door, unit 123	
7/11/2012	Replace storage room door, unit 115	
9/13/2012	Replace storage room door, unit 111	
9/13/2012	Replace storage room door, unit 311	
9/13/2012	Replace storage room door, unit 331	
9/13/2012	Replace storage room door, unit 333	
9/13/2012	Replace storage room door, unit 334	
9/13/2012	Replace storage room door, unit 422	
9/13/2012	Replace storage room door, unit 513	
10/10/2012	Replace storage room door, unit 325	
10/10/2012	Replace storage room door, unit 335	
10/10/2012	Replace storage room door, unit 524	
10/10/2012	Replace storage room door, unit 536	

Note: Due to fund restrictions, the Board voted to replace the five worst doors.