

Lakeside Terrace

Con-Do-It

www.lakesideterracecondo.com

Lakeside Terrace Condominium Association

December 2010

PRESIDENT'S MESSAGE

With an eye toward the budget:

Our condominium units are the real property of their individual owners who are responsible for their repair, maintenance, and upkeep. The Balconies and Parking Spaces are limited common elements, property reserved for the use of specific units. The lawns, sidewalks, roadways, swimming pool, tennis courts, our buildings and equipment are common elements, real property that is owned jointly by the owners in the association. These elements are defined by our Condominium declaration.

The Board of Directors of our Association is responsible for the operation of the condominium, its repair, maintenance, upkeep and improvement. Government rules and regulations and Association bylaws govern their actions. According to the Maryland Condominium Act [section 11-109.2(b)], the annual budget is to provide for the following items: income, administration, maintenance, utilities, general expenses, reserves and capital items.

The tennis courts are listed as a common element and require attention to their repair and maintenance, yet it has not been listed on the budget. I have not been able to find a reason for the continued neglect of this asset. I have asked that it be placed on the chart of accounts like the swimming pool, so that both will receive continuing attention.

I will ask the Finance Committee to assist in preparing a capital budget with an eye toward long-range development. The Board is already interested in an updated reserve study which will aid this process. The goal is for the Budget Committee that begins its work at the beginning of each year to have input from the Finance Committee for a more comprehensive

view toward restoring and improving our capital assets

James Mayo, LTC President

NEW ELEVATOR INTERIORS ORDERED

The Board approved the contract with Otis at the December Board meeting to recondition the elevator cabins for \$107,525. We can take pleasure in this first step in the redecorating process. The work on the elevator cabs should be completed in early March.

What can you expect in the new cabs? The elevators will have new mahogany-like interiors, the passenger cabin will have handrails on three sides, and the freight cabin will have one handrail and new padding, and the inner doors will be brushed stainless steel. On the Lobby floor, the outside door and the facings also will be brushed stainless steel. The floors and the interior fans will be replaced, and the closing mechanism will be quieter and more reliable.

RE-DECORATION STATUS

Barbara Barracato presented the decorator boards for the lobby and hallway redecoration for both buildings along with the proposed hallway carpeting samples at the December Board Meeting. Plans are available in the office to look at.

The order for the furniture for the lobbies and the accompanying down-payment, were approved by the Board. It will take about 3 months for the furniture to be delivered. Each lobby will have a desk and chairs, and we have chosen to use upholstered chair arrangements in reds and blacks for the furniture. The plans include an accessibility ramp along one wall in each lobby.

The hallway carpets will be a blend of reds and browns with a gold design. They will be broken at intervals by a solid-color companion carpet to break up the tunnel effect, at least a little. The lobby areas in front of the elevators will have a slightly more dramatic companion carpet.

The decisions on the hallway painting are coming along. We are expecting the hallways to be re-painted in a light color which will blend well with the carpets. The ceilings will be painted white to reflect more light. Doorway trim is planned to be repainted in a contrasting color to blend with the carpets and to visually interrupt the long hallways.

Benches and new tables and some artwork are also planned for each floor elevator lobby. The final decisions still have a little fine tuning to be finished.

OUR ANNUAL HOLIDAY PARTY

Thanks to Pat Dunigan and her many helpers who planned, decorated, and set up for our annual party this past Sunday, December 12th. The tables were loaded with all kinds of contributions from those who came, the food delicious, and conversation flowed freely. It was a wonderful opportunity to get to know new neighbors and enjoy continued friendships with long time neighbors. Thanks to all who came.

A HOLIDAY THANK YOU GIFT FOR OUR STAFF

The time of the year has come to thank our staff for their dedication and hard work throughout the year. Sometimes we know about the extraordinary tasks we ask of them, like the snow events last winter where our porters stayed overnight and shoveled snow into the wee hours, or times like this Thanksgiving when Fred worked all night hauling and vacuuming water. Sometimes we don't know the extra miles they go for us. (Think about wrong stuff in the garbage chute.) Whatever it is, however, they make our homes a better and a cleaner place to live. Their cheerfulness and ready assistance really do make a difference.

Please remember them generously and put a check (made out to LTC) or cash in an envelope marked "Staff Contribution". It can be taken to the office, or placed under the door of Greg Kaminski in A building (A330).

Because of deadlines he has, Greg would be very appreciative if you can get the contributions to him by Friday, December 17th.

Thank you all for your generosity.

RECENT WATER DAMAGE EVENT

Water is the cause of many serious problems in condo units. When it is a major break, it can cause extensive damage to a number of units before it is controlled.

The evening before Thanksgiving, one B Building resident had a kitchen water supply pipe break. They could not turn off their water and the extensive flooding damaged 7 units before Fred arrived and was able to turn it off. This has raised several issues that all of us need to pay attention to.

What Happens When You Phone Legum & Norman with an emergency (not involving the police or ambulance)?

- Legum & Norman has an answering service that immediately phones whoever is on duty at our property. This will be John Blanton or Fred Branch. Be aware that the Legum & Norman number only relays information. If the emergency is at night, it will take time for our staff to get back to the property, and under any circumstances, it will take even longer for the equipment for cleaning up a major spill to be assembled and brought to the site. We have equipment for less serious spills, but in this case there was so much water that a clean up company had to be involved. They worked well into the night and over the next few days to get the necessary clean up taken care of.
- In this case Fred was on duty as John was on vacation. However Fred and John were in contact with each other by phone. Our new property manager Scott Murdoch has instructed Legum & Norman to call him so that he can also be in contact with our on-site staff. This is a change from the practice of our previous manager.

- Our on-site staff also will notify our Board President. All Board Members have their names and phone numbers posted in the mail room, and can also be contacted. Their roll is to be supportive in any way possible. However the on-site staff are the ones responsible for decisions involving the work
- It goes without saying that it is vital for all unit owners cooperate with the directions of the staff to minimize damage.

What preventive action can owners take?

- Every resident should know where to find the turn off valves for all sink faucets and toilets and how to turn them off. Valves can “freeze” or become difficult if they are not “exercised” occasionally. Our property manager suggests that you turn off the valves at least once a year both for the good of the valves and practice for residents. If you cannot find them or cannot close them, please call the office and ask the staff to help.
- It should be a basic practice of every unit owner to check under sinks routinely for any amount of unexpected moisture.
- Turn off valves were not in the original buildings, so there may be a few units that still do not have them. If that is true for you, do call a plumber to install this important valve.
- **“Righty-tighty, Lefty-loosy”** This is an old plumbers’ reminder for which way to turn the valves on and off, and may be easier to remember than “Clockwise Closes,” but both jog the memory.
- Check the pipes to the faucets. A few units have plastic connector pipes. These become brittle and can be broken by a hard knock. They should be replaced with flex hoses or copper pipes.
- Toilets should be shut off if you are to be gone for a while, and certainly if the apartments are vacant. The Fluid Master tank valves rarely blow – and John remembers only 3 in the time he has been here— but he knows of no way to predict their breaking.

What are the general insurance issues?

- The unit owner where the problem began is responsible for the damage to other units.
- **Every unit must have either homeowner’s insurance or renter’s insurance to protect themselves.** This cannot be over emphasized. An unexpected event like this recent one has the potential to be a personal financial disaster if you do not have insurance. *The Association strongly recommends that you review your current homeowners or renters insurance coverage.*
- Our Condo Association insurance covers the clean-up and repair to the structural elements above the amount of \$10,000. The owner (of the problem unit) is responsible for the first \$5000 and our association pays a \$5000 deductible. This repair only covers repair to walls, ceilings, and carpets, painting etc. to bring them back to the condition when they were originally conveyed.
- Damage to personal belongings and improvements are covered by your own individual unit homeowner’s insurance, or by taking the owners of the unit causing the damage to small claims court. Improvements include things like hardwood floors and wallpaper -- these are not part of the original conveyance. Personal items include items such as area rugs as well as furniture, pictures, clothing.

**MOVIE NIGHT SCHEDULE
Community Room Bldg A
7:30 pm 2nd and 4th Wednesdays**

Date	Movie	Rated	Year	Type
Dec 22 (Wed)	The Notebook	R	‘04	Drama, Romance
Jan 12 (Wed)	Babe	G	‘95	Family Comedy
Jan 26 (Wed)	The Secret in Their Eyes	R	‘10	Foreign Drama
Feb 8 (Wed)	The Proposal	PG 13	‘09	Comedy
Feb 22 (Wed)	Man on Wire	PG 13	‘08	Docu-mentary

The Movie Club welcomes your input. Please send your suggestions and comments to Len Blank at lbblank@gmail.com or call him at 202-257-1928.

TRASH TALK

Holiday reminders:

Some gifts arrive in large boxes with a large amount of packing material, including Styrofoam.

- Carry all oversize containers to the dumpster. Please do not stack them in the trash room.
- Styrofoam and thin tissue paper cannot be recycled; please carry both to the dumpster

Christmas Trees:

Live evergreen trees should be placed in water. If they dry out they can become a fire hazard.

- When you are ready to dispose of them, place them in a large plastic bag, and bring them to the dumpster area.

Cats—An important request for cat owners:.

- John Blanton has asked that all kitty litter be bagged and carried to the dumpsters. When the litter is thrown into the chutes, the bags break open and the contents scatter. It is creating a very unpleasant and unsanitary mess for our porters to clean up.

ITEMS FROM THE BOARD MEETING

Financial Summary

	Sept 2010	October 2010
Operating Cash	\$305,477	\$298,451
		Loss (\$7,026)
Replacement Fund	\$1,226,487	\$1,260,100
		Gain \$33,622
Total Cash/ Investments	\$1,531,964	\$1,558,560
		Gain \$26,596

Delinquencies: \$7,019 in October

Cumulative: \$99,517

Reserve Fund: \$6,172 spent for asphalt

Operating Accounts

- Administrative expenses were \$6,335 under budget for October
- Payroll expenses were \$5,615 over budget for October due to higher than expected health insurance and temporary help costs.

- Utility expenses were \$4,282 over budget for October
- Repair and Maintenance expenses were \$2,335 under budget for October

Greg Kaminski, LTC Treasurer

Property Engineer: John Blanton reported:

- MONA Electric completed preventative maintenance on the generators
- Batteries were replaced in the generator in 7501.
- Valley Crest trimmed the hedges and bushes throughout the grounds for winter
- All security cameras are working
- Verizon/FIOS has provided a list of requirements and a service access proposal. Comcast is eager to enter a new 10 year contract.
- We are receiving proposals for laundry room renovations

Management Report: Scott Murdoch from Legum & Norman reported:

- Conversations continue between our contractor, our property manager Mr Murdoch, John Blanton, and some advocates on our behalf with WSSC to find a solution for the deficient fire hydrant.
- Our annual Engineering Observation Report prepared by MEP Solutions, Inc has been completed. The mechanical review found that the core equipment is well maintained and in good condition.
- The cost of the health plan for our staff has increased by a large increment this next year. Mr Murdoch sent out a memo with several alternative ways to fund it more reasonably.
- Concerning the flood, Mr Murdoch met with Fred, Gerard and Elaine Cromwell to assess the situation. He also met with our insurance agent and the insurance adjuster and has gone to all the affected units to assess damage and needed repairs

Landscape committee:

The fall plantings around the A building have been completed.

PLEASE DISPLAY PARKING PERMITS

When your vehicle is on our premises, please display your parking permit **at all times**. If you do not have a permit, stop by the office to register your vehicle and pick up a permit.

UNITS FOR RENT OR FOR SALE

In order to make information available to interested people, a bulletin board is posted by the office for owners to list a contact number for units available for rent or for sale.

THE NEXT BOARD MEETING

The next board meeting will be held January 25 in the Community Room, A building. The Open Forum will begin at 7:00 pm. Residents are encouraged to ask questions or raise concerns at this time. Both the Open Forum and the Board Meeting may be recorded.

With All Best Wishes to
Everyone in Our Community
For a Blessed Holiday in
whatever Tradition you
Observe

THE NEXT CON-DO-IT IN FEBRUARY

The next Con-Do-It is expected to be published following the January 25 Board Meeting.

WEBSITE INFORMATION

The Con-Do-It and the approved Minutes of the Board meetings are posted on the LTC website each month. We also have a courtesy serve list for non-resident owners who would like to have Con-Do-Its emailed to them.

Please make requests to the office.

And a Very Happy New Year
in 2011