

# Lakeside Terrace

## Con-Do-It

[www.lakesideterracecondo.com](http://www.lakesideterracecondo.com)

Lakeside Terrace Condominium Association

May 2011

### PRESIDENT'S MESSAGE

#### VOTE!

That is my one word message. This is the once-a-year job of the owners who form the Council of Lakeside Terrace. On May 24, at least 40% of the voting interest must be present, in person or by proxy, in order to hold an annual meeting. A majority of those present or represented by proxy will determine the direction of our Board with the selection of the residents who will serve and by fixing the budget for our next fiscal year.

We have the opportunity to choose a small reduction in the condominium fee. We also get a chance to choose four members to serve on the Board of Directors from a rich field of nine who have volunteered to serve the community. But first, *Come and Vote*.

When the owners have done their job, we will be able to feel comfortable that we have every chance for a successful year ahead. We base that optimism on the record of the past two years in which the assessment fee was not raised. With the diligent work of a dedicated staff we were able to live within our means. Therefore, my single message is:

#### VOTE!

James Mayo  
President, LTC Board

### GERARD IN HOSPITAL

A sad piece of news. Our office manager Gerard Gallick was hit in a pedestrian crossing Tuesday morning and is in Suburban Hospital in the ICU unit. He is critically injured and visitors are discouraged. The office will have

information on changes in his condition. Keep him in your thoughts and prayers.

### ANNUAL MEETING, TUESDAY MAY 24

Our Association's Annual Meeting is on  
Tuesday May 24.

This is the meeting when we elect the Board for this coming year and when the proposed operating budget is voted on for Fiscal Year 2012 which begins July 1<sup>st</sup>. The meeting starts at 7:30 in the lobby of 7505 with the sign-in beginning at 6:30. We must have a quorum of the owners to proceed. If you cannot be there in person it is very important to send in the proxy form to the office.

All owners will have received their Annual Meeting Packet from Legum & Norman by now. This package contains the information needed for the meeting:

- (1) The Proxy Form and the return envelope for those who cannot attend in person,
- (2) The Draft Meeting Minutes from the 2010 Annual Meeting,
- (3) The Statements of Candidacy from the nine candidates for the four positions up for election to the Board this year, and
- (4) The Proposed Operating Budget for Fiscal Year 2012.

**It is very important for all owners to vote at the Annual Meeting, either by coming to the meeting or by sending in the proxy.** If you are not sure whether you will be able to attend, please send in the proxy. If you later find that you can come, your proxy form will be discarded and you can vote in person. If the quorum is not present (by person or by proxy), it can lead to some frantic last minute knocking on doors so that the meeting can proceed. Remember May 24. Your vote is needed.

## MEET THE CANDIDATES

Residents are invited to a “Meet the Candidates” evening, Tuesday May 10, at 7:30 pm in the **Lobby of the B Building**. (Please note that this is the 7501 location.) All nine candidates will have an opportunity to speak briefly, and then residents will have some time to visit individually. Coffee, wine and finger desserts will be served.

This is a great time to become acquainted with the candidates and hear their positions on the issues important to us. The nine candidates for the four positions to be filled on the Board of Directors are as follows:

Barbara Barracato (incumbent)  
Leonard Blank  
Patricia T. Dunigan  
Zoe Huang  
Katherine Johnson  
Greg Kaminski (incumbent)  
Patricia Kingsbury Lane  
Gail F. Ritchie  
David Weinstein

Statements of Candidacy are in the Annual Meeting package which all owners have received. We have a strong list of candidates, several with experience on previous Boards. All have been currently or previously active on behalf of the Association.

Two of the Directors on the Board will not be running again, Brian Carr and Sally Mullen, both of B Building. Both have been conscientious members and their presence will be missed. But it also means that we will have two new members at a minimum, and the character of the Board will be changed. A Board that works well together is an asset to the community. Your vote is important. Please plan on stopping in to meet the candidates next Tuesday, May 10, in the B Building Lobby at 7501.

## THE BUDGET COMMITTEE REPORT Recommends a Fee Reduction

*The Con-Do-It Editor has attached a letter to the front of this newsletter from Greg Kaminski, our Treasurer. By an error, the wrong letter was included in the packet that*

*Legum & Norman sent to all co-owners last week. Please take time to read this one.*

The Budget Committee evaluated all sections of the budget with the exception of the Payroll section and proposed a budget that included a 2.4% reduction in dues to the Board. The Board took this recommendation into account and added the adjustments necessary in the Payroll section (primarily health insurance costs). The end result is budget that includes a 2% reduction in the dues.

A significant portion of the savings in the operating budget came from the improved rate for utilities in F/Y 2012. The anticipated saving in utilities is \$112,241. Of that amount \$41,955 was returned to the community through lower dues, and the remainder was reinvested in the F/Y 2012 budget.

### Highlights for the coming year

- Administrative: -\$13,985, -5.8%
- Payroll: +\$37,182, +13.7%
- Utilities: -\$112,241, -19.3%
- Swimming Pool: +1,039, +4.5%
- Repairs, Maintenance: +\$39,000, +53.8%
- Maintenance Service Agreements:  
+\$8,877, +8.5%
- Special Projects & Accounts \$0, 0%
- Reserve Contribution: +\$7,535, +1.6%

**Note:** regarding the increase to Repairs & Maintenance. This section was budgeted an unnaturally low amount for F/Y 2011. The F/Y 2012 budget restores funding consistent with historical costs.

### Reserve Fund

There is a slight increase to the already substantial reserve fund contributions. The cost of the list of projects anticipated to be undertaken during the next four years totals nearly \$2,000,000. This list includes:

- the hallways/lobbies/elevators rehabilitation currently underway,
- the fire hydrant project currently underway
- driveway repaving in front of 7505
- rehabilitation of the tennis courts
- rehabilitation of the laundry rooms
- rehabilitation of the community room, its kitchenette and bathroom
- new 7501 penthouse roof
- new balcony railings for 7505

After these projects are completed, the Board of Directors may contemplate a reduction of the amount of the reserve contribution.

Greg Kaminski, LTC Treasurer  
Chairman of the Budget Committee

## **RESERVE FUND SUMMARY**

The following two articles are the last of several articles in the Con-Do-It on the Reserve Fund. They have been designed to make the funding and the thinking about recent and planned projects more transparent. The numbers are based on more exact figures from the Reserve Fund Analysis, prepared by the Board and provided in the packet sent out by Legum & Norman. The Analysis is also posted in the mail rooms. Copies of the previous articles on the Reserve Fund are available in the office for interested residents.

### **Current Reserve Fund Status**

Each year a little under \$475,000 flows into the reserve fund or about \$39,000 a month. It has been pegged at this rate for the last several years in order to build up the reserves to about \$1,000,000, estimated to be enough to cover unexpected major repairs that might otherwise require special assessments. We passed that \$1,000,000 goal a year ago, and the Board is confident that our association's reserve fund is in good financial shape.

This last year, we have turned to working on some renovation and redecoration projects that have been set aside for many years. However, improvements to the mechanical systems have been appropriately funded during these years.

#### **Re-decorating:**

What has been spent on decoration this last year? The primary projects have been the elevators, re-carpeting and re-painting of the hallways and lobbies, adding the handicap ramps and re-decorating the lobbies. The total, when all the bills have been paid will be \$468,000. We have already paid \$147,000, so that leaves \$321,000 yet to pay.

#### **Other projects:**

We had expected to fund the fire hydrant project and to repave the long overdue drive in front of the A Building this fiscal year. The continuing permitting problem with WSSC has

pushed that into a project for this coming fiscal year. That delay allowed us to move the exterior painting of the A Building balconies ahead to this fiscal year as well as to undertake the replacement of the B Building penthouse roof, both needed projects. These Reserve Fund projects plus replacing the swimming pool waterline and coping tiles and repaving the tennis court parking area came to \$200,000 with \$116,000 yet to pay.

The bottom line is that when this fiscal year ends on June 30, and when every one of the bills have been paid, the Reserve Fund will stand at just slightly under \$1,000,000. A lot will have been accomplished.

### **Reserve Fund Projects For Next Year**

What are the projects that we expect to fund in FY/12: July 2011 – June 2012?

Although priorities can change with a new Board, the current expectation is to give priority to:

1. Renovating the tennis courts this summer
2. Completing the fire hydrant project and repaving the drive in front of A Building.
3. Ordering a new Replacement Reserve Study.
4. Renovating the Laundry Rooms.
5. Renovating the Community Room and Kitchen.
6. Updating the Office in B Building.

This is an ambitious set of projects, but the estimated cost is about \$340,000, well under the \$475,000 that will come into the Reserve Fund. Where could problems arise? Any one of the projects could cost more than the current estimate. The Fire Hydrant Project and repaving the A Building driveway are likely candidates for a revised estimate. A second way problems arise is for something to crop up that was totally unexpected: a tree could fall in a storm or a water pipe break, for example. Additionally, every year projects come along that weren't expected and require attention -- extra security cameras might be an example. The Board will manage the unexpected by moving ahead on projects but watching the flow into the Reserve Fund, and selecting first the projects they feel are most important to the community, and continuing to proceed only when they see that the funding is adequate.

One project to note: the Reserve Study is an important tool in projecting costs for the future. That will be one of the first projects the new Board will take up in June. Our last study is several years old, and badly needs updating. One of the decisions the Board would like it to address is whether the \$1,000,000 in the Reserve Fund is sufficient for the next 5-10 years, given the condition and age of our condo. If it is judged to be adequate, in a few years we may have the option to consider reducing the money going into the Reserve Fund.

## **ROOF FOR PENTHOUSE B**

The Board has approved a contract for a new roof for the Building B Penthouse for \$56,690. John Blanton has been watching the roof closely for several years as it was nearing the end of its expected lifetime. It was recently inspected, and we were told it was showing enough signs of deterioration that it should be replaced this season.

When the bids were put out, Alliance, a company recommended by our property manager, Mr. Murdoch, came back suggesting a roofing material that they felt was a better choice for us. It has the same 20 year guarantee but a higher energy rating and a better insulating value than the initial projected replacement. It also was half the expected estimated cost. Their bid was accepted.

At the time of printing, the date to start the re-roofing work was not known, but it is expected to be soon, before the summer storm season sets in

## **ON-GOING PROJECTS:**

### **Carpeting**

The carpet for the A Building has arrived. By the time you receive this newsletter, the carpeting will have begun in the A Building. The plan is to begin on the 4<sup>th</sup> floor and move down a floor at a time.

The B Building carpeting should arrive before the end of the month.

The installers have told us they expect to do one floor a day, removing and laying the carpet the same day. It might be slower at the beginning. After they lay the carpets in the

hallways, they will come back and lay the elevator lobbies. If you are home, you might want to place towels along the base of your doors to cut down on the dust coming inside.

Laying the carpet involves gluing. The odor might be a problem for some. The glue will also make it very difficult to enter or leave your unit in the hallway where they are working. Please be aware of this, **and be very careful before stepping into the hallways**. Some of the doors will have to be opened for a short time to lay the carpet correctly around the door.

Please watch for posted directions. How quickly (or slowly) they can proceed may change.

### **A Building Ceiling**

The moisture damaged ceiling in A Building Lobby has been removed and the supports for a dropped ceiling installed to accommodate flush lighting. This is the same thing done in B Building several years ago; the finished height will be the same as in B Building. A permit has been issued to insure we meet with code requirements

### **A and B Lobby Ramps**

The construction of the ramps in both lobbies has begun and is expected to be complete in about two weeks. Permits have been issued.

### **Elevators**

The elevator cab replacement should start soon but we have not been given a date yet.

### **Exterior Painting**

The exterior painting of the A building balconies and window panels is progressing steadily and should be complete in the next week as long as the rain holds off.

The B Building window panels are scheduled to be re-painted in a color to match the balcony railing. This work will begin once the exterior of A Building is finished.

## **A BUILDING/ B BUILDING**

Did you know that the “A” or “B” letters are not part of our official mailing addresses for our units? The U.S. Postal system prefers that we do not use the letters as it causes confusion for automated systems which do not recognize that unit “100” and “100A” are the same address.

The designation A Building and B Building are for our association's internal use only and are "shorthand" for referencing the different buildings.

### POOL OPENING MAY 28

Summer is almost here! The swimming pool is scheduled to open May 28. . The pool is a great asset, and we encourage our residents to enjoy it during the coming hot summer days.

Pool pass forms are available in the office. Please fill out the forms and drop them off at the office. Residents will be given four guest passes, but more can be requested during the season if needed. If you have your pass from last year, bring it in, and it can be updated for use this summer. Once your pass is ready, the office will place it in an envelope and slip it under your door.

### ITEMS FROM THE BOARD MEETING

#### Financial Summary

	Feb 2011	Mar 2011
Operating Cash	\$283,851	\$295,324
	Gain \$11,473	
Replacement Reserve	\$1,357,768	\$1,304,766
	down \$53,002	
Total Cash/Investments	\$1,641,619	\$1,600,090
	down \$41,529	

Delinquencies decreased in the month of March by \$798 to \$111,806

Notes:

Reserve Fund:

- \$48,250 for lobby renovation
- \$40,288 for elevators
- \$3,580 for fire hydrant

Operating Budget:

- Utilities: \$7,709 over budget for March,
- Repair and Maintenance: \$6,196 over budget for March
- Currently LTC is \$26,890 over budget for F/Y 2011

The Treasurer's report for March 31, 2011 is posted in the mail rooms with more details for those interested.

Greg Kaminski, LTC Treasurer

## TRASH TALK

### PLASTIC BAGS AGAIN

Do you use plastic bags to hold paper, clean dry paper, plastic bottles, and cans to recycle?

- Please empty the stuff carried in the plastic bags into the proper recycle bin.
- *Save the plastic bag* to reuse again, or *toss it* into the trash chute.
- OR, take the empty bags to the grocery store and use their special plastic bag recycle bin.

Do you use plastic bags to hold foam packing, tissues, used paper towels, and other trash?

- You are in luck! The whole thing goes into the trash chute.

### MOVIE NIGHT SCHEDULE

#### Community Room Bldg A

7:30 pm 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays

Date	Movie	Rated	Year	Type
May 11 (Wed)	Slumdog Millionaire	R	2008	Drama
May 25 (Wed)	The King's Speech	R	2010	Drama
June 8 (Wed)	Cat on a Hot Tin Roof	NR	1958	Classic Drama
June 22 (Wed)	The Social Network	PG-13	2010	Drama

The Movie Club welcomes your input.

Please send your suggestions and comments to Len Blank at [lbblank@gmail.com](mailto:lbblank@gmail.com) or call him at 202-257-1928.

### NEW STAFF

A Building has a new porter, Ajay Branch. We were sorry to lose our previous porter Henry to another job. But we were pleased to find Ajay at this very busy time when so much is happening. Please welcome Ajay. Our porters make a difference.

## **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 Annual Meeting will be held May 24 in the A Building Lobby. The sign-in starts at 6:30 and the meeting at 7:30.

The next Board Meeting will be held June 28 in the Community Room, A building. This will be the first full meeting of the new Board. 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.

## **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.