

Lakeside Terrace

Con-Do-It

www.lakesideterracecondo.com

Lakeside Terrace Condominium Association

February 2011

PRESIDENT'S MESSAGE

President James Mayo informed the Board that he is at present occupying a unit in a continuing care facility in Annapolis. He continues to regard his unit here as his place of residence, and expects to continue as President. Mr. Mayo noted that the Board can ask him to resign from the presidency if they so choose.

Because of a letter from a resident who questioned Mr. Mayo's residency, the issue was referred to our lawyers who have stated that in accordance with our Bylaws, Mr. Mayo was eligible when he was elected and therefore can still serve.

Mr. Mayo indicated that we have made progress toward solving the fire hydrant problem that has been in limbo for three years now. However he continues to be frustrated because he has not been able to get the technical requirements on what is required in placing fire hydrants, nor has WSSC given us a legal basis for why we have to have a private extension to the main. (Fire hydrants are community services for most.) More information is in the article below on the Fire Hydrant Progress.

EMERGENCY PROCEDURES

If you become aware of something that needs immediate attention:

1. If it is normal hours, phone the office.
2. If it is outside of normal hours or if no one answers in the office during normal hours, **please call Legum & Norman.**
3. If it is a power problem, call PEPCO. The more people who phone them, the more it underscores the size of the outage.
4. If it is a police issue or a health emergency phone 911. Please call the office as well in

these circumstances, to keep them in the loop.

L&N will immediately call the staff person on duty and notify Scott Murdoch, our L&N property manager, as well. **It is the responsibility of our paid staff to deal with emergencies appropriately.**

Legum & Norman's number is posted in both mail rooms and is on the back page of every Con-Do-It. The PEPCO number is also on the back page of the Con-Do-It.

The Board members are not the ones to direct solutions to emergencies. Emergency action must come through our paid staff who have the contacts and the technical background for our equipment. Our staff keeps the Board advised as appropriate to the situation. Our Board members are the elected volunteers who aid our community and keep abreast of issues.

Do go directly to Legum & Norman for prompt notification to our staff and/or PEPCO for power outage. Thanks for following the protocol outlined above.

POWER OUTAGES

We have just recovered from our most recent PEPCO power outage. Those of us at LTC are grateful that our power was off less than 24 hours. Still at times, the lack of heat and hot water made it seem longer than that, particularly for our more limited residents. Please do keep an eye out for your neighbors who may need help. Even a warm cup of coffee from downstairs may be encouragement for them.

A Big Thank You to our Staff for making the power outage a little more tolerable. As soon as the staff arrived, and before the sidewalk shoveling began, John Blanton made sure that coffee was set up in the Community Room in Bldg A and in the mail room in Bldg

B. A microwave was also available in the community room to heat soups and water for tea. A number of residents came in and out for a bit of hot coffee and stayed a bit to visit and tell their hair-raising commuting tales.

Valley Crest, our snow contractor, continues to serve us promptly. As soon as the snow begins falling they monitor the lots to make certain the driveways stay open. Once the snow has stopped, they return and clear snow in the parking areas where cars are no longer parked.

Between our attentive staff and contractors and our convenient location on Democracy, we are able to get out no matter the severity of the snow – a real asset for our community.

Snow shovels: It is recommended that residents keep a snow shovel on hand (in the penthouse storage?) so that they can dig out their individual cars. Asking to use the staff's shovels only slows down the work in tending to the basic snow removal from sidewalks and entries.

A Cell Phone Reminder: After last summer's outage, John installed "red" outlets in the lobby in Bldg A and in the mail room in Bldg B that are connected to the emergency generators. These can be used during power outages for our residents to recharge cell phones and lap tops. However, please do not leave any electronic device unattended.

Landline phones: If your house phone has only transportable handsets, you may want to invest in an inexpensive corded landline phone. Corded phones allow you to receive calls and to make calls when the power is out. (However, if the phone lines are also down, they won't help.)

For future information, the **TV in the community room** is available for movies during outages if some of our residents are inspired to gather and share their DVD's.

John Blanton is looking into our generators to see how much unused capacity they have. Perhaps other small additions could make future PEPCO outages easier.

The Partial Outage in December:

Our electricity comes to us bundled in three phases. To have heat, we must have *all three phases* operational. If by chance *one of*

the phases goes out, then electricity can operate in unexpected ways. Some residents will have no lights, some residents will have lights only in places, and some will have all their lights. Which phase is out affects which outlets are involved. No one will have heat, although fans will continue to run in some convectors.

When the electricity outage is caused by the loss on one of the phases coming in, the meter clearly shows it, and full power cannot be restored until PEPCO fixes the problem. This was the nature of the problem in December. Our neighboring condo was affected similarly by the same outage.

When the power returned, unfortunately, the surge blew the motors that power the pumps for the boilers and those could not be replaced until delivery of new motors the next day. Because of the damage and because we have had two partial outages in recent months, John has received approval from the Board to order Phase surge protectors for these motors.

FIRE HYDRANT PROGRESS

A meeting was held on December 8 with President James Mayo, Scott Murdoch, our community manager; Richard Schafer, our contractor for the Fire Hydrant project; Andrew Wishart of Bay State Land Services, a fire protection specialist; and John Blanton. The outcome of their discussion and further follow-up with the Fire Marshall's office concludes that:

1. Montgomery County regulations require the 8 inch water line to be extended back to the faulty hydrant.
2. We have to make this line the domestic line to satisfy WSSC. This will require a new meter and meter vault on the 8 inch line at Democracy Blvd.
3. We will have to tap the 8 inch line and connect the existing 6 inch line that carries water to both buildings into it.
4. Provide a stub for the 8 inch water line to the faulty fire hydrant.

The Board has contracted with Bay State Land Services for the engineering design work, which once completed will be submitted to WSSC for a permit. The current estimate for the project is around \$100,000.

THE ELEVATOR REFURBISHING

The work on refurbishing the elevators has begun, as the community has experienced. The first phase is installing nylon replacement wheels on the doors and re-facing both sides of the doors in stainless steel. The doors have been completed in A Bldg, and the improvement is very noticeable: the doors are shiny bright on the outside, and they close now, oh so quietly. The work on the doors in B Bldg will proceed as posted, one door a week.

The second phase will begin later in February, and involves replacing the cabs' interiors and installing a new stainless wrap around the lobby door frame. Like the first phase, it will proceed one cab a week. The cabs will have "mahogany" panels (which can be replaced if damaged), and stainless handrails, three sides in the passenger side, one in the freight side. The flooring is still to be chosen, but the choices have been narrowed. New padding and floor protective coverings are part of the refurbishing. The cabs are scheduled to be finished in early March.

DECORATION PLANNING

All the planning for the redecoration project is starting to come together, and we will be seeing things happen one after the other. Here is a brief summary of things planned for the next few months. They will cause residents some inconvenience. We will keep residents notified about what to expect, and ask for your patience as we go into this exciting time.

Ramps

Before the hallway painting can begin, the lobby ramps will be built. Although the timing has not yet been set, it is expected to be in early March at this point. The ramps will run along the left hand wall as you stand at the front doors. A cut through the wall will be made at the top of the ramp, and a knee wall built along the ramp. Hand rails will be installed along the sides of the ramp.

Hallway Painting

The painting of the hallways will follow the construction of the ramps. We have requested two coats of paints in a lighter color and the

doorway trim in a contrasting color. The ceilings will be white. The doors will also be varnished and spot stained if needed. Owners may opt out if their doors are in good condition.

Lobby and Hallway Carpeting

The Board approved the expenditure of \$173,000 for the new carpeting at the January meeting. The Board will be purchasing the extra carpet to be held for replacement repairs. Once the order has been placed, it will take about 8 weeks for the carpet to be milled. The carpets will be installed after the painting is completed. The lobby furniture should arrive shortly after the carpet. Timing will be announced in a future Con-Do-It.

THE BUDGET PROCESS BEGINS

The budgeting for our next fiscal year began at the last Board Meeting, as announced on the agenda. A number of interested residents showed up and the Budget Committee was selected. Greg Kaminski will chair the committee. The following residents were appointed to the committee: Nancy Almacy, Elaine Cromwell, Dick Getzinger, Leonard Blank, Zoe Huang, Miriam Gorman, Pat Dunnigan, and Joe Prendergast.

The Time Line: At the next Board Meeting Scott Murdoch will present a working budget which has been compiled by Legum & Norman for the committee to use. The committee will have a little over a month to work out the details of the budget and return it to the Board for approval. It then goes back to Legum & Norman to be printed and sent to owners for a vote at the Annual Meeting. The committee is planning to meet in the Community Room, and their meeting times will be announced. The budget meetings are open meetings.

Committees that have budget requests for the coming year should prepare to present them to the Budget Committee for consideration.

What the Budget Committee does:

The Budget Committee reviews the budget proposed by Legum & Norman and makes changes that reflect the needs of the community, then submits it to the Board. The Board can accept it or make changes to it before it goes to the community for a vote. The

budget has two components: the operating budget for the next fiscal year and the contribution to the reserve fund. The assessments are determined each year by the combination of the operating budget and the contribution to the reserve funds.

The operating budget is for expenses such as utilities, payroll, lawn maintenance, snow removal, the swimming pool, and general maintenance. There are several pages of line items that are individually reviewed by the Budget Committee. The reserve fund is a “savings account” for large expected and unexpected capital items that need replacing, repairing, or upgrading. The money that goes into the reserve is generally, but not specifically, identified how it is to be used in order to give the Board some latitude for timing both the expected and unexpected items.

The Con-Do-It will have more articles on the budget as we get closer to our annual meeting.

**RESERVE FUND PROJECTS
AN OVERVIEW**

Three years ago, the Board received the news that we had a potentially very expensive repair to a fire hydrant to be made. Since then, the Board has held back on funding other projects until a clear picture of expenses from the reserve fund that would be required for the fire hydrant emerged.

The good news from this slow down is that we have saved enough to make significant progress on projects that had been sidelined, as well as to pay for what appears to be a more reasonable cost for the fire hydrant repair.

Expected projects for this fiscal year (end of June) include new carpeting, painting the hallways and door trim, and re-varnishing unit doors, and new furniture in the lobbies. The elevator-upgrading is in progress. The funds for these items have been approved by the Board.

Unfunded as yet are area rugs for the lobbies, pictures and some miscellaneous items for the hallways and lobby walls. Ramps will be constructed in both lobbies, and the ceiling will be replaced in A Bldg lobby. The Board

expects to approve funds in the coming months to complete these projects.

As soon as the permits have been issued for the fire hydrant repair, that work will begin and shortly thereafter the driveway in front of A bldg will finally be repaved. We expect all these things to be paid for from the replacement reserves already saved. The work may slip into the summer, but in any case the funds for these things will be committed.

What other projects are looming for the next fiscal year? The present Board has the repair of the tennis court as a priority expense for this coming fiscal year. A number of other high priority projects include painting the A balcony floors, panels, and window overhangs, the roof in B Bldg penthouse, upgrading the community room with its attached kitchen and bath, and upgrading the laundry rooms. We cannot do all those in the next year, and priorities will have to be set. More information will be forthcoming in the next months as next year’s budget takes shape, a newly elected Board is in place, and a current reserve study becomes available for planning. Please do talk to Board members about what improvements are particularly important to you.

It should be noted that the reserves as presently funded contain adequate funds to do the things committed to and to continue with improvements into this next year. The Board will be closely monitoring the flow of money in and out of the reserve fund so that it does not drop below a safe emergency reserve.

**ITEMS FROM THE BOARD MEETING
Financial Summary**

	Oct 2010	Nov 2010
Operating cash:	\$298,451	\$320,815
	Gain: \$22,364	
Replacement	\$1,260,100	\$1,300,568
Reserve	Gain: \$40,459	
Total Cash/	\$1,558,560	\$1,621,383
Investments	Gain \$62,823	

Delinquencies: \$3,711 in November
Cumulative: \$103,228

Reserve Fund: No expenditures

Operating Accounts:

- Utilities were \$6,860 under budget in Nov, but \$23,963 over for the fiscal year.

- Repair and maintenance were \$4,117 over-budget for November
- Administrative expenses were \$4,429 over-budget in November related to uncollectible accounts receivable.
- Payroll expenses were \$6,595 over-budget in November due to higher than expected health insurance and temporary help costs.
Greg Kaminski, LTC Treasurer

Property Engineer: John Blanton reported:

- The batteries are replaced in the alarm panels in both buildings and the preventive maintenance has been completed on the fire extinguishers
- John has recommended that we get Phase protection for the pumps. It would prevent burnout of the coils in a Phase outage surge. The Board accepted the proposal at a cost of \$4,590.

Management Report: Scott Murdoch from Legum & Norman reported

- Three proposals for updating the Reserve Study have been given to the Board. The Board has indicated dissatisfaction with the last one presented by Downey Ltd.
- We are waiting to confirm the status change of an employee before making changes to the Group Health plan for our employees.
- Minkoff has completed 95% of the water mitigation and repair work in the units for the Thanksgiving “flood” in B bldg. Repair work was estimated at \$13,766 and water mitigation at \$17,058. We have received a first payment from our insurance company.

Social Committee Pat Dunigan reported that the expenses for the December Holiday Party came to \$335.65. The remaining \$164.35 from the allotted \$500 was returned. The less than expected cost was the result of drinks left over from the September picnic that the committee was able to use. She recommended that our \$30 share of the 50/50 raffle be put in the Beautification Fund.

Kudos to Pat and her committee for the work they put in to organize a good time for us all.

HOUSEKEEPING:

ACT’s name has changed to WSI:

ACT has changed its name to WSI. Their telephone number remains the same and is listed in each Con-Do-It on the back page under “Useful Numbers”. WSI replaces or repairs dripping faucets and repairs toilets that run and refill at no cost to our residents. It is part of a program to save on water use.

Slow drains? Don’t use Draino, Call Fred

Did you know that if you have a slow drain, a common problem in our older units, Fred may be able to help? And, you may be able to avoid a plumbers bill!

Please do not use Draino or other drain products which are hard on the plumbing. Fred uses his special plunger and “fishing” techniques both with sinks as well as tubs, and usually can greatly improve them. He is a good man to start with, and can help with a diagnosis if he doesn’t fix it. Call the office to set up a time.

Someone in your parking space?

If you come home to find someone occupying your parking space, you as owner or renter of the space are the one who should call Montrose Towing. Their telephone number is listed in the useful numbers on the last page. They will come and take a picture of the car, its license number and your space number before towing the offending car.

A second option (not required) is to phone the office with the license information if the car is displaying the parking hang tag as required. The office can identify them and give them a warning that they may be towed.

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

Feb 8 (Wed)	The Proposal	PG 13	‘09	Comedy
Feb 22 (Wed)	Man on Wire	PG 13	‘08	Docu- mentary

Our first offering this month is "The Proposal", starring Sandra Bulloch and heartthrob Ryan Reynolds in a comedy

premised on a tough boss (Bulloch) who faces immigration troubles. The boss proposes to her employee that they marry to get her out of the trouble; many complications follow. The second film this month is an astonishing documentary in French and English about Philippe Petite's walk on a wire between the Twin Towers of NYC

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

TRASH TALK

Like oil and water, paper and plastic don't mix in recycling bins!

LSTC provides **two separate containers** in each trash room, one for paper and one for plastic/glass/metal articles.

Paper bottles that once contained juice, milk, and other liquids, along with your newspapers, magazines, and books belong

in the paper barrel

Plastic/glass/metallic items, even though they have paper labels, belong along with your soda cans, beer bottles, and water bottles....

in the plastic/glass/metals (wheeled) receptacle.

As for your **PLASTIC GROCERY BAGS**, keep them **OUT OF RECYCLE BINS**. If you use them to carry your papers or bottles, empty the papers or cans into the proper bins then put the bags in the trash chute -- or take them to the grocery store's plastic bag bins.

LEE DIGIROLAMO PASSES AWAY

It is with great sadness that we report that Lee DiGirolamo passed away in Florida on Christmas Day. She died peacefully with her family at her side.

Many at Lakeside Terrace will remember Lee as a dear friend and as the Hospitality Lady

in Building A. Every newcomer enjoyed her welcome.

To send condolences, please write:
Mr. & Mrs. Anthony DiGirolamo
15 Delaney Street, Stow, MA 01775

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 February 22 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.

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 the Con-Do-It emailed to them. Please make requests to the office.