

Lakeside Terrace

Con-Do-It

www.lakesideterracecondo.com

Lakeside Terrace Condominium Association

April 2011

NOMINATIONS FOR THE BOARD OF DIRECTORS

The deadline for filing as a candidate to run for a position on the Board has been extended to **April 22**, (Good Friday). Please turn the forms in by noon as it is the Easter weekend. Four current members have terms that are expiring. (Note that this is a correction to the letter that was sent out to owners saying that there were three.) The members whose terms are expiring are Barbara Barracato (the replacement for Pamela Galpin), Brian Carr, Greg Kaminski, and Sally Mullen (the replacement for Miriam Gorman).

How well the association is run depends a lot on the quality of the Board and their ability to cooperate with one another in working toward the betterment of the community. The nature of Boards is that members contribute for a few years and then move on. New members with fresh ideas are always needed. Serving on the Board is one way that you can have a direct effect on the way the condominium is run. All owners vote to approve the budget, but it is the Board that decides on the projects to be funded and approves spending that money. Your interest in the community is the most important asset you have. The Board has professional managers to provide technical and legal advice. Please consider throwing your hat into the ring.

All owners were sent a letter in March seeking candidates for the Board. In the letter were the two forms candidates are required to fill out, a Statement of Candidacy and the Code of Ethics. The forms are also available on the Lakeside Terrace web site and can be downloaded to your computer. (www.lakesideterracecondo.com. Click on "forms".) Candidates for the Board must also be resident owners at Lakeside Terrace Condominium.

Forms may be mailed to the Secretary of the Board, c/o Management Office, Lakeside Terrace Condominium, 7501 Democracy Blvd, Bethesda, MD 20817, or they may be hand delivered to either the Secretary (Carol Getzinger, 414A) or the office.

When the nomination forms have been received, a "Meet the Candidates" evening will be arranged in early to mid-May at the candidates convenience.

BUDGET COMMITTEE

The Budget Committee, headed by Greg Kaminski met three times in March. They completed the budget process of reviewing this year's FY 2011 operating expenses and reserve contributions and projecting the association's funding requirements for next year. The Budget Proposal for this coming FY 2012 will be presented to the Board for their final adjustments at the April Board Meeting. Once the Board has approved the budget, Legum & Norman will send it out to the owners to review, and then to vote on at our Annual Meeting, May 24.

Please note that **the next Board meeting is Tuesday, April 12**, Building A Community Room at 7 pm. This is earlier in the month than usual so that the Annual Meeting Packets can be prepared and distributed for owners to review. Interested owners of the community are always welcome to attend the Board Meetings.

! WORKMEN EVERYWHERE !

Several projects will be in process at the same time over the next two or three months. We ask our residents to be patient with the inconveniences, the dust and disorder that will exist over the next several weeks.

Because of so many things happening, please be especially careful to check all notices in the mailrooms and by the elevators. The exact timing is usually not known and is dependent on a number of factors. The notices will be your best warning. Below are brief summaries of the expected projects.

The editor has tried to be current with the information. The notices may have different information than the Con-Do-It. Timing decisions are sometimes changed at the last minute. If the differences matter to you, please check with the office for clarification.

A-BUILDING BALCONIES

Painting the A Building balconies serves two purposes: they are peeling badly, but it is also a measure that enables us to postpone major work on the balconies for three to four years. The work was scheduled to begin the last week of March, but has been temporarily postponed because of the cold weather. The goal is to finish the work before residents start using their balconies this spring. The work will be done with the help of a cherry picker so that workmen can have access to the balconies from the outside rather than through the units.

Details:

- Watch for notices with information on the timing of the work and what is required of the unit residents.
- Work will begin on the 20 and 30 wings, poolside, and on the ends. It is expected to move to the pond side and then to the front.
- Preparation will involve light scraping and cleaning. They will paint the ceilings of the balconies first, come back and do the railings, inside and out, and finish with the floors.
- They will cover items on the balconies with drop cloths. Please move all items to the center and away from the balcony railings to help the painters while they are painting the ceilings and balcony railings
- **To prepare for painting the balcony floors, all items will have to be moved inside the unit.** Residents will be notified when their balcony floor will be painted. If you cannot move the items yourself, please phone the office and ask for help ahead of

time. This is not easy for the residents or staff, so please be prepared for this awkward stage.

- The colors are not changing. The balcony panels will remain the darker red-brown, the floors sandstone.

HALLWAY PAINTING HAS BEGUN

The hallway painting has begun in Building A. The painters started on the fourth floor, and will work downward one floor at a time. *In general, it takes about one week to complete a floor.*

Details:

- Watch for general information to be posted by the elevators and in the mailrooms.
- When the work causes particular inconveniences for the unit residents, the units will be individually notified.
- It will take about one month to paint each building. Painting in the B building should begin about mid-April.
- The unit doors will be lightly sanded and re-varnished after all the hallways have been painted in that building. For this stage, unit entry doors will have to be open. Staff will be on the floors to monitor. Residents will be notified when this will take place. It will take about three hours for the doors to dry.
- Colors: The elevator doors and the unit doorway frames will be a cottage red, the ceilings white and the walls a light grey-mist color, colors chosen to coordinate with the new carpeting. All the other doors will be a coordinating grey.

CARPETING

The carpeting is expected to begin when the painting is complete in each building. .

Details:

- Replacing the carpeting will start on the top floors and work downward one floor at a time.
- The old carpet will be torn up and the floors cleaned one day and the new carpet laid the second day.
- The hallways will be very dusty when the old carpet is being torn up. You may want

to block your doorways with towels on the inside if you are home.

- Residents will be strongly advised to remain inside on the day the carpet is laid, or to leave for the day. The carpets will be glued down, and the hallways inaccessible while the glue is spread.
- Some doorways will have to be opened for short periods of time while the carpet is fitted if the threshold is under the door. These doorways will be identified and the residents notified beforehand. Staffing will be monitoring this process.
- Color: The hallway carpet is a small scroll pattern on a red tweedy background, the lobbies in a larger matching leafy-scroll pattern. The hallway carpets will have 2 foot strips of a solid grey-brown pattern inserted in several places down the hall to break the length visually.

RAMPS AND CEILINGS

The contracts for the ramps in each building and for the ceiling in Building A Lobby have been approved. Work should begin on both within a short time.

ELEVATORS AND TILE SURROUNDS

Tile surround: The tiles around the elevators in both buildings will be removed and the dry walls replaced and/or repaired in the next two or three weeks. The work will be done on consecutive Saturdays, and may slip into a Sunday. We had a choice to paint the tiles or remove them. The decorator preferred their removal because of their dated look. It was less expensive as well. A stainless steel surround will be installed around the first floor lobby elevators when the cab interiors are replaced.

Cab interiors: The cab interiors are being assembled and will be installed in about 4 weeks.

Announcement holders: Special holders for official announcements will be placed inside the elevators once the cab interiors are installed.

SEALING B BUILDING ROOF

The overlap joints on the B Building Penthouse roof have been covered with a seal as prevention measure against leaks. The seals are expected to last at least a year. The Board has not made a decision when to replace the roof, but it is expected to be done by next summer at the latest.

FIRE ALARM INFORMATION

- Hallway smoke automatically sends a signal to the emergency monitoring company (24 hours a day). They call the fire stations. The fire stations respond automatically.
- If there is smoke, firemen must come.
- Only firemen are authorized to turn off the alarms. Heavy fines penalize anyone else.
- If you have caused the alarm, be at the entry door to notify the firemen so they can promptly identify the source of the smoke.
- We have purchased new Knox boxes which hold the keys that firemen use to access the fire alarm panel and the building (only). If there is smoke, no resident present, or there are no unit keys in the office, the firemen will break open the doors to check for smoke. Every resident must make sure that the office has current keys for emergency situations.
- If the firemen come when no staff is present, residents must evacuate the building and do whatever they can to assist firemen in locating the source or the unit that caused the smoke.
- If we have a real fire, a list of residents who need assistance will be inside the Knox box and in the office. The office maintains this list. Please check with the office to be placed on the "Needs Assistance" list or to verify you are already on the list. Residents who cannot negotiate the stairs should take a mobile phone and go out onto their balcony if there is a fire alarm.
- A recent fire alarm in Building A that lasted 45 minutes involved miscommunications and a lot of angry residents. The problem

has been corrected and will not happen again.

- There is a separate protocol for handling problems with the fire alarm mechanism. The staff is regularly drilled on the difference.
- If you have any questions either the office or John Blanton can answer them for you.

WE'VE COME A LONG WAY! A Little Reserve Fund History

Several years ago, between 2002 and 2004 we had two very expensive problems come up one after the other. The HVAC system failed and then the balconies in B Building were found to be compromised and were required to be replaced for safety reasons. Both were fixed, but at great cost, nearly one million dollars. Because the annual fees had been deliberately kept low, the Reserve Funds were insufficient and all the owners were required to pay two large special assessment fees to cover these repairs. As one would expect, at the completion of the two projects, the Reserve Fund was very low. It was a difficult time.

Slowly however, our financial health has improved. The Board "bit the bullet," and raised the awareness of how critical the Reserve Fund was to our well-being. With the cooperation of the community, the annual fees were raised so that we could adequately fund the Reserves.

At first rebuilding the Reserve Fund was complicated by a number of unexpected infrastructure projects that 'used up' the money going into the fund. In May 2006, the Reserve Fund stood at \$240,000. But after a slow start, we have grown steadily toward a goal of holding \$1,000,000 in Reserves. We passed that goal in May 2010.

We are now involved in a series of overdue improvements thanks to the steady flow into the Reserve Fund. The goal is to continue the improvements over the next few years while maintaining the Reserve Fund at or near the \$1,000,000 level.

(Next month the Con-Do-It will present an article on future Reserve Fund Projects as currently envisioned.)

ITEMS FROM THE BOARD MEETING

Financial Summary

As of February 28, 2011:

Operating cash -- \$283,851;
Replacement Reserve -- \$1,357,768;
Total cash on hand -- \$1,641,619

Notable items:

- Utilities were \$17,737 over budget in February, and \$8,370 over budget for the fiscal year.
- Delinquencies decreased in February by \$1,904 to \$112,604 cumulative.
- Currently LTC is \$8,539 over budget for F/Y 2011

Greg Kaminski
LTC Treasurer

A more detailed report is posted on the bulletin board in the mailroom.

Property Engineer: John Blanton reported:

- Manders' proposal for painting the cooling tower wall for \$6,500 has been accepted and will be done at the same time as the painting on the A Building balconies.
- The work on replacing the coping stones and the waterline tiles for the pool has begun. The winter damage was more severe than expected and required the extra work on the waterline tiles. The total cost was \$13,970.
- The Knox Boxes for emergency Fire Department Entry have arrived and will be installed at the front and garage entrances of both buildings
- The Power outage pump protection has been completed.
- A proposal for emergency baseboard heaters for the community room was presented. The Board is interested, but wishes to include it when the community room is renovated.

Management Report: Scott Murdoch from Legum & Norman reported:

- A proposal for bulk cable television service from Verizon has been received. It requires a 10 year commitment. Comcast has not yet sent a proposal for bulk cable.

- Mr. Murdoch believes we are paying too much for our Water Savings Program. The
- Board asked him to negotiate for a lower fee or to seek another similar program.
- The utility rates for natural gas are at an 8 year low. Mr. Murdock recommended that the Board extend our gas contract through 2014. The Board approved the recommendation.
- The \$5000 deductible for the November water damage in B Building has been paid by the unit owner.

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

Date	Movie	Rated	Year	Type
(Wed) Apr 13	Secretariat	PG	2010	Drama
(Wed) Apr 27	Inside Job	PG 13	2010	Docu- mentary

The listings for May and into the summer are not yet available. Please watch the bulletin boards for an updated list.

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

AIR CONDITIONING CHANGEOVER

Although the weather has been unusually cool, the summer season is on its way. John Blanton times the changeover to air conditioning based on weather conditions.

The changeover involves turning off the heat and allowing at least a 24 hour cooling off period before the air conditioning can be turned on. The usual practice is to turn off the heat when the weather warms up a bit. This gives John the flexibility to either turn on the heat or turn on the air conditioning as conditions require until the summer heat clearly has settled in. The process, either on or off, requires several hours. It is not a process that is easily changed, and there will be times when some residents are not completely comfortable in this interim period. Please pull out your sweaters or your fans for these brief periods.

HOUSEKEEPING

Artificial Potted Plants: The artificial potted plants by the elevators have been moved to the penthouse. They are available for residents to take if they would like them.

Convactor Filters: The spring changing of the convactor filters is in progress. The staff also checks the fire alarms, for leaking pipes, and for missing keys. *Please check the work slip they leave for any indications of problems the staff may have identified.*

A-Building Outdoor Bench: a couple of deteriorating bench slats have been replaced.

B-Building Parking space for a small car is available for rent.

Illegal Moves cost the association money. If you see one at night or on weekends, note the time and day and pass the information to the office.

COMMUNITY INFORMATION

The next Board Meeting

The next Board Meeting will be held Tuesday, April 12th 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.

Residents who need assistance

Residents who are not able to use stairs in case of a fire emergency should notify the office to be placed on the “Need Assistance” List. The list is maintained by the office, and is also available in the Knox boxes to the firemen.

Units for rent or 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 concerning units available for rent or for sale.

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