

Lakeside Village
Manager's Report
February 25, 2025

1. Delinquency notices were mailed out.
2. Provided master policy insurance to escrow for #522.
3. Communication with city of Federal Way regarding spa decommission continues. City now wants an architect to plan what is needed to fill. KCH wants plumbing and spa equipment removed.
4. Fire extinguishers were serviced.
5. Sent reminder email to have the cleaners sign in and out.
6. Completed condo questionnaire for #522
7. Owner in Building 1 noticed dryer vent was clogged, replied will talk to Board.
8. Confirmed owner payment.
9. Collected ballot and or proxies that were emailed in for the annual meeting.
10. Issued work order to replace more light bulbs around the complex
11. Sent owner the master insurance policy docs.
12. PM of #411 asked for clarification of windows, gave two recommendations for replacement of the glass.
13. Completed Resale Certificate for #522, still pending
14. Couple owners received a bill from DirecTV, owners need to contact DirecTV directly.
15. Updated Fire Alarm call list.
16. Owner reported a dumpster diver at Building 4
17. Coupon books were ordered, should be arriving soon, shipped 2/19/25.
18. Mailed out first quarter special assessment invoices, thank you to the owner who already made payments.
19. Collected a few more owners insurance coverage certificates.
20. Owner reported drug paraphernalia on the property by the cabana.
21. Sent email to owners in building #1 regarding possible leaks. One owner had a toilet replaced, one owner reported moisture in their closet.
22. Met with contractors, board President and two owners in building #1 regarding closet damage. At first it appeared to be a water line from the washing machine, however further investigation this week appears to be from a disconnected dryer vent pipe. There is substantial damage.
23. WM reported an overage, billed at \$20.62, dumpster 3
24. Responded to two separate owners will miscellaneous questions from the annual meeting and results of the votes.
25. Owner requested a dead (very dead) rhododendron be removed. Asked Andrea to look at it to confirm dead and ok to remove.
26. Sent all owners email regarding two separate parking compliance issues. Thank you to who moved the black car from reserved space.

RULE REMINDERS:

Window coverings must appear white or off-white when viewed from the exterior of the building. All window coverings, including blinds, must be in good repair and free from visible stains. No sheets, foil, blankets, posters, lettering or signs may be used.

Residents shall ensure proper disposal of pet excrement. Dog owners must pick up after their dogs. Cat owners must ensure that litter is appropriately bagged and disposed of. Residents are expected to clean up after their pets. Fines will be immediately assessed upon any homeowner who is observed not cleaning up after his/her animal.

Any changes to the common area are a violation of the rules and regulations as well as the declaration and are subject to fine(s).

Owners who abuse the dumpster will be billed back for the haul away per the Rules and Regulations.

Please remember the Emergency line is for Emergencies ONLY. Parking complaints are NOT property damaging emergencies. Fire and floods are emergencies. Calls that are not property damaging emergencies will be returned the next business day.

Delinquencies as of today:

Under 90 Days: \$ 6,030.83

At Attorney: \$ 1,048.68

Total: \$7,079.51