

Lakeview New Owner Welcome Info
April 29, 2020

(For updates or specific info refer to website lakeviewdillon.com
or contact a board member)

1. Locks- Must be Keyed to Master

- a. Keys and locks must be Kwikset and keyed to Schlage depths to our Master Key system.
- b. Use Blue River Locksmith 970-262-0930 or Joe's Lock and Key 970-389-5397.
- c. Or Avalanche Lock and Key 970-453-4452.
- d. Our Facility Manager and some board members have Master Keys.
- e. Master key system and entry by others is sometimes necessary in case there are building emergencies or other items or communications needing attending to.

2. Facility Manager – Bernie Romero

- a. Basic responsibilities: care of building systems including heating, grounds, weeds and mowing, common areas, shoveling, ice melt, laundry and clubhouse. Inspections of vacant or infrequently occupied condos.
- b. Contact info **970-333-0708**, text preferred if phone goes to voice mail as cell service is sketchy where he lives. Email to romero.bernie63@gmail.com.
- c. When to contact: parking issues, heat issues, sewer back-up, water supply issues, (plumbing inside unit is your responsibility), leakage issues from another unit, hose, exterior faucet or pipes; clubhouse/laundry condition or issues; grounds maintenance; exterior lights burned out; icy/dangerous conditions; pets off leash.
- d. Inform him of your vehicles makes, models, state and if any, long term renter's names and vehicle info.
- e. He may enter periodically and put special plumbing drain clog substance down toilets and sinks and leave important notes of upcoming services.

3. House Rules

- a. Please see House/Complex Rules on website.

4. Clubhouse/ Laundry Room

- a. Combo for the main laundry room/clubhouse changes periodically, contact HOA Management Company if not already provided.

- b. Obtain your personal key from Facility Manager or Owner to get into the clubhouse.
 - c. Clubhouse hours are 9 am–9 pm. All games and equipment are donated pieces, please take care of them.
5. **Comcast Acct.**
 - a. Lakeview Bulk Acct. #8497505700000350
 - b. Cable box is property of Comcast and HOA. If you get a high definition box, don't let technician take away original HOA property- it could cost you \$200.
 - c. Phone or additional TV services can be added at your own expense by calling 1-800-COMCAST.
 - d. Address of account is 370 La Bonte (no East).
6. **Trash dumpster**
 - a. Located in Summit Yacht Club parking lot next to our lot.
 - b. Flatten boxes
 - c. Close lids if able to prevent crows from feeding
 - d. No mattresses, tires, furniture or other large items. Individuals will be charged for their disposal.
 - e. Large items must be taken to landfill The Summit County Resource Allocation Park (SCRAP) is a non-hazardous waste facility located at 639 Landfill Road, two miles north of Keystone, Colorado, 0.2 miles north of U.S. Highway 6.
<http://www.co.summit.co.us/103/Landfill-Recycling>
7. **Recycling:** The Dillon Recycling Center is now closed.
 - a. Please go to the link below to choose an option that will work best for your needs.
 - b. <https://highcountryconservation.org/recycling-summit/>
8. **Front Doors and exterior door mats**
 - a. The current policy is to match the existing solid green doors.
 - b. Before replacing, check with the Board in case we will accept other styles and colors.
 - c. If snow is expected, please put your mats on the railing, in your condo or between front door and storm door to make shoveling easier and finding your mat later easier. (Once they are covered with snow, the shovelers won't know they are there or what unit they belonged to and may get thrown off with the snow.)
9. **Storm Doors**
 - a. Almond color is only color allowed for storm doors (there are grandfathered doors already installed that do not need to comply to this rule).
 - b. Full glass or majority glass style

- c. Prior to purchasing its recommended to send a link of the model to the HOA board for acceptance.
10. **Storage sheds**
- a. For bicycles, not motor vehicle tires or other items.
 - b. Easiest to access by rolling bike around smaller building between Lakeview and Summit Yacht Club.
 - c. Difficult to access in winter with snow
 - d. Store at your own risk. Locking to eyebolts is recommended.
11. **Winter environment and safety**
- a. Keeping up with the continual snowfall and ice accumulation is difficult. Please be very careful walking on sidewalks and walking and driving in the parking lot, which may be very slick. Good snow tires and treads on footwear can help!
 - b. Beware of danger from falling ice from buildings.
 - c. Please notify facility manager of any unusual or dangerous conditions.
 - d. Note locations of building fire extinguishers and having a personal fire extinguisher in your unit rated A, B and C is recommended.
12. **Parking, snow removal, towing**
- a. See separate policy.
13. **Heating timers**
- a. Will turn heat on a few times a day for a few minutes to prevent hot water pipes from freezing. Do not tamper with timer or remove it.
 - b. Facility Manager will enter each unit and turn on approximately October 15 and off approximately May 15.
14. **Annual HOA Owner's meeting**
- a. Usually held second Saturday morning in July.
15. **Board Members**
- The HOA board is currently a volunteer run organization with elections every year at the summer annual meeting. As non-compensated volunteers these members are giving their time and energy to better the community. With only 25 units in the complex, active participation of owners is crucial. Recommendations and active leadership is always requested. The current board members and their contact information can be found on the website maintained by the Summit HOA Services.

LVC Website Access: SummitHOAServices.com, click on Summit County Owner Login, Scroll down to Lakeview, Username: lv@lvchoa.com, Password: LakeviewCondos

16. **Owners Contact List permission form**
 - a. Attached. Please complete and return to Board Secretary and to Summit HOA Services. Keep board and management company informed of any updates.

17. **Lead-Based Paint Requirements**
 - a. If disturbing more than 6 sq feet of walls
 - b. Walls must be tested to see if lead is in paint before disturbing walls.
 - c. New Federal law requires certified contractors to perform work, as lead dust could be harmful to those exposed to it.
 - d. Long-term renters need to sign federal form about awareness of lead-based paint and receive the government-mandated booklet.

18. **Carbon Monoxide Detectors**
 - a. Are required by Colorado Law if you have a gas or wood-burning fireplace.
 - b. Must be within 15' of each sleeping area.
 - c. Many brands are only good for 5 years.

19. **Smoke Detectors**
 - a. For safety of all residents
 - b. One or more are required by Colorado Law.
 - c. Good to test every fall and spring when time changes.
 - d. Change batteries when beeping.
 - e. Landlords- check as renters often remove batteries when beeping.
 - f. Do not leave candles burning un-attended.

20. **Recommendations for reducing sound transmission from hard floor surfaces to condos**
 - a. If you have tile or hardwood floors, large area rugs with underlying pads can help reduce noise transmission between units.
 - b. Make conscious efforts to softly closing doors and cabinets.
 - c. Be conscious to lower loud TV, voices or music during the day and especially after quiet hours.

21. **Nearby Dillon Town Amenities**
 - a. Walk to Marina, Tiki Bar, Park and free summer Friday and Saturday night concerts in outdoor amphitheater, recreational

path to Frisco, Keystone, Swan Mountain Road, Copper, Breckenridge and Vail.

- b. Walk to Restaurants: Pug Ryan's, Jersey Boys, Arapahoe Café.
- c. Walk to Dillon Bowling Alley.
- d. Lots more options within minutes' drive away

22. Accounting

- a. HOA management-
- b. Monthly billing statements will be sent from their office with outstanding balances and due dates listed.
- c. Please use attached form to set up automatic bill payment for your monthly dues. You can send everything back via email.
- d. Your monthly bill will show the normal HOA fee as well as a Reserve Account fee. This Reserve Account fee is assessed to every owner monthly for use in capital expenditures and overages from operating expenses. The monthly bill may also include special notices from the HOA.

23. Insurance

- a. The HOA has an insurance policy on the complex to cover our workers compensation for our property manager, and also has a policy to cover the main structure of the complex. The company we use is Farmers Insurance. Contact info is: James Kinser, 970-879-1330, commercial@kinserinsurance.com.
- b. Individual owners should look into their own policy to ensure proper coverage to cover any internal items in their unit (mainly for possessions, and *possibly* including built-in cabinets, light fixtures, plumbing fixtures, carpet, etc.) and or any landlord/renter protection coverages that may be needed.
- c. Please consult your insurance agent for any coverage you may need to protect your investment.
- d. For a copy of the HOA policy please go to either website.

24. Rentals and renters

- a. Long-term renter leases should include the renter signatures on the House Rules, parking policies and lead based paint disclosure form.
- b. Owners must provide the Board and the management company: the name, phone number and email of any rental property management agencies. However, the Owners are responsible for communicating any HOA policy changes or announcements directly to the renters and/or their management agency.
- c. Short-term rentals should have signage or easy to view information inside the unit regarding complex quiet hours, snow removal requirements, etc.