



Mountain Managers • P.O. Box 647 • Frisco, CO 80443
Phone: 970-668-3174 • Fax: 970-668-5616 • MountainManagers.com

**MOUNTAIN SIDE
2012 ANNUAL CONDOMINIUM & HOMEOWNERS ASSOCIATIONS MEETING
SATURDAY, SEPTEMBER 1, 2012**

**MEETING: SENIOR CENTER – 0151 PEAK ONE BLVD., FRISCO, COLORADO
LOVELAND AND FREEMONT ROOMS**

LUNCH: MOUNTAIN SIDE CLUBHOUSE

SCHEDULE OF MEETINGS AND EVENTS

09:00 A.M. Continental Breakfast
09:30 A.M. Informational Meeting
10:00 A.M. Annual Meeting
12:30 P.M. Owner's Lunch
01:30 P.M. Board Meeting

FINANCIAL INFORMATION

As always, a complete financial package will be available for you at the Annual Meeting. If you would like advance copies of Budget, Reserve Study and Financials, please let us know. You can also find this information on our web site; to access this please go to mountainmanagers.com, click on HOA Management, select "Homeowner" from the drop down menu. Access Code: ms22 for Condominium Owners and msc22 for Patio/Duplex Homeowners; this is case sensitive.

Enclosed please find proxy and attendance information. Please complete and return no later than August 29, 2012 to:

**MOUNTAIN MANAGERS
P.O. Box 647
FRISCO, CO 80443**

Or fax to 970-668-5616 or e-mail to judy@mountainmanagers.com

A preliminary Agenda, Repair and Maintenance Report are enclosed for your review. An owner comment sheet and request for updated owner information are also enclosed.

Sincerely,

MOUNTAIN MANAGERS
Agent for Mountain Side

Enclosures

**MOUNTAIN SIDE ANNUAL CONDOMINIUM & HOMEOWNERS ASSOCIATIONS MEETING
SEPTEMBER 1, 2012**

Please return this page **not later than August 29, 2012** to:

Mountain Managers, P.O. Box 647 Frisco, Co 80443; fax to 970-668-5616; or e-mail to judy@mountainmanagers.com

OWNERS LUNCH: Because of catering requirements for the refreshments, and in order to establish a quorum, it is very important that you complete and return the following information:

NAME: _____ UNIT #/ADDRESS _____

MEETING ATTENDANCE	_____ YES	_____ NO	_____ # of People
OWNERS' LUNCH ATTENDANCE	_____ YES	_____ NO	_____ # of People

IF YOU ARE PLANNING TO ATTEND THE MEETING, YOU DO NOT NEED TO COMPLETE THE PROXY; HOWEVER, PLEASE LET US KNOW IF YOU WILL BE ATTENDING SO WE CAN PLAN ACCORDINGLY FOR LUNCH.

IF YOU ARE NOT PLANNING TO ATTEND, PLEASE COMPLETE THE FOLLOWING:

P R O X Y

I (we) _____ the owner(s) of Mountain Side Condominium/Home
(owner's name)
_____, Town of Frisco, County of Summit, State of Colorado who is
(unit #/address)

(are) entitled to vote at the Mountain Side Condominium and/or Homeowners Association Annual Meeting do hereby constitute and appoint **(CHECK ONE ONLY):**

_____ Jim Whiteley (President, Combined Boards)	_____ Don Cacace (Homeowners Association Board)
_____ Bill Meek (Condo Association Board)	_____ Bob Lembke (Homeowners Association Board)
_____ Herb Allen (Condo Association Board)	_____ Art Burger (Homeowners Association Board)
_____ E.J. Gibson (Condo Association Board)	_____ Scott Ponds (Homeowners Association Board)
_____ Sharon Schutz (Condo Association Board)	

or in place thereof _____ as proxy to attend the Annual Meeting to be
(print name of person)

held at 10:00 A.M., September 1, 2012 at the Senior Center, Frisco, Colorado with full power to vote and act for me in my place and stead for those matters that properly come before the meeting.

SIGNED _____ DATE _____

UNIT _____

NOTE: THIS PROXY SHALL BE VOID IF I ATTEND THE MEETING. ONLY ONE PROXY PER UNIT. OWNERS DO NOT NEED TO GIVE OTHER OWNERS OF THEIR UNIT A PROXY.

BOARD VACANCIES: There will be two vacancies on the Condominium Association Board of Directors (2-year terms) and three vacancies on the Homeowners Association Board of Directors (2-year terms). Owners must be in good standing (not delinquent in dues payments) in order to run for a Board position. If you are interested in serving on the Board(s), or know someone who is interested, please list your (their) name(s) below:

NAME: _____ PHONE: _____

UNIT # _____

**MOUNTAIN SIDE
ANNUAL CONDOMINIUM & HOMEOWNERS
ASSOCIATIONS MEETING
PRELIMINARY
SCHEDULE & AGENDA
SEPTEMBER 1, 2012**

LOCATION Senior Center, 0151 Peak One Blvd, Frisco

SCHEDULE OF MEETINGS AND EVENTS

09:00 A.M.	Continental Breakfast
09:30 A.M.	Informational Meeting
10:00 A.M.	Annual Meetings
12:30 A.M.	Owners' Lunch at Clubhouse
01:30 P.M.	Combined Boards Meeting

ANNUAL MEETING AGENDA

1. **Call to Order**
2. **Affirmation of Attendance and Quorum** – any owner who has proxies in their possession must turn them in prior to voting
3. **Approval of Minutes from 9/3/11 Annual Meeting** – minutes sent to all owners on 10/21/11
4. **President's Report** – Jim Whiteley
5. **Building and Grounds Report** – Board will discuss issues as time permits; any concerns that are not covered at this meeting will be brought up at the next Board Meeting and a response will be sent if necessary. Condominium and Homeowners Association – E.J. Gibson
6. **Homeowners Association (Clubhouse) Financial Report** – Herb Allen
 - A. July Financials
 - B. 2012 Operational Budget and Reserve Study
7. **Homeowners Association (Clubhouse) Old Business**

Old Business as appropriate
8. **Homeowners Association (Clubhouse) New Business**

New Business as appropriate
9. **Owner Forum** - To allow the meeting to run more efficiently, each owner will have up to 3 minutes to speak; Board Meetings are open to owners that are interested in attending

**MOUNTAIN SIDE
ANNUAL CONDOMINIUM & HOMEOWNERS
ASSOCIATIONS MEETING
SCHEDULE & AGENDA
PRELIMINARY
SEPTEMBER 1, 2012
PAGE 2**

BOTH CONDOMINIUM AND P.U.D, PATIO HOMES (CLUBHOUSE) WILL MEET SEPARATELY.

HOMEOWNERS (CLUBHOUSE) AGENDA

1. **Elections**

Homeowners Association - There are three positions open, two year terms – delinquent owners may not serve

	<u>Term Expires</u>
*Jim Whiteley	2012
Bob Lembke	2013
*Scott Ponds	2012
Art Burger	2013
*Don Cacace	2012

2. **Adjournment**

CONDOMINIUM AGENDA

1. **Financial Report** – Herb Allen

A. July Financials

B. 2012 Operational Budget and Reserve Study

2. **Old Business**

Old Business as appropriate

3. **New Business**

New Business as appropriate

4. **Elections**

Condominium Association - There are two positions open, two-year terms – delinquent owners may not serve

	<u>Term Expires</u>
*Jim Whiteley	2012
Bill Meek	2013
Herb Allen	2013
E.J. Gibson	2013
*Sharon Schutz	2012

5. **Adjournment**

**MOUNTAIN SIDE
ANNUAL CONDOMINIUM & HOMEOWNER
ASSOCIATIONS MEETINGS
SEPTEMBER 1, 2012
PRELIMINARY
REPAIR & MAINTENANCE REPORT
(8/11 through 7/12)**

CLUBHOUSE KEY COMPLETED ITEMS

1. 08/11 Room rental for annual meeting at Senior Center. \$600.00
2. 08/11 Food for annual meeting. (Qdoba Mexican Grill) \$1,651.19
3. 10/11 Repaired Clubhouse roof caps. (Sustainable Builders & Renovators) \$975.00
4. *10/11 Replaced pool pump motor. (Kaupas Water) \$592.47

* Updated pool and spa history

CLUBHOUSE RESERVE KEY COMPLETED ITEMS

1. 08/11 Annual roof inspection and repairs to clubhouse. (Sustainable Builders & Renovators) \$3,598.00
2. *08/11 Hot tubs: installed conduit and lights for two new hot tubs, bonding of motors and frames, re-wired pump motors in new locations. (Blue Bird Electric) \$1,295.00
3. *08/11 Hot tubs: installed trim around new hot tubs. (Sustainable Builders & Renovators) \$3,857.82
4. 09/11 Installed new gutter on clubhouse. (Rob Karbowski's Seamless Gutters) \$619.00
5. *09/11 Hot tubs: final payment for two new outdoor hot tubs. (Kaupas Water) \$14,741.74
6. *11/11 Hot tubs: replaced heater for hot tub #2 and rotten sub flooring. (Kaupas Water) \$4,022.66
7. 11/11 Lifted, stabilized, and filled void areas of concrete slab at north-west corner of Clubhouse. (Concrete Stabilization Technologies Inc.) \$2,570.00
8. 05/12 Replaced the ballasts and lamps in the racquetball court. (Blue Bird Electric) \$1,054.80; matches bid
9. 05/12 Rented scaffolding for replacing racquetball court lights. (RSC Equipment Rental) \$624.57
10. 05/12 Purchased and installed window coverings for north upstairs window in the Clubhouse. \$504.26
11. 05/12 Painted walls and ceiling of racquetball court. (Proff Paint Company) \$2,595.00
12. 06/12 Refinished racquetball court floor. (Woodpride Flooring LLC) \$1,600.00; matches bid

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ANNUAL CONDOMINIUM & HOMEOWNER
ASSOCIATIONS MEETINGS
SEPTEMBER 1, 2012
PRELIMINARY
REPAIR & MAINTENANCE REPORT
(8/11 through 7/12)
PAGE 2**

13. 07/12 Replaced ceiling fans above the pool. (Sustainable Builders and Renovators) \$800.00

* Updated pool and spa history

CONDO KEY COMPLETED ITEMS

1. 08/11 Building C, E and I: repaired drywall from freeze up leaks in the winter; insurance claim. \$6,000.00
2. 08/11 Unit 336G: leak from skylight - installed new ice and water shield, installed new shingles at skylight. (Turner Morris, Inc.) \$700.00
3. 09/11 Sprayed Cottonwood trees for Aphids. (Colorado Tree Specialist) \$750.00
4. 10/11 Building J: installed back flow assembly and additional anti-freeze to sprinkler system. (Western States Fire Protection) \$3,250.00
5. 10/11 Unit 315A: repaired flashing on leaking skylight and installed new shingles. (Turner Morris, Inc) \$725.00
6. 10/11 Unit 337D: repaired flashing and replaced shingles on leaking skylight. (Turner Morris, Inc) \$972.50
7. 11/11 Building B and C: replaced two inducer motors on garage furnaces. (Countywide Plumbing and Heating) \$776.00
8. 12/11 Unit 264I: repaired flashing on leaking skylight. (Turner Morris, Inc) \$1,145.00
9. 01/12 Building A: repaired drywall and insulation in garage due to leak from frozen pipe. \$508.09
10. 01/12 Building E: made temporary drywall repairs and installation after furnace failed and pipes froze; remainder of repairs to be completed in the spring. \$1,196.14
11. 01/12 Building D: installed bird spikes. (J&M Unlimited) \$1,925.00
12. 02/12 Building D and H: repaired and reinstalled two chimney caps. (Service Monkey) \$500.00
13. 05/12 Unit 336G: repaired drywall after skylight leak. \$808.09
14. 07/12 Building C and F: surveyed elevations. (Backlund Land Surveyors) \$800.00

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ASSOCIATIONS MEETINGS
SEPTEMBER 1, 2012
PRELIMINARY
REPAIR & MAINTENANCE REPORT
(8/11 through 7/12)
PAGE 3**

CONDO RESERVE KEY COMPLETED ITEMS

1. 08/11 Building C: rebuilt south staircase. (Alpine Ventures) \$4,000.00
2. 08/11 Building F: terminate new run of heat tape.
Building C: ran conduit and wire for new circuit; added new breaker and tested.
(Blue Bird Electric) \$990.00; matches bid
3. 09/11 Building G and H: stained exterior surfaces. (Sunshine Painting) \$25,000.00; matches bid
4. 10/11 Building J: replaced metal handrails. (Alpine Ventures) \$7,500.00; matches bid
5. 10/11 Building H: repaired drywall in garage. \$500.00
6. 10/11 Building B: repaired drywall in garage. \$900.00
7. 10/11 Building A, B, D, E, F, G, J: painted drywall repairs. \$622.06
8. 10/11 Resident Managers unit: replaced sliding glass door. (Colorado Wholesale Windows) \$1,524.52 80%
9. 10/11 Completed miscellaneous asphalt patching, crack filling and installed a drain pan at Building I. (Jet Black) \$1,350.00
10. 11/11 Purchased Honda Gator, utility vehicle, for the property. (Motobreck) \$12,001.65
11. 02/12 Purchased extended warranty for Honda Gator. (Motobreck) \$900.00
12. 04/12 Building E and J: built new hand rails on both sides of stairs on both staircases. (Alpine Ventures) \$1,200.00
13. 05/12 Bldg E & J: installed new wood hand rails. (Alpine Ventures) \$1,200.00; matches bid

MOUNTAIN SIDE
ANNUAL MEETING
SEPTEMBER 1, 2012

OWNER COMMENT SHEET

Please note any maintenance or repair items pertaining to the Associations' common areas of responsibility and any other Old Business/New Business items you may have. If time permits comments will be discussed at the Annual Meeting. Those items not covered at the meeting will be discussed at the next regularly scheduled Board Meeting and owners will be contacted if necessary. Thank you.

NAME: _____

UNIT: _____ PHONE # _____

E-MAIL: _____

COMMENTS: _____

PLEASE RETURN WITH ATTENDANCE/PROXY INFORMATION TO:
MOUNTAIN MANAGERS, P.O. BOX 647 FRISCO, CO 80443 OR FAX TO:
970-668-5616 OR E-MAIL TO judy@mountainmanagers.com

THANK YOU.



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REQUEST FOR UPDATED OWNER INFORMATION

(Please print all information)

NAME _____ COMPLEX: MOUNTAIN SIDE
HOME ADDRESS _____ UNIT NUMBER: _____

HOME PHONE: _____

WORK PHONE: _____
E-MAIL _____ CELL NUMBER: _____
FAX NUMBER: _____
UNIT PHONE #: _____

EMERGENCY CONTACT INFORMATION IF DIFFERENT THAN ABOVE:

NAME _____ PHONE NUMBERS: _____
ADDRESS: _____

IF UNIT IS RENTED ON A SHORT TERM BASIS:

MANAGEMENT COMPANY _____
MANAGEMENT COMPANY PHONE NUMBER / CONTACT _____

IF UNIT IS RENTED ON A LONG TERM BASIS:

MANAGEMENT COMPANY _____
MANAGEMENT COMPANY PHONE NUMBER / CONTACT _____

TENANT NAME _____
TENANT PHONE NUMBER _____

Information above is restricted to Board/Management Company use except for information that is a matter of public record (name/address/unit number) unless permission is given by the owner. Please list below the information you agree to have published on an owner's list for the use of other owners in your Association. No response will result in only your name, address, and unit number being published.

Unit number, name and address (public record) will automatically be published. I agree to have the following additional information included in the Owner's Directory:

HOME PHONE # _____ CELL PHONE# _____
WORK PHONE # _____ UNIT PHONE# _____
E-MAIL(s): _____
EMERGENCY CONTACT: _____ PHONE: _____