

LIFTSIDE REGIME DIRECTORS' MEETING
Teleconference
Tuesday, November 6, 2018
7:30 PM

Attendance:

Ernie Simuro, Director	LS 4
Michele Cloke, Director	LS 12
Kent Weber, Director	LS 24
Rob Nagler	LS 53
Joe Ingram, SNHA Executive Director	

The meeting was called to order at 7:35 p.m. The purpose of the meeting was the adoption of 2019 Liftside Budget by the Directors.

Michele Cloke was appointed secretary for the meeting.

Discussion on the 2019 budget and Long-Range Maintenance Plan.

Financial position – As of 11-1-18 there is a cash balance in the operations account of \$65,982. This includes funds required for operations and for Reserves. A separate bank savings account was opened last summer to transfer and fully segregate the Reserves from operations. Since the flood of 2014 and the hallway renovations 2015-17, and exterior painting project in 2018, a major portion of the reserve fund has been used. We are now in a rebuilding mode this year to date and forward. We now have funds in the operating account beyond what is needed for current operations. We will transfer \$10,000 from operations account into the reserve account now and evaluate at year end to see if we can segregate more funds into the Reserves for the first Quarter in 2019. Since there is a delay from the beginning of the year 2019 until we receive our first installment of 2019 assessments in May 2019, and we have operations obligations January – May 2019, we will need to hold back some cash in operations to use January – May 2019. Our goal is to fully segregate the Reserves as soon as possible.

Joe Ingram:

- Fire Alarm System – review target date on the plan: In a previous discussion, Kent had asked to review the Fire Alarm target date and see if it could be moved. Joe has reviewed with Smugglers' Electricians and they do not believe the Fire Alarm system will need any major attention in the near future. The target date has been moved from 2020 to 2025 thus allowing us to move the roof shingle replacements up to 2020 in anticipation of having to address the roof sooner than previous date of 2022. The Fire alarms are inspected every year, so we will review the target date annually if further adjustments are needed.
- Electrical panels inside the units – In a routine inspection by an outside home inspection service in conjunction with the sale of LS 53, a note from the inspector indicated some concerns with the breaker panels located in the units. Smugglers Electricians were consulted, and they have no immediate concerns. The Directors have asked Joe to research and engage another third-party opinion in this regard. He will have more information soon.
- Annual Assessments and Projections: Assessments are listed on the plan to increase by 4.5% for 2019; 2020; 2021; 2022; & 2023 to rebuild the reserve account. In 2024 the Assessments are scheduled to drop back to a 1.5% annual increase.

Motion made by Ernie Simuro to adopt the 2019 Liftside Budget as presented with a total income to be raised in 2019 of \$174,853 to be assessed to the homeowners according to the agreement with SNHA for the SNHA fees and by the home's respective % of undivided interest held in the condominium for all other expenses. Kent Weber and Michele Cloke agreed.

Meeting ended 8:15 pm

Ballot - Liftside Budget 2018

Please use this ballot or a communication (email or mail) including the language found in the voting options box below to ratify or reject the 2019 budget as adopted by the Liftside Directors at their meeting on November 6, 2018. Details of the 2019 Budget as adopted are attached (enclosed) in this communication.

Please note that the rejection of the budget will require that at a majority or greater vote of the homeowners be cast to reject the budget. Calculations of votes are by undivided common interest ownership held by the homeowners as indicated by the percent held by each home as listed in the Liftside Declaration of Condominium. Ratification will be achieved by a majority vote in favor from the votes cast, or should there be fewer ballots cast as are required to achieve either a quorum (20%) or a rejection, the 2019 budget will be ratified by default as adopted by the Directors. See Bylaws Article V, Section 5.1, (subsections a. – i.)

The ballots will be tabulated at 4:01 PM on November 13th, 2018, and the results announced at a teleconference meeting of the homeowners to be held November 13th, 2018 at 7:30 PM. To join the call, please use the call-in number and code below:

Call in Number: 1-888-481-3032

Enter the Code: 13625313# and follow the prompts to join the call

Return ballot by mail to:
Liftside
c/o SNHA
PO Box 244
Jeffersonville, Vt 05464

by email to:
Lisa@snha.net
or By Fax: 802-644-8428

Since the vote to reject or ratify the budget is by ballot ONLY this year, all votes must be received at the SNHA Office no later than 4:00 PM on November 13th 2018. No votes will be taken at the meeting later that evening.

Ballot

As the duly authorized homeowner of Liftside unit number _____, I hereby cast my vote:

(Please check one option)

____ In Favor of the 2019 Budget as adopted by the Liftside Directors 11-06-2018. The total funds to be assessed for the 2019 Budget will be \$174,853. See attached for details of the assessments and schedule.

____ To REJECT the 2018 Budget as adopted by the Liftside Directors on 11-06-2018.

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Preferred Phone contact: _____

Preferred Phone is: ___ home ___ work ___ mobile

Lifside Condominium
Balance Sheet
As of October 24, 2018

	<u>Oct 24, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
Union Bank - Lifside	<u>51,548.43</u>
Total Checking/Savings	51,548.43
Accounts Receivable	
Accounts Receivable	<u>45,855.17</u>
Total Accounts Receivable	<u>45,855.17</u>
Total Current Assets	<u>97,403.60</u>
TOTAL ASSETS	<u>97,403.60</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
SNHA, Inc	9,590.00
Current Projects Payable	2,000.00
Insurance to SNHA Inc	<u>14,739.00</u>
Total Accounts Payable	<u>26,329.00</u>
Total Current Liabilities	26,329.00
Long Term Liabilities	
Lifside Reserve Fund	<u>26,333.28</u>
Total Long Term Liabilities	<u>26,333.28</u>
Total Liabilities	52,662.28
Equity	
Net Income	<u>44,741.32</u>
Total Equity	<u>44,741.32</u>
TOTAL LIABILITIES & EQUITY	<u>97,403.60</u>

Liftside Condominium

2018 Budget to actual YTD and Projections to Year End

2019 Budget draft

January 1 through October 25, 2018

Accrual Basis

	2018					2019		
	Budget	Jan 1 - Oct 25, 2018	Projection to Year End	Total	Variance	Budget	Variance 2019 to Projected 2018	Rate of Increase 2019 from 2018 Projected
Ordinary Income/Expense								
Income								
Bldg & Reserve Assessments	167,324	167,324	-	167,324	(0)	174,853	7,530	4.50%
Interest Income		32	-	32	32	32	0	
Late Charges		1,365	-	1,365	1,365	1,365	(0)	
Miscellaneous Income		160	-	160	160	160	-	
Special Projects		250	-	250	250	250	-	
Total Income	167,324	169,131	-	169,131	1,807	176,660	7,530	
Expense								
Administration	31,600	31,600	-	31,600	-	33,143	1,543	4.88%
Meetings	1,273	558	350	908	(365)	1,311	403	44.41%
SNHA Routine Project Management	2,102	1,523	504	2,027	(75)	2,165	138	6.79%
Insurance Expense	29,233	29,478	-	29,478	245	29,818	340	1.15%
Common Property Services SNMCo	69,532	46,859	23,428	70,287	754	70,228	(59)	-0.08%
Maintenance	12,972	7,795	3,000	10,795	(2,177)	13,361	2,566	23.77%
Snow Removal Services	4,541	6,328	1,200	7,528	2,987	4,677	(2,850)	-37.86%
Special Projects for Homes	-	250	-	250	250	250	-	0.00%
Total Expense	151,253	124,390	28,482	152,872	1,619	154,703	2,081	1.20%
Net Income	16,070	44,741		16,259	188	21,957	5,449	35.05%

	Reserve Fund			
	2018			2019
	Budget	Projected	Variance	Budget
Reserve Fund				
Reserve Balance - Beginning Year	110,569	110,569	-	42,592
Net (Income-Expense) = Contribution to Reserves	16,070	16,259	188	21,957
Other income/recovery special assessment			-	
Expenses - see project summary	73,860	75,211	1,351	12,600
Hallway and Grounds Project			-	
Project Management by SNHA - Major	8,863	9,025	162	1,512
Other Adjustment i.e. for dryer vents/PM			-	
Projected Year End Reserve Fund Balance	43,917	42,592	(1,325)	50,437

Liftside - Budget Projections
Summary - Format Updated 05-31-2012
Data updated 10-25-18

The budget projections for 2020 and forward are under review.
The Directors will have budget for 2019 ready for homeowner review and ratification in November

Joe Ingram

Budgets

Target Year	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Number of homes	60	60	60	60	60	60	60	60	60	60
rate of increase for Regular Assessment	0.045	0.045	0.045	0.045	0.045	0.015	0.015	0.015	0.015	0.015
Regular Assessment Income	174,853	182,722	190,944	199,537	208,516	211,643	214,818	218,040	221,311	224,631
1st Qtr	104,912	109,633	114,566	119,722	125,109	126,986	128,891	130,824	132,787	134,778
2nd Qtr										
3rd Qtr	69,941	73,089	76,378	79,815	83,406	84,657	85,927	87,216	88,524	89,852
4th Qtr										
Other Income	1,807									
Total Income	176,660	182,722	190,944	199,537	208,516	211,643	214,818	218,040	221,311	224,631
Regime Expenses										
SNHA Services Fee	28,800	29,088	29,379	29,673	29,969	30,269	30,572	30,877	31,186	31,498
Planning	1,010	1,020	1,030	1,041	1,051	1,062	1,072	1,083	1,094	1,105
Accounting	3,333	3,366	3,400	3,434	3,468	3,503	3,538	3,573	3,609	3,645
Other Adm-meetings	1,311	1,351	1,391	1,433	1,476	1,520	1,566	1,613	1,661	1,711
Insurance (Annual Increase)	29,818	30,414	31,023	31,643	32,276	32,921	33,580	34,251	34,936	35,635
LS Prop Services Contract (SNMCO)	70,228	70,930	71,639	72,356	73,079	73,810	74,548	75,294	76,047	76,807
Routine Common Property Maintenance	13,361	13,661	13,969	14,388	14,716	15,053	15,504	15,862	16,230	16,717
Snow removal roofs	4,677	4,818	4,962	5,111	5,264	5,422	5,585	5,752	5,925	6,103
SNHA Project Management - Routine	2,165	2,217	2,272	2,340	2,398	2,457	2,531	2,594	2,659	2,738
Other										
Total Expense	154,703	156,865	159,065	161,418	163,697	166,017	168,496	170,900	173,347	175,960
Reserve Balance - Beginning Year	42,592	50,437	18,390	28,899	56,938	70,471	85,046	24,602	55,655	46,473
Net Income-Expense Contribution to Reserves	21,957	25,857	31,879	38,119	44,818	45,626	46,323	47,141	47,964	48,671
Other income/recovery special assessment										
Expenses - see project summary	12,600	51,700	19,080	9,000	27,933	27,725	95,327	14,364	51,023	-
Hallway and Grounds Project										
Project Management by SNHA - Major Projects	1,512	6,204	2,290	1,080	3,352	3,327	11,439	1,724	6,123	-
Other Adjustments										
Projected Year End Reserve Fund Balance	50,437	18,390	28,899	56,938	70,471	85,046	24,602	55,655	46,473	95,144
SNHA fees included in above calculations										
SNHA Basic Service Fee/Home	480	485	490	495	499	504	510	515	520	525
Planning Fee/Regime by %	1,010	1,020	1,030	1,041	1,051	1,062	1,072	1,083	1,094	1,105
Accounting Fee/Home	56	56	57	57	58	58	59	60	60	61
Overall Rate of increase	0.024	0.010	0.010	0.010	0.010	0.010	0.010	0.010	0.010	0.010
Assessments Summary	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Approx Annual Assessments by Home Type	176,660	182,722	190,944	199,537	208,516	211,643	214,818	218,040	221,311	224,631
Studio	2,549	2,634	2,750	2,870	2,996	3,041	3,086	3,132	3,178	3,225
1 Bedroom	3,149	3,258	3,406	3,561	3,723	3,779	3,836	3,894	3,952	4,012
2 Bedroom	3,531	3,655	3,824	4,001	4,186	4,249	4,314	4,379	4,445	4,513
Rate of increase-Regular	0.056	0.034	0.045	0.045	0.045	0.015	0.015	0.015	0.015	0.015
Actual Dollar Increase from past year										
Studio	134	85	115	121	126	44	45	46	47	47
1 Bedroom	167	109	148	155	162	56	57	58	59	60
2 Bedroom	187	124	169	177	185	63	64	65	66	67

Lifside - Budget Projections
Summary - Format Updated 05-31-2012
Data updated 10-25-18

Joe Ingram

Target Year	2029	2030	2031	2032	2033	2034	2035	2036
Number of homes	60	60	60	60	60	60	60	60
rate of increase for Regular Assessment	0.015	0.015	0.015	0.015	0.015	0.015	0.015	0.015
Regular Assessment Income	228,000	231,420	234,891	238,415	241,991	245,621	249,305	253,045
1st Qtr	136,800	138,852	140,935	143,049	145,195	147,372	149,583	151,827
2nd Qtr								
3rd Qtr	91,200	92,568	93,957	95,366	96,796	98,248	99,722	101,218
4th Qtr								
Other Income								
Total Income	228,000	231,420	234,891	238,415	241,991	245,621	249,305	253,045
Regime Expenses								
SNHA Services Fee	31,813	32,131	32,453	32,777	33,105	33,436	33,770	34,108
Planning	1,116	1,127	1,138	1,149	1,161	1,173	1,184	1,196
Accounting	3,682	3,719	3,756	3,793	3,831	3,870	3,908	3,947
Other Adm-meetings	1,762	1,815	1,870	1,926	1,983	2,043	2,104	2,167
Insurance (Annual Increase)	36,348	37,075	37,816	38,573	39,344	40,131	40,934	41,752
LS Prop Services Contract (SNMCO)	77,575	78,351	79,134	79,926	80,725	81,532	82,348	83,171
Routine Common Property Maintenance	17,108	17,511	18,036	18,463	18,903	19,470	19,937	20,417
Snow removal roofs	6,286	6,474	6,669	6,869	7,075	7,287	7,506	7,731
SNHA Project Management - Routine	2,807	2,878	2,965	3,040	3,117	3,211	3,293	3,378
Other								
Total Expense	178,497	181,081	183,836	186,515	189,245	192,152	194,984	197,868
Reserve Balance - Beginning Year	95,144	120,576	89,253	107,990	119,721	125,805	179,274	133,895
Net Income-Expense Contribution to Reserves	49,503	50,339	51,056	51,899	52,746	53,469	54,322	55,177
Other income/recovery special assessment								
Expenses - see project summary	21,492	72,913	28,856	35,864	41,663	-	89,018	80,000
Hallway and Grounds Project								
Project Management by SNHA - Major Projects	2,579	8,750	3,463	4,304	5,000	-	10,682	9,600
Other Adjustments								
Projected Year End Reserve Fund Balance	120,576	89,253	107,990	119,721	125,805	179,274	133,895	99,472
SNHA fees included in above calculations								
SNHA Basic Service Fee/Home	530	536	541	546	552	557	563	568
Planning Fee/Regime by %	1,116	1,127	1,138	1,149	1,161	1,173	1,184	1,196
Accounting Fee/Home	61	62	63	63	64	64	65	66
Overall Rate of increase	0.010	0.010	0.010	0.010	0.010	0.010	0.010	0.010
Assessments Summary	2029	2030	2031	2032	2033	2034	2035	2036
Approx Annual Assessments by Home Type	228,000	231,420	234,891	238,415	241,991	245,621	249,305	253,045
Studio	3,273	3,322	3,371	3,421	3,472	3,524	3,576	3,629
1 Bedroom	4,072	4,134	4,196	4,259	4,323	4,389	4,455	4,522
2 Bedroom	4,581	4,651	4,721	4,793	4,865	4,939	5,014	5,090
Rate of increase-Regular	0.015	0.015	0.015	0.015	0.015	0.015	0.015	0.015
Actual Dollar Increase from past year								
Studio	48	49	49	50	51	52	52	53
1 Bedroom	60	61	62	63	64	65	66	67
2 Bedroom	68	69	70	72	73	74	75	76

Liftside Project Summary															
Note - Project list is under review by Directors - Estimates are subject to change															
Joe Ingram															
Hallway Renovation Items - Replacement Projections by Becky Tisbert															
Items needing research or estimates added are marked with															
Last updated 10-23-18				Projections											
Liftside Projects	Target Year for Project	Base Year	Life	1st Target Year	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Improvements															
Ceilings - 1st and 2nd Floors - Remove texture		2015	6	2021					10,000						
Exterior paved walkways and bike pads - Need Numbers															
Maintenance - Annual rate of increase for most items =3%															
Routine Total - includes below items															
Washer dryer closets and machines - clean common vent shafts & closets			1	Annual	12,972	13,361	13,661	13,969	14,388	14,716	15,053	15,504	15,862	16,230	16,717
Repairs - common elements			1	Annual	2,026	2,087	2,149	2,214	2,280	2,349	2,419	2,492	2,566	2,643	2,723
Entry Area Mats - rental and service contract			1	Annual	2,572	2,649	2,729	2,810	2,895	2,982	3,071	3,163	3,258	3,356	3,457
Hallways, Trash closets, entry areas - Repaint as needed			1	Annual	3,278	3,376	3,376	3,376	3,478	3,478	3,478	3,582	3,582	3,582	3,689
Stairway Vinyl Tread Coverings - Replace as needed			1	Annual	4,509	4,644	4,784	4,927	5,075	5,227	5,384	5,546	5,712	5,883	6,060
Reserve Funded Expenses - Annual Rate of increase = 2%															
Fire Alarm System-Replace and Upgrade Central		2000	20	2020								34,000			
Artwork - hallways		2015	10	2025								7314			
Carpet Hallway - Hallways and landings		2015	8	2023						23,433					
Carpets - Entrance carpets-contract service - see maintenance above		2015	3	2018				0			0			0	
Ceilings - 1st,2nd,3rd Floor paint		2015	7	2022					9,000						
Decks - Restain [project every three years] -adj 8-27-09		2013	3	2016	18,000			19,080			20,225			21,438	
Decks - Repair/restore - evaluate real needs and add numbers		2002	20	2022											
Doors - Common Hallway and Utility Closet Doors		2010	20	2030											
Doors Entries - replace		2015	15	2030											
Doors - trash closet		2017	15	2032											
Entry areas - Improvements new wood benches		2017	15	2032											
Exterior walkways and parking - grading and drainage		2017	10	2027										15000	
Drainage of roof eaves front sides ??															
Hallway - Wall trim and baseboard		2015	20	2035											
Handrails - Replace for interior stairways		2015	20	2035											
Heaters - Hallway repair or replace and tie to common T-stat		2015	12	2027										14,585	
Lights Hallway - Interior wall sconce		2015	10	2025								12190			
Lights - Hallway ceiling		2015	10	2025								6095			
Lights exterior wall sconce - Replace		2015	10	2025								4266			
Siding - stain		2009	7	2016	13,860	12,600						15800	14364		
Roof Shingles units 25-60 - replace - annual rate of increase = 2%		2016	20	2036	34,000										
Roof Shingles units 1-24 - replace annual rate of increase = 2%		2001	19	2020			51,700								
Signage - Interior		2015	10	2025								1463			
Sign refinish Primary Building ID		2015	8	2023								1400			
SafeLoc Keyless entry - Common area doors (15 doors) hardware		2010	12	2022					4,500						
Ski Locker maintenance		2015	?		8,000										
Tile - entry areas		2015	10	2025								12799			
Washer-Dryer (reapacement as needed)				0											
Water heaters replace Common area heaters		2005	12	2017											
Joe - No charge for carpets. Charge for service.	ding future system	2016	8	2024							7500				
Regime Property Management by SNMCo					69,532	70,228	70,930	71,639	72,356	73,079	73,810	74,548	75,294	76,047	76,807
Improvements Total					0	0	0	0	0	0	0	0	0	0	0
Maintenance Total					12,972	13,361	13,661	13,969	14,388	14,716	15,053	15,504	15,862	16,230	16,717
Snow removal - Roofs (5 year Average)					4,541	4,677	4,818	4,962	5,111	5,264	5,422	5,585	5,752	5,925	6,103
Reserve Funded					73,860	12,600	51,700	19,080	9,000	27,933	27,725	95,327	14,364	51,023	0
Total to be expended					87,045	88,266	89,408	90,571	91,855	93,059	94,285	95,637	96,908	98,202	99,627

Liftside Project Summary												
Note - Project list is under review by Directors - Estimates are subject to change												
Joe Ingram												
Hallway Renovation Items - Replacement Projections by Becky Tisbert												
Items needing research or estimates added are marked with												
Last updated 10-23-18												
Liftside Projects	Target Year for Project	Base Year	Life	1st Target Year	2029	2030	2031	2032	2033	2034	2035	2036
Improvements												
Ceilings - 1st and 2nd Floors - Remove texture		2015	6	2021								
Exterior paved walkways and bike pads - Need Numbers												
Maintenance - Annual rate of increase for most items =3%												
Routine Total - includes below items												
Washer dryer closets and machines - clean common vent shafts & closets			1	Annual	17,108	17,511	18,036	18,463	18,903	19,470	19,937	20,417
Repairs - common elements			1	Annual	2,804	2,889	2,975	3,065	3,156	3,251	3,349	3,449
Entry Area Mats - rental and service contract			1	Annual	3,560	3,667	3,777	3,890	4,007	4,127	4,251	4,379
Hallways, Trash closets, entry areas - Repaint as needed			1	Annual	3,689	3,689	3,800	3,800	3,800	3,914	3,914	3,914
Stairway Vinyl Tread Coverings - Replace as needed			1	Annual	6,242	6,429	6,622	6,820	7,025	7,236	7,453	7,676
			1	Annual	813	837	862	888	915	942	970	999
Reserve Funded Expenses - Annual Rate of increase = 2%												
Fire Alarm System-Replace and Upgrade Central		2000	20	2020								
Artwork - hallways		2015	10	2025							8916	
Carpet Hallway - Hallways and landings		2015	8	2023			27456					
Carpets - Entrance carpets-contract service - see maintenance above		2015	3	2018			0			0		
Ceilings - 1st,2nd,3rd Floor paint		2015	7	2022	9000							
Decks - Restain [project every three years] -adj 8-27-09		2013	3	2016		22,725			24,088			
Decks - Repair/restore - evaluate real needs and add numbers		2002	20	2022								
Doors - Common Hallway and Utility Closet Doors		2010	20	2030		30000						
Doors Entries - replace		2015	15	2030		20188						
Doors - trash closet		2017	15	2032				9423				
Entry areas - Improvements new wood benches		2017	15	2032								
Exterior walkways and parking - grading and drainage		2017	10	2027								
Drainage of roof eaves front sides ??												
Hallway - Wall trim and baseboard		2015	20	2035							17831	
Handrails - Replace for interior stairways		2015	20	2035							14859	
Heaters - Hallway repair or replace and tie to common T-stat		2015	12	2027								
Lights Hallway - Interior wall sconce		2015	10	2025							14859	
Lights - Hallway ceiling		2015	10	2025							7430	
Lights exterior wall sconce - Replace		2015	10	2025							5021	
Siding - stain		2009	7	2016				17741	16375			0
Roof Shingles units 25-60 - replace - annual rate of increase = 2%		2016	20	2036								80,000
Roof Shingles units 1-24 - replace annual rate of increase = 2%		2001	19	2020								
Signage - Interior		2015	10	2025					1200			
Sign refinish Primary Building ID		2015	8	2023			1400					
SafeLoc Keyless entry - Common area doors (15 doors) hardware		2010	12	2022							4,500	
Ski Locker maintenance		2015	?									
Tile - entry areas		2015	10	2025							15602	
Washer-Dryer (replacment as needed)				0								
Water heaters replace Common area heaters		2005	12	2017	12492							
Joe - No charge for carpets. Charge for service.	ding future system	2016	8	2024				8700				
Regime Property Management by SNMCo					77,575	78,351	79,134	79,926	80,725	81,532	82,348	83,171
Improvements Total					0	0	0	0	0	0	0	0
Maintenance Total					17,108	17,511	18,036	18,463	18,903	19,470	19,937	20,417
Snow removal - Roofs (5 year Average)					6,286	6,474	6,669	6,869	7,075	7,287	7,506	7,731
Reserve Funded					21,492	72,913	28,856	35,864	41,663	0	89,018	80,000
Total to be expended					100,969	102,336	103,839	105,258	106,703	108,289	109,790	111,319