

LINCOLN TRADE CENTER OWNERS ASSOCIATION, INC.

6040 SOUTH 58TH STREET, SUITE 2 • LINCOLN, NEBRASKA 68516

ANNUAL MEETING

The Annual Meeting on 01 October was hosted again by the Elks Club. **Their “hospitality” was greatly appreciated.** The Annual Meeting notes were emailed to the Owners 07 October 2019.

2020 BUDGET ADOPTED

At the 15 October meeting of the Board of Directors, a budget prepared by CPA Chris Robinette and the Directors was given a final review and then adopted. Owners will receive a copy of the 2020 Budget with supplemental information before the end of November. The Directors, however, agreed to suspend the dues line on the 2019 4th Quarter Assessment. Merry Christmas !

SNOW POLICY AND INSURANCE

Tenants are **required** to “maintain” **their** sidewalk and the parking surfaces immediately adjacent to their property, by routinely clearing and sanding as required, to minimize hazardous conditions. The sidewalk in front of each tenant space is part of the “Owners / Tenant’s property” for which the Owner is required to have **liability insurance** in place. It is private property and NOT part of the Commons. The entire snow policy is posted on the website at **LincolnTradeCenter.com**.

Every fall buckets partially filled with a sand / gravel mix are placed around the Trade Center for use by Tenants to **KEEP SIDEWALKS AND PARKING SPACES SAFE**. Please put the lids on tight to keep the contents dry. If supplies run low, please call the phone number on the Snow Policy. Note . . . these are NOT butt cans! Owners with vacant spaces must make arrangements for snow / ice removal.

During the winter months all benches, planters, etc. on the sidewalks should be put in storage so as to not be damaged or obstruct the snow removal operations.

Snow removal will be scheduled early in the morning Monday thru Saturday. The timing or

need for snow removal on weekends is determined by the site conditions and the weather forecast.

GUTTER CLEANING

If you have trees adjacent to your property, you may want to get your gutters cleaned out before the cold weather creates ice dams. This is a “maintenance” task that is typically the obligation of the property Owner. Last year, in light of the unexpected weather conditions, the Association hired **GUTTER CLEANING 402-489-8537** to open up frozen gutters i.e. gutters that had not been cleaned. As a property Owner, you may hire anyone you select to provide this service, however, you may want to be sure that they are insured.

CAPITAL MAINTENANCE PLAN

At the Annual Meeting there was unanimous support for the **2020 Capital Maintenance Plan** which will facilitate all property owners’ access to contractors with the goal of finishing the campus wide maintenance plan. Projects like painting door/window frames and doors as well if needed. There are a few buildings that need the rear soffit replaced and there are some sheet metal repairs that are on the list. Door and window replacement is possible with this program and even replacement of the concrete sidewalk on the front of your building. This is a rare opportunity to accumulate similar projects into a **bidding package** that will attract the interest of qualified local contractors.

The “process” is that of connecting property owners with contractors, defining the maintenance work to be accomplished, fixing the cost via competitive bidding, and then getting the work done.

The cost of these improvements is then assessed to each property owner based on their proportional obligation exactly as outline in the Covenants.

The Directors, in reducing the 4th Quarter Assessment, hoped that these savings could be reinvested in the 2020 Capital Maintenance Plan.

In **January** each Association Member will receive details on the **2020 Capital Maintenance Plan** and

a “proxy” to vote your property into the overall scope of work.

EXTERIOR WATER HYDRANTS

Most of the exterior original faucets on buildings are not freeze proof, therefore, faucets must be shut off inside and drained down outside by the building occupants. This is property Owners responsibility.

SOFFIT LIGHTING

This feature is an important component of the overall site lighting plan and is especially important with the change back to standard time. If you light goes out, please replace immediately to preserve a safe environment. Specifications are on page 12 of the Building Maintenance guidelines.

DIGITAL SIGN ADVERTISING

Based on the experience thus far with **electronic advertising**, it appears that a basic plan including 6 seconds, 6 weeks for \$40 is working well. A typical sign package runs for 50-60 seconds, which would provide a rotation 60 times per hour or 1,440 times per day.

BUSINESS SIGNAGE

Owners who wish to upgrade their signage with either letters of a different color or by adding a logo of the same general 15” parameters, should notify the Association before making changes. **ALL costs associated with installation and/or removal of the signage is the responsibility of the Owner or the Owner’s Tenant.**

DUMPSTER ABUSE

Our dumpsters are provided for owners / tenants of the Trade Center ONLY. If you witness someone that you believe is NOT a Trade Center member, remind them that you pay for this service, **IT IS NOT A PUBLIC TRASH CAN.**

BE ON THE ALERT

It is our hope that everyone working at the Trade Center will function as a “neighborhood watch” and report suspicious activities to the proper authorities

immediately including as much information as possible regarding time, location, description, license plate numbers, etc.

USE OF COMMONS - PARKING

The commons areas for all practical purposes includes all of the 1,066 parking spaces and drive surfaces as well as a majority of the green space. Those areas are available to ALL of the Owners / Owners Tenants and cannot be restricted for use by any single Owner or Owners’ Tenants.

Large “legally” parked trucks or trailers should be placed so that traffic sight lines at parking lot exits will not be obstructed – for everyone’s safety.

The entire “Parking Policy” is published on the Association website...LincolnTradeCenter.com.

THANK YOU FOR NOTICING

The Association receives, from time to time, calls from tenants regarding damaged property, broken sprinkler heads, burned out lamps, etc. We appreciate your concern for the appearance of the Trade Center. We attempt to address each issue as quickly as possible.

LincolnTradeCenter.com

Check it out! Lots of helpful information!

IMPORTANT NOTE

This newsletter is sent only to the Association Owners. Non-Owner tenants will not get this information unless you pass it on. Thank you!

OCTOBER 2019

Notice of Confidentiality: The information contained in this electronic mail transmission is confidential information intended only for the use of the above named individual and/or entity. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution or the taking of any action in reliance on the contents of this information is strictly prohibited. If you have received this communication in error, please notify the sender immediately at the telephone number provided.

Notice of Liability: As the Internet is not a fully secure environment, the Lincoln Trade Center Owners Association Board of Directors cannot ensure that this or any other email has not been interfered with during transmission. The sender, therefore, does not accept liability for any errors or omissions in the contents of this message that arise because of email transmission.

LINCOLN TRADE CENTER OWNERS ASSOCIATION 2020 BOARD OF DIRECTORS

PRESIDENT Mike Donlan Phone 730-3132 pioneerpromos@aol.com	VICE PRESIDENT Bill Westlund Phone 423-0034 taxgroup@windstream.net	TREASURER Larry Lockhart Phone 438-5929 larrylockhart@bionresearch.com	SECRETARY Michelle Gonzales Phone 421-8332 info@buildersbureau.com	DIRECTOR Katie Green Phone 328-8907 katie@cedarhollowfoods.com	DIRECTOR Pat Ward Phone 421-1222 pat@lincolnae4u.com
--	---	--	--	--	--

PAST PRESIDENT Monte Eastin Phone 423-3200 Email meastin@amfam.com Chris Robinett Phone 328-2740 Fax 328-2741 ACCOUNTANT

LINCOLN TRADE CENTER OWNERS ASSOCIATION, INC.

6040 SOUTH 58TH STREET, SUITE 2 • LINCOLN, NEBRASKA 68516

INSURANCE

The Board of Directors approved at their last meeting insurance coverage to be provided by the United Fire Group for the coming year . . . 01 June 2019 thru 30 May 2020. The policy is in conformance with the requirements of the Covenants . . . which are posted on the website – LincolnTradeCenter.com. **ALL owners should review their individual property / liability coverages in light of the Covenant provisions and insure accordingly as recommended by their insurance professional. If you have a “grill” or “stacked wood pallets” on your property, both considered fire hazards, you may also want to add “additional” coverage**

SITE REMINDER

Just a reminder . . . the parking area and drives are NOT private property, they are a part of the Commons. Cooperation of the Owners / Tenants to provide annual maintenance is essential and would be greatly appreciated.

On the weekend of May 11-12 **ALL** of the concrete surfaces will be swept / blown clear of debris. Air born gravel and debris created by this process could damage any vehicles that have not been moved to the **large parking area** near the main mailboxes i.e. the “safe area”. **Everyone is requested to relocate their vehicles, etc. to the centrally located “safe area” for the weekend only [Saturday and Sunday] by the end of the day Friday, 10 May.**

Similarly, the **repainting of all the site markings** will be scheduled a week or so after the sweeping and everyone will again be requested to move their vehicles, etc. to the “safe area” to be sure that no vehicles are damaged by overspray.

PARKING COURTESY

We have a lot of new Owners and Tenants on the Trade Center Campus which is sometimes a source of stress if everyone is not familiar with and abides by the guidelines published on the Association website. The parking areas are for business/customer parking and **not** for vehicle storage. **Vehicles that seem to be “stored” or “abandoned” are regularly posted to be towed.** Other courtesy issues like smoking, pet control, and trash...are all addressed on the website.

FLOWER POTS

There is a trend appearing, especially with the new Owners/Tenants to provide something distinctive at their front door. In many cases this is a flower pot but sometimes it's just a bench. If you look at the Association website you will see in the photograph the original vision for flower pots. Our experience over the past few years has been significantly different... relatively random placement to say the least. At the last Directors' meeting it was decided to take a one year break from the flower pot tradition and see how the Owners/Tenants respond in both word and in deed.

Also, **NOW** is the time to place any **sand buckets** on the front sidewalk so that they can be picked up this week and stored for the summer.

BUILDING MAINTENANCE BASICS

Many of the Owners at the Lincoln Trade Center may be relatively new but the buildings are not, they are "aging in place". The first instinct of a new owner is to “change things up” which is certainly OK for the interior but when it comes to the exterior, there are some basic standards and an approval process.

NO WORK ON THE EXTERIOR OF ANY BUILDING MAY BE INITIATED WITHOUT THE DIRECTORS WRITTEN APPROVAL IN ADVANCE

RE-ROOFING / GUTTERS

Both of these project are finished and by the end of the year the initial workmanship warranty will end. The Directors have planned a full site inspection in May to evaluate not only the status of the roofs and gutters, but the condition of all the properties in general. Hopefully, now that the weather is no longer a significant factor, some of the Owners needed maintenance initially planned for last Fall, can now be completed.

PLEASE BE ON THE ALERT

It is our hope that everyone working at the Trade Center will function as a “neighborhood watch” and report suspicious activities to the proper authorities immediately including as much information as possible regarding time, location, description, license plate numbers, etc. **Especially document the dumping of cardboard by the general public.**

SPRING is a good time to “tidy up” around your building, both in front and in back, so as to maintain the “professional” appearance of our campus. Note that your property generally ends at the edge of the sidewalk. **NO PRIVATE USE OF THE PARKING ARE IS PERMITTED.** Thank you!

LINCOLNTRADECENTER.COM

Almost every question that you may have about being a responsible member of the Association is on the Association website. If you still have a question that is not addressed, please let us know...using the website, of course !

USE OF COMMONS – PARKING

The commons area for all practical purposes includes all of the 1,066 parking spaces and drive surfaces as well as a majority of the green space. Those areas are available to all of the Owners / Owners’ Tenants and cannot be restricted for use by any single Owner or Owners’ Tenants.

Large “legally” parked trucks or trailers should be placed so that traffic site lines at parking exits will not be obstructed – for everyone’s safety.

THANK YOU FOR NOTICING

The Association receives, from time to time, emails at **LincolnTradeCenter@aol.com** from owners / tenants regarding damaged property, broken sprinkler heads, burned out lamps, etc. We appreciate your concern for the appearance of the Trade Center campus.

LincolnTradeCenter.com is our website. Check it out! Lots of helpful information!

IMPORTANT NOTE

This newsletter is sent only to the Association Owners. Non-Owner tenants will **NOT** get this information unless you pass it on. Thank you!

MAY 2019

Notice of Confidentiality: The information contained in this electronic mail transmission is confidential information intended only for the use of the above named individual and/or entity. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution or the taking of any action in reliance on the contents of this information is strictly prohibited. If you have received this communication in error, please notify the sender immediately at the telephone number provided.

LINCOLN TRADE CENTER OWNERS ASSOCIATION 2018 BOARD OF DIRECTORS **WWW.LINCOLNTRADECENTER.COM**

PRESIDENT
Monte Eastin
Phone 423-3200
meastin
@amfam.com

VICE PRESIDENT
Katie Green
Phone 328-8907
katie
@cedarhollowfoods.com

TREASURER
Larry Lockhart
Phone 438-5929
larrylockhart
@bionresearch.com

SECRETARY
Michelle Gonzales
Phone 421-8332
builders
@cornhusker.net

DIRECTOR
Josh Munford
Phone 423-8818
joshmunford
@outlook.com

DIRECTOR
Bill Westlund
Phone 423-0034
taxgroup
@windstream.net