

**WOODBRIIDGE INN CONDOMINIUM ASSOCIATION
ANNUAL HOMEOWNER MEETING
JANUARY 19, 2013**

I. CALL THE MEETING TO ORDER

The Woodbridge Condominium Association Annual Homeowner Meeting was called to order by Wayne McCorkle at 3:08 p.m. on Saturday, January 19, 2013 in the Frisco Senior Center.

Board Members Present Were:

Wayne McCorkle, President #302	Jim Meyer, #103
Kate Love, #111	Robin Gustafson, #201
Bill McCall, #106	

Owners Present Were:

Sandra Hawkins, #105	Brad Redman, #306
Andrea Sakiewicz, #202	Leonard Szmurlo, #315
William Danley, #206	Meredith Long, #303
Krisdha & Katherine Buranapiyawong, #113	Brad Redman, #107

Representing Basic Property Management were Gary Nicholds, Eric Nicholds, Charles Johnson and Giovanna Voge. Emma Spofford of Summit Management Resources was recording secretary.

II. ROLL CALL AND PROXIES

With 13 owners represented in person and five by proxy a quorum was confirmed.

III. VERIFICATION OF NOTICE

Notice of the meeting was sent in accordance with the Bylaws.

IV. APPROVE PREVIOUS MEETING MINUTES

Robin Gustafson made a motion to approve the minutes from the Homeowner Meeting held on February 11, 2012 as presented. The motion was seconded by Wayne McCorkle and carried.

V. PRESIDENT'S REPORT

Wayne McCorkle re-stated the Board's objectives, which are to protect the investment, reduce the probability of insurance claims, build up cash reserves, shift from reactive to proactive maintenance mode and define and execute a regular schedule of maintenance items.

VI. FINANCIAL REPORT

A. 2012 Year-End Financial Review

All of the Association's financial information can be viewed on line. Giovanna Voge reviewed the line items of the Balance Sheet. The year-end balance of the line of credit was \$55,000 and the balance of the Reserve Fund was \$40,859.

The year-end Profit and Loss Statement was reviewed. Income was down approximately \$4,000 due to the loss of the Cricket lease. There were savings in boiler maintenance, snow removal and electricity. Only \$5,000 was spent on building maintenance compared to the budgeted amount of \$25,000. Trash removal expenses were slightly over budget due to additional pickups during peak occupancy times. The work to the parking lot was paid out of the Operating Budget instead of the Reserve Fund. Overall, the Association's Operating Budget ended the year with a favorable balance of \$19,816.

Sandra Hawkins asked if the three months of pre-payment Reserve funds collected from all the owners were being accounted for as a separate line item. Concerns were raised that this money should be available for refund to owners if they sell their units. Giovanna Voge noted that the Declarations and Bylaws state that the money can be refunded if it has not been used. Another owner stated the transaction would end up being a wash because as the money was refunded to the selling owner it would be simultaneously collected from the new owner. Sandra Hawkins thought that the Declarations and Bylaws dictated how the money should be accounted for. Wayne McCorkle stated that the Board would review the Declarations and Bylaws to determine the correct protocol. It was reported that all units have paid the three months of dues assessed.

B. 2013 Operating Budget

Giovanna Voge reviewed each line item of the proposed 2012 Operating Budget. The variances when compared to the 2012 Budget included:

1. A 7% increase to Insurance.
2. A slight increase to Professional Fees.
3. A reduction in loan interest per the repayment schedule.
4. A 3% increase to the Management Fee.
5. A reduction in Building Repairs from \$25,000 to \$5,000.
6. A new line item of \$2,000 dedicated to boiler repairs.
7. An increase to Trash Removal expenses to cover additional pick ups.
8. Budgeted year-end income of \$27,033.
9. A \$21,116 contribution to the Reserve Fund.

Reserve Fund projects earmarked for next year included:

1. Removing the siding from the west wall at an estimated cost of \$15,000.
2. Build roof over Unit 107 deck at an estimated cost of \$5,000.

Sandra Hawkins asked if there was any projected income from the washer and dryers and if there were any plans for the vendor to update the equipment. Wayne McCorkle replied that the machines are owned and operated by the Association and are not very old. The income generated from the facility is approximately \$1,500 and has not been included in the budget.

There will not be an increase to dues in 2013 and there are no Special Assessments anticipated.

VII. MANAGER'S REPORT

A. Completed Projects

1. New Clubhouse door and punch keypad.
2. Owner updates and continued sharing of information.
3. Installation of garage door.
4. Closed in sides of window spaces on north side.
5. Installed new light fixture near cabinets.
6. Crack sealed the driveway.
7. It was determined that a boiler was emitting high levels of carbon monoxide gas while working on Unit 112. The boiler was stripped, cleaned and the flame adjusted. An additional pipe was added to increase the draft.
8. The heat issues in Unit 112 were addressed by an engineer and recommendations were made to the owner.
9. There have been ongoing issues with pipes freezing in the walls of Units 207 and 307. The units are checked regularly and mitigation measures are in place.
10. Adjustments were made to the photocell lights to make them stay on longer in the garage. This made the lights stay on too long outside so additional work needs to be completed to split the circuits.
11. The entire roof of the east building was re-screwed to mitigate leaks.
12. The boilers are being professionally inspected once a month.

An owner noted that the stairs can be slippery and suggested applying a treatment that has sand in it to improve traction. Charles Johnson replied that he would look into adding sand to the paint when they are next painted. It was also suggested that the lights be left on in the stairways as they are dimly lit even during the daytime.

VIII. NEW BUSINESS

A. Summer Boiler Operations In West Building

Some experimental adjustments will be made to the boiler in the west building in the summer months to help with overheating of the units. There have also been some incidents of hot water coming out of the cold taps, which will be

investigated. The owners will be informed when changes are made to the boilers. This is an ongoing item.

B. Capital Plan

The first draft of a capital plan has been created. The plan includes the large capital items that will need to be replaced in the future, along with expected replacement dates and approximate costs. The plan will be sent to the owners next week and owners are encouraged to provide comments and suggestions. The large ticket items include painting the east building in 2014, painting the west building in 2015 and replacing the roof on the east building in 2016. Based on the current rate of contribution, there will not be enough funds to pay for the roof replacement in 2016. It is not known at this time how this project will be funded. An owner suggested increasing dues now in preparation for the project. Sandra Hawkins noted that skylights and replacement washers and dryers were not included in the plan. Wayne McCorkle stated that the Board would look into adding these items. Charles Johnson said the skylights would be replaced as part of the roofing project. It was noted that the cost estimate for the roof seemed low.

C. Other Income Sources

The possibility of wind power has been investigated but tabled due to the cost and possible height restrictions. It is not known if the installation of solar panels would be cost effective.

D. Declarations Status/Updates

The Board spent a lot of time this year working on the Declarations and Bylaws. There still is not a consensus about how expenses should be fairly reallocated. Whatever is decided will require a favorable vote of 67% of the ownership, including mortgage holders. It has also been determined that this project will require an expenditure of \$4,000 - \$5,000 for legal fees. The Board will continue to work on this item.

E. Internet

A proposal has been received from Cobianet for property-wide wireless internet. The price would be \$10/unit/month with the stipulation that all units participate. There would not be any contract and the service could be cancelled at any time. Gary Nicholds stated that this company is providing service at another property that he manages and the owners are satisfied with the service. Any problems they experienced were fixed quickly. Cobianet has offered a free one-month trial with no obligation. After much discussion, William Danley made a motion to contract with Cobianet for internet service and to have the owners vote by email after 60 days on whether or not to continue with the service. The motion was seconded by Sandy Hawkins. In a show of hands, 11 owners voted in favor of the motion and three voted against. The motion carried.

The \$10 charge will be added to the owner statements.

F. New Owners

It was requested that an update of new owners and recent unit sales be provided at the Annual Meetings.

G. Skype/Conference Call

It was requested that the Board look into providing Skype or conference call options for owners not able to attend the Annual Meeting in person.

IX. ELECTION

The terms of Wayne McCorkle, Robin Gustafson and Bill McCall expired. Wayne McCorkle and Bill McCall indicated that they would be willing to run again. There were no other nominations. A motion was made to elect the two candidates by acclamation. The motion was seconded and carried.

X. NEXT ANNUAL MEETING DATE

The next Homeowner Meeting will be held January 18, 2014.

XI. ADJOURNMENT

With no further business, the meeting was adjourned at 5:10 p.m.

Approved By: _____

Board Member Signature

Date: _____