

**WOODBRIIDGE INN CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTORS MEETING  
NOVEMBER 21, 2013**

**I. CALL THE MEETING TO ORDER**

The Woodbridge Condominium Association Board of Directors Meeting was called to order via teleconference by Wayne McCorkle at 6:03 p.m. on Thursday, November 21, 2013 in the Basic Property Management office.

Board Members Participating Were:

Wayne McCorkle, President #302

Bill McCall, #106

Kate Love, #111

Jim Meyer, #103

Representing Basic Property Management were Gary Nicholds, Eric Nicholds and Charles Johnson. Erika Krainz of Summit Management Resources was recording secretary.

**II. APPROVE PREVIOUS MEETING MINUTES**

Kate Love requested a revision to the fifth paragraph in section III. A. It should read "Kate Love asked Giovanna Voge to change the 2014 Reserve contribution increase to zero."

Wayne McCorkle made a motion to approve the minutes from the October 29, 2013 Board Meeting as revised. Kate Love seconded and the motion carried.

**III. FINANCIAL REPORT**

*A. 2014 Proposed Budget*

The Board discussed how year-end surpluses should be handled.

Kate Love made a motion to transfer any positive operating variance at the end of 2013 into the Capital Reserve Fund. Wayne McCorkle seconded and the motion carried.

Charles Johnson has received one bid for \$36,784 for metal handrail replacement on the rear decks. He has requested another bid from a second contractor. Kate Love noted that replacing the railings in a style similar to the new units (wood at the top and bottom and metal in the middle) might be less expensive. Charles was asked to take photographs of the new unit railings and to send them to the Board.

Jim Meyer made a motion to use the \$36,784 cost estimate for the railings for budgeting purposes. Bill McCall seconded and the motion carried.

**IV. PROPERTY MANAGEMENT REPORT**

*A. West Wall (East Building) Update*

The wall should be completed by next Wednesday. Bill McCall noted that the two affected units should be checked daily during the time when the wall is exposed to

ensure that the heat is on and that there are no frozen pipes. Charles said he had been in the unit with the renter two days ago and the heat was functional at that time.

*B. Unit 208 Electrical*

Charles Johnson said Unit 208 has been switched to an individual meter. He has one estimate of \$3,200 – \$3,700 to install a meter and a breaker panel in the unit. There have been some issues with getting access to the unit.

Wayne McCorkle was not in favor of the Association paying more than \$1,000 for the breaker panel installation. Kate Love pointed out that the Association was paying the electric bill so it would pay off in the long run. She suggested asking the unit owner to split the cost.

Charles Johnson will call the tenant next week and try to arrange for access to the unit. Wayne McCorkle said if Charles is unable to gain access and get an estimate by December 6, 2013, the Board should consider more extreme action. Gary Nicholds will call David Cosby, Sr. on Monday and tell him the Board has instructed him to get in the unit to inspect the pipes and if he does not provide access, he will be liable for any damage.

Wayne McCorkle said the Board should have access to all units in case of emergency. Some owners have challenged that right. He asked Charles which units had been problematic in terms of access. Charles said there had been issues with Unit 208, Unit 314 and Unit 105. Charles will create a written list that should be attached as an addendum to the minutes.

Wayne McCorkle asked if the Declarations had strong enough language regarding providing access to the units. Gary Nicholds felt the language could be stronger. Jim Meyer suggested changing the language in the Declarations.

*C. Heat Tape Update*

Charles Johnson received two bids of \$860 and \$1,050 to connect the heat tape for the three new units to the house panel in the mechanical room in the west building. A third bid was \$190 more than the first bid.

Jim Meyer made a motion to approve the \$850 bid for the heat tape connection. Bill McCall seconded and the motion carried.

**V. OLD BUSINESS**

*A. Unit Access*

Jim Meyer felt it should be made very clear that owners need to provide emergency access to all units. Charles Johnson noted that frozen pipes were not the only issue related to access. In the course of his routine inspections, he has identified two gas leaks and a glycol leak. Three units are not on the master system and two others are on the system but have denied him access. The new owner of Unit 201 has instructed Charles not to inspect the unit.

Gary Nicholds was asked to send Wayne McCorkle the phone number for David Cosby, Sr. He will tell David Cosby, Jr. that someone will inspect the unit daily while the siding boards are off. If a locksmith has to be called to provide access, the tenants will be charged for the call.

*B. Amendments to Declarations*

Wayne McCorkle said he had received at least two emails challenging the proposed changes to the dues allocations. He said he was hesitant to add anything more to the ballot.

Wayne said the two main issues for him were equity for charging individual items such as cable and having a searchable electronic document.

*C. Board Member Emails*

An owner has asked for the email addresses for all Board members. Gary Nicholds said owners were entitled to that information by law.

**VI. NEW BUSINESS**

*A. Painting*

Heat blowers were used to dry the newly painted areas.

*B. Cobianet*

Wayne McCorkle asked if the Cobianet charge had been added to the monthly statements. Bill McCall confirmed that the fee was charged on the most recent statement.

*C. Owner Reminders*

Gary Nicholds was asked to send a reminder to owners about sending in the ballots by December 13<sup>th</sup> and instructions for obtaining the new required Comcast equipment.

**VII. NEXT MEETING DATE**

The Annual Meeting will be held January 18, 2014 at the Frisco Senior Center. The next Board Meeting was scheduled for Wednesday, December 18, 2013.

**VIII. ADJOURNMENT**

Wayne McCorkle made a motion to adjourn at 7:27 p.m.

Approved By: \_\_\_\_\_

Board Member Signature

Date: \_\_\_\_\_