

**WOODBRIIDGE INN CONDOMINIUM ASSOCIATION
ANNUAL HOMEOWNER MEETING
JANUARY 17, 2015**

I. ROLL CALL/CERTIFICATION OF PROXIES

The Woodbridge Condominium Association Annual Homeowner Meeting was called to order by Wayne McCorkle at 2:22 p.m. on Saturday, January 17, 2015 in the Frisco Senior Center.

Board Members Participating Were:

Wayne McCorkle, President #302	Jim Meyer, #103
Leonard Szmurlo, #315	

Owners Present Were:

Sandra Hawkins, #105	Alex Kondo, #204
Jamie Lewis, #301	Stephanie McCorkle, #302
Simon Lewis, proxy for #304	Eric Vanderpool, #307

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

II. PROOF OF NOTICE/QUORUM

Notice of the meeting was sent in accordance with the Bylaws. With seven unit represented in person and nine by proxy a quorum was confirmed.

III. APPROVE PREVIOUS MEETING MINUTES

Simon Lewis made a motion to approve the January 18, 2014 Homeowner Meeting minutes as presented. Jim Meyer seconded and the motion carried.

IV. FINANCIAL REPORT

A. 2014 Year-End Financial Review

Margarita Sherman reviewed the Balance Sheet as of December 31, 2014:

1. Operating Cash – \$46,178
2. Reserves – \$60,056
3. Line of Credit - \$22,679
4. Total Equity – \$83,294

Margarita reviewed the Operating Profit and Loss as of December 31, 2014:

1. Total Income was \$2,111 favorable to budget due to Washer/Dryer income.
2. Total expenses were \$4,209 favorable to budget. Insurance was \$1,240 favorable to budget, Boiler Repairs was \$2,685 favorable to budget and Gas was \$1,351 favorable to budget.
3. Net Ordinary Income was \$6,321 favorable to budget.

Margarita reviewed the Reserve Profit and Loss as of December 31, 2014:

1. Total Reserve Income was \$3,404 favorable to budget.
2. Total Reserve Expenses were \$12,539 favorable to budget. The deck railing replacement project was \$24,841 favorable to budget, roof repair/replacement was a \$6,130 unbudgeted expense, painting the west building was \$11,172 unfavorable to budget and there was no insurance deductible expense.
3. Net Income was \$10,170 against a budgeted net loss of \$12,094.

An owner asked why the loan was not paid off since there was a surplus. Wayne McCorkle explained that the Board felt it was important to build the Reserve balance to handle planned and unexpected expenses. The Association may be in a position to pay off the loan this year. Margarita Sherman recommended waiting to pay it off because the Reserve balance was not strong enough. The loan interest rate is 6%.

B. 2015 Operating Budget

Margarita Sherman said the 2015 Budget included no increase to dues. She recommended increasing the Reserve allocation for 2016.

C. 2015 Reserve Plan

Reserve projects scheduled for 2015 include:

1. Clubhouse Improvements - \$4,000
2. Paint East Building - \$34,930

Sandy Hawkins asked how the Working Capital was being used. Wayne McCorkle said the funds were being allocated to future projects. He noted that the Reserve Study projected that the Reserve balance would go negative in 2021 after the roof replacement. Margarita Sherman commented that the Reserve Fund was not even 50% funded, so it will be very important to build the balance. It is advisable to increase the Reserve contribution 2 – 5% annually.

The 2015 Budget was previously approved by the Board.

V. MANAGEMENT REPORT

Charles Johnson provided an update on projects.

A. Completed Projects

1. There have been issues with frozen pipes in the original structure of Building A. Some of the pipes in the attic that were freezing were relocated to the floor and one foot of insulation was added throughout the building. The siding on the west side of the building was removed and the wall was insulated. It was determined that there was too much airflow in the attic because the soffit vents were too big so most of them were closed off. This appears to have addressed the problem. The unit thermostats should never be set below 65 degrees and the cabinet doors below the sink should be left open in very cold weather. Some of the vents in the west building will be closed off.

2. Painted the west building.
3. Plan to paint the east building in June.
4. Replaced all the rotten handrails on the back side of the building to meet code.
5. There have been some problems with rusting of the flue pipe and boiler. A temporary repair has been made until a part is received to complete the project.
6. Installed a shingle roof on Building B in 2013.
7. Rebuilt the chase above Unit 307.

VI. PRESIDENT'S REPORT

The Board's objectives 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.

VII. OLD BUSINESS

There was no old business discussed.

VIII. NEW BUSINESS

A. Pets

There was general agreement that the problem of dog waste around the property has gotten progressively worse. The Board has discussed providing pet waste bags but has not made a final decision. The Rules and Regulations specify that owners can have no more than two pets per unit, pets must be leashed and owners must pick up after their pets. Owners were encouraged to document violations with photos and to forward them to management.

B. Fines

There have been issues with storage of personal items in common areas, pet violations and illegal parking of trailers. The Board plans to start to enforce fines for rules violations. Leonard Szmurlo pointed out that if renters violate the rules, it is the owner who is fined.

C. Clubhouse Upgrades

Some funds have been allocated for Clubhouse upgrades this year.

D. Exterior Appearance

Owners were reminded that prior approval is needed before making any improvements, such as window replacement, that will affect the exterior appearance. Jim Meyer recommended that window replacement specify light colored vinyl frames. They cost 50% less than dark frames and they are more durable. He suggested painting the original wood window frames white for conformity when the building is repainted. Sandy Hawkins felt the white frames stuck out. Wayne McCorkle said the Board would discuss what needs to be done to return to

conformity. Sandy thought the windows were an Association responsibility. The Board will review this issue as well.

E. Management Responsibilities

Items management should not be asked to do include dealing with Comcast, repair of dripping faucets, leaks under sinks and toilets, providing access for contractors, turning up heat before owner arrival and delivering UPS and FedEx packages to the unit. These tasks are not included in the management contract and will incur extra charges for the Association. These services can be provided for individual owners for a fee. Owners can have packages sent to the Basic Property Management office.

F. Common Courtesy

Owners were reminded to be aware that they are living in a close community and to be conscious of noise caused by slamming doors, walking in ski boots, etc.

IX. OWNER COMMENTS

An owner suggested consideration of security cameras to help with identifying rules violations. This will be added to the Board agenda.

An owner commented there was an accumulation of ice from the roof drainage. Charles Johnson will ask Bobby Kat to scrape the area.

Gary Nicholds said an attempt was made to amend the Declarations last year. Approval would have required a favorable vote by at least 21 owners but only 18 owners voted in favor. Another attempt will be made to approve the amendments this year.

X. BOARD OF DIRECTORS ELECTION

The terms of Wayne McCorkle and Bill McCall expired and both indicated they were willing to run again. Paul Sakiewicz is resigning from the Board. Jamie Lewis volunteered to fill the remainder of Paul's term. Simon Lewis made a motion to elect Wayne McCorkle and Bill McCall by acclamation. Leonard Szmurlo seconded and the motion carried.

The Board appointed Jamie Lewis to serve the remainder of Paul Sakiewicz's term.

XI. NEXT ANNUAL MEETING DATE

The next Homeowner Meeting was set for Saturday, January 16, 2016 at 2:00 p.m.

XII. ADJOURNMENT

With no further business Wayne McCorkle made a motion to adjourn at 3:57 p.m.

Approved By: _____ Date: _____
Board Member Signature