

**WOODBRIIDGE INN CONDOMINIUM ASSOCIATION  
HOMEOWNER MEETING  
JANUARY 16, 2016**

**I. CALL MEETING TO ORDER**

The Woodbridge Inn Condominium Association Homeowner Meeting was called to order at 2:12 p.m. in the Frisco Senior Center.

Board Members Present Were:

Wayne McCorkle, President #302	Jim Meyer, #103
Bill McCall, #106	Jamie Lewis, #301

Homeowners Present Were:

Sandy Hawkins, #105	Paul & Andrea Sakiewicz, #202
Melvin McCorkle, #302	Gerald Dziedzina, #102
Jim Schneider, #101	Andreas Bierke, #205
Claudia Panzer, #205	

Representing Basic Property Management were Gary Nicholds, Eric Nicholds, Bruce Holisky and Margarita Sherman. Margot Mayer of Summit Management Resources was recording secretary.

**II. PROOF OF NOTICE/QUORUM**

Notice of the meeting was sent in accordance with the Bylaws. With units represented in person and proxies received a quorum was confirmed.

Gary Nicholds asked owners to inform his office of any address, phone number or email changes.

**III. FINANCIAL REPORT**

Margarita Sherman presented the Financial Report. She said 2015 was a good year and there were no unexpected expenses. The Association was able to pay off the line of credit, which resulted in savings in the Operating Fund. The Association ended 2015 with a \$47,000 surplus. Capital improvements included the painting of the east building. Total income was \$42,053.

The current Reserve Fund balance was \$86,000 and some of the surplus will be moved into Reserves.

Sandy Hawkins asked if the Bylaws specified a minimum Reserve Fund balance. Gary Nicholds said that new buyers pay three months of dues into the Working Capital Reserves. He did not recall that the Bylaws specified a minimum Reserve Fund balance. Margarita Sherman explained that the Association should have adequate Reserves to cover upcoming capital expenditures. Wayne McCorkle said an action item would be added to obtain an

answer to this question. Gary Nicholds noted that the governing documents indicate that Working Capital *may* be refunded but that the Board elected not to do so.

An owner asked when the roof was scheduled for replacement. Gary Nicholds said the roof was scheduled to be replaced this year. An owner stated that the Reserve Fund was not sufficient and was underfunded. Wayne McCorkle said the current Reserve balance should cover expenditures for the next few years. The Board has been working on building the Reserves balance to avoid a future Special Assessment. After painting the east building there will still be a balance of \$47,000 in Reserves. Any future savings in the Operating account can be transferred to Reserves.

Capital expenditures in 2016 include the roof replacement and Clubhouse improvements. The complex is 30 years old and there will be a slight increase in dues. There has not been a dues increase in about three years.

#### **IV. MANAGEMENT REPORT**

Gray Nicholds said Charles Johnson retired and introduced the new Property Manager, Bruce Holisky. The transition has gone smoothly and he said he was exceedingly pleased to have Bruce on board.

Bruce's contract information: Phone #: 303-332-8484 and Email: bruce@basicproperty.com.

Bruce Holisky reviewed the following:

1. Clubhouse Fan – Humidity control problems have been remedied. A new fan has been installed and it seems to work well. A comment was made that the humidity problems are caused in part by the hot tub being uncovered. A recommendation was made to install a pedestal sign reminding users to cover the hot tub after use. Wayne McCorkle said this was on the Board project list.
2. Front Door – Bruce Holisky recommended upgrading the existing door with a more robust store-front glass door because the encasement and hinges are crooked. A latch system would slow down the door and close it properly.
3. Boiler Pumps – The boiler pumps in the west building were leaking and were replaced.
4. Boiler Ventilation – There are no immediate safety concerns in regards to the boiler ventilation. The cleaning was completed and he will address the ventilation in late March.
5. Garbage/Recycling – There is an ongoing issue with garbage on the walkways. Claudia Panzer said she used to take the recycling to the receptacle up the road but it has been removed. Gary Nicholds said there would be an additional cost for recycling and he will request an estimate. There are public recycling centers in Frisco and Dillon.

Wayne McCorkle said the Board has made an effort to enforce the Rules and Regulations. He asked to be informed of any violations. A fine policy is in place. Gary Nicholds said unit owners receive a warning and will be fined if one of their renters leaves trash out. Melvin McCorkle noted it could be other rental management companies who leave the trash out. Jamie Lewis said she developed a list with instructions for her renters for trash, how to operate the garage door and other useful information. She offered to share the list with other owners.

Paul Sakiewicz said he cleaned up some trash last night. He commented that there was a Jeep with junk underneath it in one of the garages. Wayne McCorkle will follow up.

An owner asked about the Clubhouse remodeling plans. Jamie Lewis said she was not ready to discuss the plans and encouraged owners to send her suggestions. Wayne McCorkle said he would set up an email distribution list so Jamie can share the plans once finalized.

Paul Sakiewicz said the floor in the sauna was cracking due to the constant temperature changes. He reminded owners to leave the door open to provide circulation and suggested installing a sign at the door. Jim Meyer said it was dark in that area and proposed installing additional lights.

Jim Schneider said there was a slow leak in the garage that might be related to the roof leak in Jamie Lewis' unit. Bruce Holisky will continue to monitor the leak.

Owners on the first floor were reminded to leave the heat on in their units to prevent frozen pipes.

Paul Sakiewicz asked if it would be possible to install another garage door to keep the garage warmer. Bill McCall said this would not be possible without installing a sprinkler system due to code requirement. Gary Nicholds was not familiar with the sprinkler requirement but noted there would be carbon monoxide issues. Jim Schneider said he would object to installing a garage door since the entrance is below his unit. He suggested leaving the existing garage door open from the middle of May until the middle of October since it is so noisy. Wayne McCorkle will look into ways to reduce the noise. Wayne McCorkle said the Board was working on a solution for keeping vehicles that are too tall from entering the garage. Bruce Holisky recommended installing a sign that indicates the time lapse for the garage door closure. A suggestion was made to install a flashing light.

Bill McCall said the light by the sign continues to go out very five minutes and there are other lights that are out. He asked how lights are being monitored. Bruce Holisky said he has not seen the front light out. Bill said he sent a note to him reporting the front light problem. Even though someone was hired to fix the light, it is still malfunctioning. Gary Nicholds will check on the lights. Bruce said that he does not make routine trips to monitor lights but

checks on them when he is on premises. He said he appreciates if owners report lights that are out. Melvin McCorkle recommended replacing lights with LED ones but he is aware that there would be problems with the installation.

Jim Meyer said his zone valve in his unit went out and he did not have any heat. He suggested adding checking zone valves to the preventative maintenance list. Sandy Lewis said the Association had a zone valve campaign in 1994 where a letter was sent to the membership offering them bulk pricing. Wayne McCorkle said zone valves are an owner expense and he will look into this matter.

## **V. PRESIDENT'S REPORT**

Wayne McCorkle said that 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.

## **VI. NEW BUSINESS**

### *A. Rules and Regulations*

It was important that the Board will be more aggressive to enforce Rules and Regulations. Owners should report problems

### *B. Association Website*

All of Association documents, bylaws and fine policy are posted at [www.woodbridgeinn.org](http://www.woodbridgeinn.org).

### *C. Reminders*

1. Pets have to be kept on a leash at all times.
2. Trailers are not allowed on the property. One should be more lenient when someone is moving in or out.
3. The signs "keep the snow white" seem to help.
4. Common elements are not to be used for personal storage.
5. The Board and Property Management will be more consistent sending out warnings and fining violations.
6. Owners should contact Comcast directly if they have issues with their service.
7. Leaks underneath sinks are owner issues.
8. Owners should 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.
9. Bruce does not inspect units that are occupied. It is the owner's responsibility to control the heat once renters leave. Jim Meyer requested that Bruce logs his visit on the log sheet.

*D. Clubhouse Remodel*

\$4,500 have been allocated for Clubhouse upgrades this year. Jamie Lewis will work on this project and keep the Board informed.

*E. Email Addresses*

Email addresses will be established for each Board member to conduct Association business. The Board will establish an email distribution list to keep the membership informed. This tool of communication will be less costly than constantly updating the website.

**VII. OWNER COMMENTS**

*A. Roof Replacement*

Paul Sakiewicz suggested to obtain at least three bids for roof replacement since bids may vary. He said companies from Denver should be included in the bidding process. Wayne McCorkle said that three bids were obtained. Bruce Holisky said the bid for the roof came in at \$68,200. Paul Sakiewicz said that the bid seems extremely high. Andrea Sakiewicz recommended researching a new product that is stone coated steel and will last fifty years. She will provide contact information to the Board.

*B. Doggie Bag Station*

Melvin McCorkle recommended adding a doggie bag station at the last set of steps by the wooden wall. Jim Meyer said a sign should be installed that the dispenser is for clean bags only. A comment was made to petition with the Town of Frisco to add a doggie bag station by the bus stop.

**VIII. APPROVE PREVIOUS MEETING MINUTES**

Wayne McCorkle made a motion to approve the January 17, 2015 Homeowner Meeting minutes as presented. Paul Sakiewicz seconded and the motion carried.

**IX. BOARD ELECTION**

There was one vacant position and the terms of Jim Meyer and Jamie Lewis expired. Jamie Lewis indicated her willingness to serve an additional term on the Board.

Bylaws allow up to five Board members. The floor was opened for nominations. Jill Merrill and Jamie Lewis were nominated. The Board will talk to two owners asking them if they are interested to serve on the Board.

Wayne McCorkle made a motion to elect Jamie Lewis and Jill Merrill by acclamation. The motion was seconded and carried.

**X. SET NEXT MEETING DATE**

The next meeting was scheduled for date for January 21, 2017 at 2:00 p.m.

**XI. ADJOURNMENT**

With no further business a motion was made and seconded to adjourn the meeting at 15:55 p.m.

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
Board Member Approval