

**WOODBRIIDGE INN CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
MARCH 29, 2016**

I. CALL TO ORDER

The Woodbridge Condominium Association Board of Directors Meeting was called to order by Wayne McCorkle at 6:11 p.m. on Tuesday, March 29, 2016 in the Basic Property Management Conference Room.

Board Members Participating via Teleconference Were:

Wayne McCorkle, #302	Jamie Lewis, #301
Bill McCall, #106	Jill Merrill, #304

Representing Basic Property Management were Gary Nicholds, Eric Nicholds, Bruce Holisky and Margarita Sherman. Erika Krainz of Summit Management Resources transcribed the minutes from recording.

II. APPROVAL OF PREVIOUS MINUTES

Jill Merrill provided her correct email address. It will be changed on the distribution list. Jamie Lewis noted a correction to a member name and unit number.

Wayne McCorkle made a motion to approve the January 16, 2016 Board Meeting minutes as amended. The motion was seconded and carried.

III. FINANCIAL REPORT

A. 2016 Year-to-Date

Jamie Lewis commented that as of the end of February, the Association was almost \$1,000 over budget with a deficit of \$1,526. Gary Nicholds will ask Margarita Sherman to send an explanation to the Board.

Bill McCall requested an update on the deposit of the bicycle sale money. Gary Nicholds said one of the bikes was sold for \$50. The check was made out to Woodbridge and he thought it had been deposited. Two of the bikes belonged to Chappy Faber and he was given the proceeds from the sales. No other funds were received from the thrift shop. Margarita Sherman will be asked to provide an update.

Wayne McCorkle made a motion to approve the Financial Report pending the answers from Margarita Sherman. Jamie Lewis seconded and the motion carried.

IV. PROPERTY MANAGEMENT REPORT

A. Clubhouse Door

Bruce Holisky emailed options for a heavy-duty replacement door to the Board. Jamie Lewis was in favor of a door that is the same style as the existing with a window. He will be installing new temporary hinges this week to resolve the problem with the door

not latching. It might be possible to retrofit the existing punch code lock on the new door.

Bruce Holisky thought the Board was going to send an email to the owners informing them of the key code change. He has the refrigerator magnets ready. Jamie Lewis will draft a memo to owners to let them know about the code change and that they are responsible for picking up a magnet from Bruce if he does not have access to their unit. The memo should be sent out by the end of the week.

B. Roof Project

Bruce Holisky met with Prime Star Property Solutions. They are developing a written proposal and he expects to have it by the end of the week. The informal verbal quote was about \$8,000 less than the Turner Morris quote. Wayne McCorkle will speak to Paul Sakiewicz regarding the research he has done on roofing contractors.

C. Laundry Room Wall

Bruce Holisky determined that the water damage in the laundry room was caused by a leak from the shower in Unit 208, not by a roof leak. He has not yet determined if the leak is originating from the water line to the shower or from the drain. Once the source of the leak has been identified and repaired, he will repaint the entire laundry room. Gary Nicholds is trying to contact the unit owner to gain access to the unit. Bill McCall said the unit had been remodeled and if the shower is the source of the leak, the owner should be billed for all related repairs. Gary was asked to provide a status update to the Board by Monday, April 4th.

D. Garage Door

Bruce Holisky presented a concept for reworking the hip bar at the entry of the garage to protect the garage door and ceiling. The design could include closed-link chain so the bar does not fall down. Bruce was asked to get bids for the work.

E. Hot Tub Signage

Bruce Holisky ordered two more signs for the hot tub asking users to replace the cover after use and turn off the lights. One will be mounted by the main entry and the other to the right of the door next to the light switch. He will send photos to the Board once the signs have been installed.

V. OLD BUSINESS

A. Unit 213 Update

Gary Nicholds reported that Chappy Faber requested a two-week extension to April 15th to pay the one month of back dues plus late fees and finance charges that he owes. After discussion, the Board decided to grant the extension and to have Gary Nicholds inform Chappy that if the money is not received by April 15th, he will be responsible for interest and late fees going back to November 2015. Gary will inform the Board what those charges would be.

VI. NEW BUSINESS

A. *Unit Inspections and Status Sheets*

Bruce Holisky confirmed that he has been doing the unit inspections but has not always signed the sheets in the units. He will be more consistent about signing going forward. Bill McCall expressed concern about the amount being paid for the unit inspections and the number of units that were not being inspected because Bruce does not have access. Bruce pointed out that four of the inaccessible units are long-term leases.

B. *Trash*

Wayne McCorkle said he had received some owner comments regarding trash around the property. Gary Nicholds said he is on site at least once weekly to pick up trash. This is a particular issue in the spring when the snow melts and the accumulation from the winter becomes visible.

C. *Water Damage*

There is some water damage over the parking spot for 107 in the east garage. Bruce Holisky said he was monitoring the area and it is not getting worse. Bill McCall said this spot has always been an issue. He believes it is caused by snow melting on the deck of the unit above.

D. *Light Replacement*

Bruce Holisky said all the lights were functioning as of two days ago. He is now using LED's when he replaces bulbs. Bill McCall said the light on the outside of the staircase between 106 – 107 on the east building had been out for at least three weeks. Bruce will follow up.

E. *Email Addresses*

Discussion of this agenda item was tabled.

F. *Railroad Tie Walls at Entrance/Exit to Garage*

Jamie Lewis said there had been discussion about replacing the railroad tie walls last fall. Bruce Holisky proposed removing the walls, taking out some of the soil and rebuilding the walls with landscaping rock. He thought he could do most of the work himself. He suggested scheduling the project on a Saturday and soliciting owner volunteers to help. The Board will discuss this project and get back to Bruce.

VII. SET NEXT MEETING DATE

Wayne McCorkle will circulate a list of proposed dates for the quarterly meetings for the remainder of the year for Board input.

VIII. ADJOURNMENT

Wayne McCorkle made a motion to adjourn at 7:40 p.m.

Approved By: _____ Date: _____
Board Member Signature