

**WOODBRIAGE INN CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
September 28, 2016**

I. CALL TO ORDER

The Woodbridge Condominium Association Board of Directors Meeting was called to order by Wayne McCorkle at 6:02 p.m. on Wednesday, September 28, 2016 via teleconference.

Board Members Participating Were:

Wayne McCorkle, #302
Bill McCall, #106

Jamie Lewis, #301 (present)
Jill Merrill, #304

Representing Basic Property Management were Gary Nicholds, Bruce Holisky, Jason Blanjeski and Margarita Sherman. Erika Krainz of Summit Management Resources was recording secretary.

II. APPROVAL OF PREVIOUS MINUTES

Wayne McCorkle made a motion to approve the June 29, 2016 Board Meeting minutes as presented. The motion carried.

III. FINANCIAL REPORT

A. 2016 Year-to-Date as of August 31, 2016

1. Operating Revenue – \$346 favorable to budget.
2. Operating Expenses – \$4,723 favorable to budget due to savings in Insurance, Professional Fees, Building Repairs, Landscaping and Grounds, Snow Shoveling, Gas and Electric.
3. Net Operating Income – \$13,570 surplus.
4. Reserve Revenue – \$4,135 favorable to budget due to the sale of three units.
5. Reserve Expenses – \$27,297 unfavorable to budget.
6. Net Reserve Income – \$37,427 deficit, which was \$24,177 unfavorable to budget.

Margarita Sherman reported that the Reserve balance was \$49,700 and the Operating balance was \$48,700. There is adequate funding for the upcoming Reserve projects, including the electrical work for Unit 208 and the retaining wall (\$1,500 - \$3,000). The two items scheduled in the Reserve Study for 2017 are \$5,000 for Contingency and \$20,000 for the front lot asphalt. The only expense listed for 2018 is the \$5,000 Contingency. The expenses in 2019 are \$5,000 for the Contingency and \$30,000 for painting of the west building.

Wayne McCorkle made a motion to accept the Financial Report. The motion carried.

IV. PROPERTY MANAGEMENT REPORT

A. *Drywall Repair/Paint*

A portion of the repair and painting needed is due to the backflow leak outside the closet in the restaurant area. The work will be done this week, weather permitting.

B. *Retaining Wall*

Bruce Holisky said he could rent equipment for \$1,500 - \$3,000. The Basic Property Management staff could do the work or he could hire a contractor. The wall did not move much over the past couple of months and he felt the project could be postponed until spring.

C. *Signs*

Bruce Holisky asked the Board if they liked the verbiage he provided. If so, he will order the sign overlays at a total cost of about \$300. The Board approved the project.

D. *Unit 208*

Gary Nicholds summarized that Unit 208 does not have an electrical panel and there is no emergency shutoff. The breakers are located in the office in the Clubhouse, which is locked. The unit owner does not pay for electricity but does pay for gas, although the unit does not have a fireplace. The unit has been sold and may not have been inspected prior to closing. The new owner wants to fix up the unit, including the addition of an electrical panel. The cost estimate for the panel is \$7,000. Bruce Holisky thought the owner would be willing to share in a portion of the cost.

Wayne McCorkle asked all Board members for input. Bill McCall said the sale price was \$220,000 and the buyer should have been aware of the existing conditions but he would not be opposed to having the Association cover the expense to bring the electric to the unit if the owner pays for the panel and installation. Jamie Lewis and Jill Merrill agreed that the owner should pay for everything inside the walls (breaker box) and the Association should pay for everything outside the walls out (wiring to the unit).

Bruce Holisky reviewed the breakdown of the bid for bringing the electric service to the unit and installation of the breaker box. He estimated that the maximum cost for the Association portion of the work would be \$5,000.

Jamie Lewis made a motion to have the Association pay for the installation of electrical service to the unit at a cost of approximately \$5,000 and to have the owner pay for the work inside of the unit at a cost of approximately \$2,000. Wayne McCorkle seconded and the motion carried unanimously. Bruce Holisky will talk to the owner and the electrician.

V. OLD BUSINESS

A. *Failed Fixture*

Bruce Holisky said the fixture in the stairwell is broken and cannot be repaired. He has ordered a replacement that should be delivered sometime next week. He will install a temporary fixture until the new one is received.

B. *Clubhouse Door Security*

The Clubhouse door will be painted brown while the painters are on site. There was discussion about the new door not closing and locking properly. Bruce Holisky explained that the new weather stripping is still very firm and until it softens up over the next few months, the old closer is not strong enough to close it tightly. Gary Nicholds said it was closing and latching correctly last week. Jamie Lewis said the door was not closing fully unless it is opened wide enough to provide momentum and the closing mechanism was rubbing against the weather stripping.

Wayne McCorkle made a motion to have Bruce Holisky request a quote for a new door closer. If the cost is less than \$250, he is authorized to proceed with installation and if it is more, the Board will vote by email. After discussion, Wayne withdrew his motion.

Wayne McCorkle made a motion to try to adjust the existing closer to provide more force and to authorize installation of a new closer at a cost not to exceed \$250 if the existing closer cannot be properly adjusted. Jamie Lewis seconded and the motion carried.

Gary Nicholds said that contractors should be instructed to send their invoices for expenses related to the Clubhouse renovation to Basic Property Management. If Jamie Lewis incurs any expenses for the project, she should submit the receipts for reimbursement.

Jamie Lewis asked the Board to prioritize the projects since the \$4,000 allocated will not be enough to complete all the projects. The prioritization lists she received from the other Board members were not in agreement. It was agreed that the painting should be pursued and bids obtained for a phased approach.

C. *Garage Ceiling Holes Near Parking Spaces #107 and #306*

The holes in the garage ceiling will be patched, textured and painted while the painters are on site.

D. *Unit 205 Request for Additional Dogs*

Jamie Lewis said the Board had already voted on this request and decided not to approve it. A letter was sent to the owner. The owner wrote a second letter requesting that the Board reconsider. The Board previously agreed not to respond to the second letter.

- E. *Garage Entrance Wall Repairs*
The estimated cost to repair the retaining wall is \$1,500 – \$3,000.
- F. *Board Contact Information Update on Website WoodbridgeInn.org*
All Board contact information will be posted on the website.

VI. NEW BUSINESS

- A. *Performance Review of Sundial*
Wayne McCorkle said he has received complaints from several owners about the performance of the Sundial internet service. An owner expressed concern that Sundial was not operating entirely legally. Gary Nicholds explained that Sundial was using a piece of equipment that belonged to Comcast. Sundial was told to cease.

Sundial is installing access points in several properties that Gary Nicholds manages at a cost of \$50/unit to improve the signal. Bruce Holisky said owners should be calling Sundial to report any service issues. Bill McCall said he had no problems with the internet service since he installed an access point. Gary Nicholds will talk to Debby Curd at Comcast to ensure the unauthorized equipment use has been resolved.
- B. *Grass Cutting Before Winter*
The grass was cut yesterday.
- C. *Date to Close Garage Door*
Bruce Holisky will determine when the garage door should be closed. He anticipates it will be in the next two to three weeks. He will notify the Board when this occurs.
- D. *Date to Turn on Heat Tape*
Bruce Holisky will determine when the heat tape should be turned on. He anticipates it will be in the next two to three weeks. He will notify the Board when this occurs.
- E. *2017 Budget*
Wayne McCorkle requested a draft of the budget by October 19th. Gary Nicholds will confirm with Margarita Sherman that she can meet this deadline.

VII. SET NEXT MEETING DATE

The next regular Board Meeting will be held on December 14, 2016. The Board will schedule a meeting in the interim to discuss the Clubhouse.

VIII. ADJOURNMENT

Wayne McCorkle made a motion to adjourn at 8:07 p.m.

Approved By: _____ Date: _____
Board Member Signature