

Minutes of the Woodbridge Inn HOA Board Members Meeting

Meeting held on 2/27/07 via phone conference from 5-7PM

Present: Chris Burns, Brad Redman, Jim Schneider, Paul Sakiewicz

Not Present due to scheduling conflict: Dan Ulmer

1. Officers of the board were appointed at the HOA meeting in 1/07 and at this board meeting unanimously voted for as follows: Paul Sakiewicz – President, Jim Schneider – Vice President, Chris Burns – Secretary and Treasurer, Brad Redman – Member at Large.
2. HOA dues are being invoiced to every owner and seem to be clearly understandable. It is the practice of BPM (Basic Property Management) to send monthly invoices with itemized dues, and checks received.
3. The Account balances of our Operating account, our Reserve Account and our Assessment savings/checking account were reviewed. Since there is still one assessment payment due (from unit 111) we will keep the assessment account open until this is paid, and Chris Burns will call/contact Nicole Vamvakias (former Treasurer) and discuss and consult with her how we should handle this account in the future. At the HOA meeting it was agreed that the money in that account should eventually get transferred to the reserves account.
4. Bank Loan: the application paperwork is at the bank and Paul Sakiewicz has given his personal information and SSN to the bank to initiate the process. With respect to how future withdrawals should be handled we agreed and voted that we would require all 4 board members to be on the signature card, and for the purpose of authorizing withdrawals from the account at least 2 signatures would be required. This was done with the consideration that one particular board member may not at all times be accessible for authorizing withdrawals, and furthermore the board thought that 2 sets of eyes for major withdrawals would be prudent.
5. Dan Ulmer was not present at the meeting but had separate discussions with Chris and Paul prior to the meeting, where the agenda was reviewed and important input from him was received.
6. Maintenance issues were discussed at length, and the issues were addressed one by one: ice build up in front of the garages and on the parking lot will be aggressively tackled this winter, and Chris suggested asking the roofing company (not yet determined but likely Turner Morris) to put snow guard rails at three different spots – above the restaurant buildings garage, at the roof where last year the avalanche came down, and on the roof above the stairway leading from the restaurant to the lower parking lot. Light bulbs: Chris will evaluate and appropriately implement a change to warm light, high efficiency light bulbs, and may confer with Mr. Mike Kerrigan to find a workable and economic solution for our complex. The garage ceiling in the restaurant building is sufficiently fixed for now, and a permanent fix is a target for spring/summer 2007. The restaurant patio lattice is in poor shape and Mr. Mike Kerrigan has kindly agreed to offer his help in finding an esthetic and economic solution to fix this – Chris or Paul will follow up with Mr. Kerrigan on this. Master Key issue – tabled due to time constraints, but we learned from Jim, who talked with Charles our property maintenance person that yearly unit inspections are required. This is going to be hard if no master key is available. There are only a few units who are absolutely inaccessible and those owners will need to be notified that in case of emergency the door would have to be destroyed to get access to the unit. We will let owners know in our letter to them that we recommend a single master key system, but realize there are arguments for and against such a system. Roof repair –

- we have a bid on the needed work (clubhouse roof, roof on top of the restaurant, and a few other places) from Turner Morris, and they are strongly recommended by Dan, but we need one additional bid for comparison, especially since this will be a costly repair. Clubhouse spruce up will be planned for spring /summer and likely after the garage ceiling/ sub floor repair is done in the restaurant building. Wireless internet – Dan spoke with Comcast and will get firmer estimated cost sometime in the next few weeks. The owner of unit 201 – Robin Gustafson has in private conversations offered his help with this undertaking. Hot tub – possible leak – this is most likely from spill over from the hot tub, and it is minor and not a concern. It is regularly addressed by the cleaning crew. Avalanche precautions – Dan will have saw horses made and place them where needed and appropriate in order to avoid damage to persons or property from avalanches. The snow guard rails (with or without heat tape) may help in the future, but for now if there is danger of avalanches coming down the snow will be physically removed by hired contractors if needed.
7. Carberry straw poll letter will be drafted by Paul Sakiewicz and will be addressing the issue whether unit 108 (clubhouse) should be viewed by the owners mostly as a residential or a general common element. The plan is to send this communication out with a general update on current active issues and plans at WBI and at which time Nate Richey (Carberry LLC) has agreed to pay the final amount due on the special assessment (as soon as the vote letter goes out to owners). We discussed pros and cons of the clubhouse being a residential versus a common element and those discussions and arguments will be reflected when we ask owners to give their opinion on this issue. We also discussed that we would need a concerted effort to address the garage ceiling in the restaurant building. The garage ceiling is the HOA's responsibility, the sub floor will be evaluated, but hopefully won't need repair, and the plumbing and drain lines will be a HOA expense most likely given that they are general common elements. The kitchen floor is unit 111's responsibility, and preferably it should be a water impermeable floor.
 8. Plumbing – leaks are repaired in the mechanical rooms, but a new water tank is needed in the east building to accommodate the water needs and better address the occasionally fluctuating hot water temperatures.
 9. Kayak Park – the HOA was approached by the Town of Frisco to consider an easement for allowing a wave pool in the creek, which can only be created when our property is included. Pro's and con's were discussed. It appears that the infrastructure still is not in place to deal with a potentially large influx of kayakers. The issue of potential liability also has not yet been addressed. We are planning a formal meeting with the Town of Frisco in early April to discuss if we want to approach homeowners again and have them vote on granting the easement. We will also ask Mr. Mike Kerrigan to assist us with that issue due to his prior experience with this situation. Brad Redman and Chris will review the roundabout plans and improvement plans on West Main Street.
 10. Garbage dumpster enclosure – we will get a bid for that and address this in spring/summer. Plexiglas enclosure of east building – this will be put on hold until after the garage ceiling repair in the restaurant building. Reserve study – will be put on hold for now, not essential now to do that. The board also is keeping in the back of our minds that the complex will likely have to undergo another paintjob in 2 years. We also discussed additionally that the garage ceiling in the East building requires some work, and we will consider lumping repairing both garage ceilings into one project. There are currently several unsightly patches, but also issues with freezing drain lines and a freezing cold water line of unit 107, which runs in the ceiling and is an indicator of its poor quality. Chris pointed out that the material used for the garage ceiling was indoor drywall. Discussion ensued as to how this could be remedied, and the board will have to review this periodically.

Submitted by
Paul Sakiewicz