

Minutes of the Woodbridge Inn HOA Board Members Meeting

Meeting held on 8/1/07 via phone conference from 4-5.30PM

Present: Paul Sakiewicz, Jim Schneider, Brad Redman, Chris Burns, Dan Ulmer (for first part of the meeting)

1. Maintenance and Property Management Issues (Dan Ulmer present):
 - (a) The minutes of the Board Meeting from 4/18/07 were approved 3-0-1 (Y/N/abstain).
 - (b) The Loan/ Line of Credit is so far one vote short of approval. 75 % of homeowners need to approve the loan in writing in addition to the approval from the Homeowners Meeting from 1/07. We will call and ask the owners to send in their votes so we can formalize the loan.
 - (c) The Master Key System is in place and the keys to the clubhouse were changed as well. 4 owners opted out of being on the master key system. The new keys were sent to the owners ahead of time and our management company was standing by for opening doors when needed. The Fire inspections and Sprinkler system inspections will commence soon, and owners will be notified of when this will happen. If an owner did opt out of the master key system and after notification of when the inspections will take place did not make their unit available for inspection, the cost of the inspector will be charged to that unit owner, since additional inspections may be needed to complete the inspection of the whole condo complex. We will also inspect the units and see if all the fireplaces were changed to gas fireplaces as decided several years ago.
 - (d) Turner Morris – unfinished work was discussed and the project will be paid once the work is completed. Chris Burns complained that some parts of the project did not go as he expected and in his opinion the project was not well managed (nails and other building materials were lying around and the workers left glue on other surfaces). The project may have lacked cleanliness. Once these issues are addressed by Turner Morris the work will be paid for as agreed.
 - (e) Outdoor carpet – pros/cons discussed; other surface possibilities were discussed.
 - (f) Unit 111 Deck was discussed. Dan Ulmer will look into the issue of the deck possibly damaging our garage ceiling in that building, will get a professional opinion, and have the issue repaired if needed. The cost for this repair will have to be unit 111's responsibility.
 - (g) Security inspections were discussed and it was decided that we would discuss this at the next HOA meeting in 1/08 and see if Owners are interested in having regular security inspections done in their units. The cost will depend on how many units will want to get inspected.
 - (h) Power Cable from Bridge – Dan will contact the Utility company to bury the cable
 - (i) The lights at the outdoor parking lot were burnt out and replaced.
 - (j) The Comcast Wireless internet Proposal will be brought up at the next HOA Meeting. We understand that Comcast will provide the service for all or none at the discounted rate. The additional monthly cost for this would be about 20 dollars per unit per month (not sure about this amount exactly – correct me if I am wrong, Dan)
2. Communication amongst Board Members: We discussed and agreed to communicate in a professional and mature manner. There were complaints about one board member using inappropriate language towards several people at our management company and this was discussed. As a board we will decide to what extent financial information will be requested from our management company, rather than one person requesting superfluous information, which could put unnecessary and undue stress on our management company. Furthermore we will try to have our next board meeting in person up at the condo complex rather than by phone conference.
3. BPM – issues: Financials were discussed and PS reviewed those, which included account balances (checkings/savings) and the 2 delinquencies were discussed as well. We agreed that we need to have a better way of keeping an eye on dues delinquencies. BPM's performance was discussed and the majority of the Board agreed that the

- performance was excellent and that critical issues are swiftly taken care of. We will review the contract with BPM again to go over reimbursement and duties.
4. Unit 111 issues – the deck was discussed as per 1.(f) and we are aware that unit 111 is getting bids for a new epoxy floor in the kitchen. We voted 4-0-0 on the need to have the Exhaust Vent from the restaurant to be cleaned monthly and we decided to let the restaurant know of this need and if this rule is not followed we would have the vent cleaned and billed to unit 111. This situation is a potential fire code violation. We also discussed that we needed to repair the garage ceiling as soon as possible and this will be started within 7-10 days. Drain pipe leaks will be repaired and the garage ceiling closed up as soon as possible. We decided to use Durock for the garage repair if possible for longevity and quality reasons. We also discussed the approach to the boiler repair and after reviewing our attorney's (Dan Wolf) opinion on this it looks like individually metered units are responsible for repairs of the respective utilities (electrical, water, gas). The opposite is also true in that unit 111 should not need to be responsible for repairs to the utilities of the residential units except for their portion of unit 108. The cost of prior repairs will eventually need to be reconciled. It was also brought up that for over a year unit 111 underpaid HOA dues because of an error in how the dues were calculated at that time. This error was detected and corrected such that since approximately 2/06 unit 111 has been paying the correct amount of dues according to our declarations and squarefoot percentages detailed in Exhibit B of our condo declaration.
 5. WBI procedure issues: Dan Wolf is our legal counsel for general issues, however in the event that there should be a legal dispute in the future between unit 111's owner Nathan Richey and the HOA Dan Wolf will represent unit 111 because of his prior obligations. We also discussed minor violations like exterior window trim paint and discussed enforcement of those.
 6. Timeline for the next few months: review of contract with BPM, deck repair unit 111, deck repair unit 107 (which got damaged by a common element structure), west building garage ceiling repair, enclosure of garbage dumpster.
 7. Clubhouse: Brad pointed out that 3 out of 4 windows were repaired by Harry Wilson (unit 104) and that the windows replacement can probably wait for now. The clubhouse overhaul can also wait for now since this is non-urgent at this point. We will recommend to have a sign at the clubhouse door to encourage that people close the windows when leaving since otherwise the windows will get damaged by the wind.
 8. We want to thank all the owners who have put a lot of work into the complex throughout this season gardening, maintaining its nice appeal, painting and helping out otherwise. We especially want to thank Robin and Brad Redman, but also Jim Schneider and Harry Wilson for their work.

Submitted by Paul Sakiewicz 8/27/07