

Minutes of the Woodbridge Inn HOA Board Members Meeting

Meeting held on 2/16/08 in person at the Clubhouse unit 108 WBI from 4.30PM - 6PM

Present: Paul Sakiewicz, Jim Schneider, Brad Redman (Charles Morgan from BPM)

1. Draft Minutes from 1/26/08 were reviewed and revised; they will be sent to Owners with our "First Mailing" of 2008, which will also include dues coupons, a one page cover letter and a copy of the "Summary of Rules and Regulations" which will be placed in each unit as well for renters and tenants to review.
2. Election of Officers – Jim Schneider moved and Brad Redman seconded to keep the current positions – Paul Sakiewicz as President, Jim Schneider as Vice President, Chris Burns as Secretary and Treasurer, Brad Redman and Jack Terrill as Members-at-Large. Jack Terrill is a new member with our Board – Welcome.
3. High Speed Cable Modem – before installing we will have to clarify whether we can charge each unit a flat fee for installation and service or if the declarations require us to allot cost to each unit based on square footage as per Exhibit B of our Declarations. This is not clear to us and while there was a motion which carried during the HOA meeting from 1/26/08 to charge a flat rate per unit regardless of sq. ft, our declarations may contradict that motion, which would therefore be rendered invalid. This issue will be clarified when PS will talk to Dan Wolf – attorney as below.
4. Projects review:
 - a. We reviewed current heating issues – in the East Building there is a warm water boiler, which provides warm water for the building. It is apparently too small to provide sufficient water during high use times. We agreed to install an instant water heater for the cost of roughly 4000 dollars (labor and parts). We discussed the alternative of an additional storage tank, but long term Charles from BPM thought we would be better off with an instant water heater. The other issues are relating to the East building that the heating element of the Baseboard heater became defective for the last 2 weeks and Maintenance and Management were struggling to get a new element built and installed. During the brief periods of time where the heating system was down – space heaters were provided to each inhabited unit and the gas fire places were turned on. The unit were inspected twice daily during this period of time to assure that excessive heat or cold would not damage the units. Another issue regarding the West Building Baseboard Heater is that it is almost the same age as the one that broke down in the East building and we will have it inspected for functionality by a plumber. Furthermore the mechanical room in the West Building needs an electric back-up heater to prevent freezing of pipes in the mechanical room itself.
 - b. West Building Siding replacement and roof issue: the South side of the West Building has water from the small roof portion beneath unit 213 running onto the siding and damaging it. The siding should be replaced and the roof perhaps elongated slightly to prevent faulty water run-off. We will get bids for this job and Brad Redman will try to get Turner Morris, plus at least one additional bid from another roofing company to bid out this project. The siding could be done perhaps by Quandry carpentry (we will get bids for that project as well), who has done a good job with our clubhouse siding and was observed to have finished that part of the job particularly swiftly.
 - c. We discussed that we need to send out the new dues coupons very soon, preferably by the end of this week. Accounting of BPM has been contacted regarding this issue already.
 - d. The Walk Around through the complex was tabled to March or April 2008 because of weather reasons.
 - e. We discussed the Stairways Repair project and will attempt to get 3-4 volunteers on a weekend in May 2008 to complete this project. Charles suggested to use "Craws Feet" to remove nails and then to flip the boards rather than replacing the

boards with new ones. We will try that but will replace obviously the defective boards as needed. We instructed Charles to put on the "to do list" finishing carpeting of the landings in all the stairways this summer. Ideally after the stairways are repaired.

- f. PS agreed to call Dan Wolf attorney to review the Declarations/Bylaws and SB-100 documents to suggest to us a "Modernization and Update" to our Decs/Bylaws. At the HOA meeting from 1/26/08 the Board received the mandate to "modernize and clarify" our Bylaws and Declarations and include clarification of the status/rights and obligations of the commercial unit – this includes review of our Declarations and Bylaws and take suggestions on how to make them less controversial in some aspects, reduce contradictions, include paragraph designating unit 108 as a residential common element, include paragraph designating the adjacent deck to unit 111 as a commercial common element (rather than a tenant improvement) after it is brought up to standard and include language regarding liability relating to the deck (guests falling or slipping etc.) and also include language outlining a proportional financial responsibility for the deck, since it is going to be mostly for the financial benefit of the commercial unit, and at the same time the HOA needs to have more access to potential future repair issues than we have now. We also need a binding arbitration clause in our Declaration/Bylaws in order to cut down on potential cost of disputes in the future. As per 3. We will ask his opinion on the high speed cable issue and the flat rate vs. the sq footage formula.
- g. With respect to the Light on the Woodbridge we have removed the electrical cable but we realize that we have previously agreed to provide light to the bridge and furthermore our property line runs partially under the bridge. We therefore agreed to place a light there powered by a solar panel (low voltage light), which PS has agreed to look for and have it installed once the weather allows. Dan Ulmer has previously notified the Town of Frisco about this issue but no action was taken on their part.
- h. At the HOA meeting from 1/26/08 the Board was given the mandate to remedy the issue of white trim windows, doors and sliders. Jim Schneider has agreed to take pictures of the respective units for documentation and to send to the Owners letters outlining the mandate and the deadline by which this needs to be completed. If the Owners don't comply as instructed the HOA will complete the painting and charge the Owners the cost. We discussed that these violations could be subject to fines etc as well.
- i. Cricket – the antennas were formally approved by the Board (BR moved, PS seconded, unanimously approved) as required by the rules and regulations (exception to the "no antennas, speakers, satellite dish rule"). The installation will proceed once the weather allows and once Cricket has decided to move forward. We have an executed contract for this lease.
- j. The entrance lights have been on during the day because the sensor has been buried by the snow. Maintenance – Charles has put this on the To-Do-List to raise the sensor up to a height where it would not be covered by snow.
- k. Deck Repairs – units 104-107 need to be bid out and the garage ceiling repairs need to be done thereafter – we will bid out the garage ceiling repairs as well and the plan is to replace the currently aesthetically unappealing drywall with perhaps "Homasote". PS will do research on this and get bids. The garage ceiling repairs in the West Building will be completed once the deck repair is done (probably around 5/08). We are thinking of using Colorado Mountain Maintenance again, but will get additional bids – PS knows someone in Denver to do this.
- l. We will plan on inspecting all main water shut off valves in the units around 6/08 or 7/08 and replace corroded and frozen main shut off valves. This is an Association expense according to Declarations/Bylaws.
- m. PS will get signs made for clubhouse (Spa Hours, Close Windows and Doors sign, Humidistat sign) and Garage signs (Maximum vehicle length, Icy in Carport

new sign), and "Leash your dog and clean up after your dog" signs). He will also get rules and regulations info printed and laminated and we will place 2 copies in each unit for renters to review.

- n. Pine Beetle – Charles will get info on how to get the tree protected by spraying and get the dead trees removed (not on our property though). We will likely need a permit to get them removed.
- o. JS proposed buying sprinkler timers for the irrigation in summer – approved unanimously.

Respectfully submitted by
Paul Sakiewicz