

**WOODBRIIDGE INN CONDOMINIUM ASSOCIATION
ANNUAL HOMEOWNER MEETING
JANUARY 17, 2009**

I. CALL MEETING TO ORDER

The Woodbridge Inn Condominium Association Annual Meeting was called to order at 3:05 p.m. in the Woodbridge Inn Clubhouse.

Board Members Present Were:

Paul Sakiewicz, President, #202 Jim Schneider, Vice President, #101
Robin Gustafson, Secretary/Treasurer, #201 Brad Redman, Member at Large, #107/306

Homeowners Present Were:

Peter Wessel, #102 Cathy Cloutier, #103
Irene Bindrich, #201 Andrea Sakiewicz, #202
Thomas & Cynthia Kreutz, #204 Wayne McCorkle, #302
Meredith Long, #303 Mike Kerrigan, #314
Eric McCafferty, #315

Representing Basic Property Management were Dan Ulmer, Candy Ramage, Gary Nicholds and Charles Johnson. Erika Krainz of Summit Management Resources was recording secretary.

II. PROOF OF NOTICE/QUORUM

With twelve units represented in person and five proxies received a quorum was reached.

III. APPROVE PREVIOUS MEETING MINUTES

Cynthia Kreutz made a motion to approve the minutes of the January 26, 2008 Annual Meeting as presented. Robin Gustafson seconded and the motion carried unanimously.

IV. PRESIDENT'S REPORT

Paul Sakiewicz said the Board met several times over the past year. Minutes and all other Association documents are available on the website <http://woodbridgeinn.org>.

Paul thanked the owners and Board members who helped with landscaping and property improvements and thanked Basic Property Management for doing a great job managing the complex. The Board signed a two year management contract in November 2007 and they are now negotiating a new management fee.

Paul gave a Powerpoint presentation that provided an overview of Association business during the past year.

A. Completed Projects

1. Replaced south roof of west building.
2. Repaired decks on east building 105, 106 and 107.

3. Repaired garage ceilings of both buildings.
4. Repaired or replaced outside stairs.
5. Installed roof over stairs going from the parking lot to the restaurant to match the other roofs.
6. Replaced Clubhouse doors and added fireproof doors for both mechanical rooms in the garages.
7. Completed dumpster enclosure.
8. Installed new boiler and hot water tank in east building and new heater baseboard.
9. Placed signs around complex and placed laminated Rules and Regulations Summary in each unit.
10. Installed smoke detectors in Clubhouse.
11. Painted non-compliant window frames.
12. Removed pine beetle infested trees.
13. Replaced incandescent light bulbs with energy efficient bulbs.
14. Repaired roof of the restaurant entrance and replaced cracked concrete at the entrance.
15. Repaired leaks from Unit 111 into the garage and temporarily repaired the deck of Unit 111. A permanent solution is being developed.
15. Repaired gas line of Unit 111 that supplies the gas to the fireplaces of the residential owners.
16. Repaired skylight of Unit 307.
17. Replaced sprinkler system back-up valve that did not pass inspection.
18. Bobby Cat is doing snow removal again and is doing a good job.
19. Landscaping work is ongoing.

B. Other Issues

1. Wireless internet was voted down by the owners.
2. Working on Declarations and Bylaws. The Association attorney will give a brief presentation on the proposed changes.
3. The Association and management company websites are <http://woodbridgeinn.org> and <http://www.basicproperty.com>.
4. Robin Gustafson replaced Chris Burns as Secretary/Treasurer on the Board as of August 2008.
5. Units 305 and 306 had frozen pipes in the attic. Six units were severely damaged by water and are being repaired or gutted. Traveler's Insurance is handling this issue. The plumbing will be rerouted to prevent reoccurrence and eliminate the need for heat tape. Unit 307 will have the same plumbing work done.

C. General Owner Education

1. Owners should know the locations of their fuse box and shut offs for the water and heating systems.
2. Owners should make sure their thermostats are functioning properly.

3. Owner should make sure their unit exterior is painted in accordance with the other parts of the complex.
4. Owners should remind renters not to leave garbage outside the unit.
5. Owners should make sure the Rules and Regulations are posted in their unit.
6. All Senate Bill 89/100 documents are available on the website.

D. Future Projects

1. Mandatory weekly unit inspections have been suggested.
2. Wireless internet access in Clubhouse.
3. Replacement of siding on the south side of the west building.
4. Painting the complex. Option A would be to paint the west building only and replace siding as needed for \$42,000. Option B would be to paint both buildings for \$63,000. Mike Kerrigan volunteered to provide proposals for new color schemes.
5. Bike racks and larger lockers in the garage.
6. Clubhouse windows (two) need to be replaced.
7. Drip irrigation system for landscaping.

V. MANAGEMENT REPORT

Dan Ulmer commented that this past year was one of the toughest years of property management in all his years of experience. Issues and projects included:

1. There was a pipe break in January. In the studios the insurance company will pay to move the pipes that are now under the vanity to an inside wall.
2. Unit 307 lost its heat in February. A pipe in the attic froze and leaked into the units below. The pipes will be moved from the attic into the ceilings and floors at Association expense.
3. The boiler heat exchanger split in late February. The heat exchanger is no longer manufactured so one had to be custom made.
4. Replaced boiler in May and redid the hot water system in the east building.
5. Replaced wiring in exterior floor lights on the west building.
6. Replaced light on front of building.
7. Redid garage ceiling in restaurant building, west building about four times due to floor leaks in restaurant.
8. Added heat tape to all pipes in the garage.
9. Looking at west building unit 111 deck work to move the drainage away from the building siding and garage or remove it.
10. The Cricket wiring will be moved as it is now attached to unit 111's deck.
11. Repaired east building garage wiring.
12. Added heater in sprinkler room of west building.
13. Charles Johnson met with contractors and the insurance adjuster, for the units recently damaged by the broken water pipes. Management expects to receive a \$163,000 check on Monday.
14. Removed mold from the studs in the walls by ice blasting and will treat with chemicals to kill the remainder. The mold had been present for some time due to the

- design of the building with bathrooms on the outside walls. The contractor is in the process of getting permits, which should take anywhere from two days to two weeks depending on the County's workload. Work cannot be started until the permit is received.
15. Slight water damage to the carpets in Units 104, 204 and 304 was cleaned and repaired.
 16. Determined that some units had shutoff valves in the closets but they were sheet rocked over. The gate valves in six units will be replaced with ball valves and a removable access panel added. This work will not be covered by insurance.
 17. The attic of Unit 307 needs to be inspected. If the unit needs to be replumbed, it will be expensive because the ceiling of the unit below will have to be removed in order to run the pipes through the floor.
 18. Some fireplaces in some units had gas leaks. Most leaks were in the firelogs in existing fireplaces, not the fireboxes. All fireplaces should be professionally inspected annually.
 19. Charles Johnson recommended inspecting unoccupied units only.
 20. There was a leak in the front bedroom of Unit 201 due to the incorrectly sloped walkway in front. A gutter was added to try to redirect the rainwater but snow blows in and melts. It may be necessary to tear up the deck and change the slope. One solution might be to change the walkway to a deck instead of a solid floor, matching the rest of the building. This work should be done before repainting. Paul Sakiewicz suggested finding a solution for the deck/walkway problem, including evaluating the options, getting bids and changing it to a deck like the rest of the complex. Meredith Long made a motion to repair both decks. Irene Bindrich seconded. In discussion, it was noted that the building was last painted about four years ago. There will need to be a Special Assessment to pay for this project, along with siding and painting, and the owners agreed that they would prefer paying in three monthly instalments starting at the end of April 2009. The motion carried unanimously. Owners will be informed of the exact assessment amounts within the next two months.
 22. Mike Kerrigan made a motion to paint both buildings and the roof and to send out color schemes to the owners. Wayne McCorkle seconded. Bids will have to be obtained for the roof painting. The painting may cost more if the color scheme is changed. The motion carried with one opposed and one abstaining.

VI. FINANCIAL REVIEW

A. 2009 Operating Budget

The total proposed budget is \$170,000, a 6% residential increase, mainly due to an increase to the Reserve contribution and a Special Assessment, the amount of which is to be determined. Paul Sakiewicz reviewed the budget line items.

1. Insurance – possible 5% increase.
2. Management Fee – 5% increase but still under negotiation.
3. Building Repairs – budgeted same as 2008 budget. Actuals were higher than budget due to one-time expenses.

4. Hot Tub/Clubhouse – budgeted same as 2008 budget. Actuals were higher than budget due to one-time expenses.
5. Landscaping – \$1,500. An owner asked if the trees were being sprayed against pine beetles. Dan Ulmer noted that only about two trees were on Association property. Peter Wessel made a motion to spray the two trees on Association property. Jim Schneider seconded and the motion carried.
6. Security/Fire Alarm – Peter Wessel asked if there were carbon monoxide detectors in the buildings. Dan Ulmer said there were not. Peter Wessel suggested purchasing detectors in bulk and installing them as an Association expense. Paul Sakiewicz said this could be a liability for the Association since it is not yet law. Dan Ulmer recommended advising owners to place detectors in each bedroom. A simple plug-in detector is about \$25. A motion was made to add \$1,500 to this line item in the budget for annual fire inspections in all units. The cost would be about \$50/unit/year. The motion was seconded and carried unanimously.
7. Cable – possible 5% increase.
8. Gas – decreased from budget last year based on actuals. The new baseboard heater is more efficient and gas is cheaper so this line item may still be budgeted a bit high.
9. Sewer – based on known \$5/EQR increase.
10. Trash Removal – increased pickup to twice weekly. An owner asked about providing recycling. It is not required by the Town and Dan Ulmer pointed out there was no room in the dumpster enclosure for recycling containers. The Board will work on identifying a location for recycling bins, possibly by the grease bins. A motion was made and seconded to have the Board work on getting recycling for the property. The motion carried with two abstentions.
11. The budgeted Net Ordinary Income of \$15,300 will be used to pay off the loan principal. The loan should be completely paid off by end of 2012 based on the repayment schedule. An owner asked to have the schedule posted on the website. Dan Ulmer recommended against posting financial information on the website. He will send a hard copy upon request to any owner.
12. Last year the budgeted Reserve contribution was \$8,800. The Board is proposing increasing the contribution to \$17,800. The current balance is about \$6,400 due to repairs made in 2008.

Paul Sakiewicz made a motion to approve the 2009 Budget with the changes as discussed. Irene Bindrich seconded and the motion carried unanimously.

VII. OLD BUSINESS

A. *Declarations and Bylaws Update*

Dan Wolf, the Association's attorney, summarized the changes made to the Association Declarations. The original Declarations were created in 1985 and have been amended or supplemented a number of times. The Board wanted to modernize and address current ambiguities, mainly with respect to allocations between residential and commercial. The amended Declarations will replace all prior documents. He is working on a summary of the changes for distribution to the owners. The amended documents will have to be approved by 67% of the membership and mortgagees in order to be adopted.

A question was raised regarding the lack of an arbitration clause. Dan Wolf said such a clause could be added, but there is an alternative dispute resolution clause. Arbitration is typically more expensive than court action but it is faster and less public.

A question was raised regarding separability of the units. The original Declarations did not allow for division of the units into smaller units. Dan Wolf said the new Declarations do not allow for division into smaller units, but they do contemplate combining units. Both versions would allow for subdivision of the commercial unit.

A question was raised regarding the allocation of expenses. Dan Wolf said there was additional freedom for certain charges, to be allocated differently.

The final revised document will be put on the website for owner review. Dan Wolf will hold an informational meeting and owners will be given time to provide comments. The goal is to have the document completed by the end of the year.

B. *Wireless in Clubhouse*

Some owners have expressed interest in having wireless internet access in the Clubhouse. Robin Gustafson asked if Cricket could provide a signal. Dan Ulmer said he had not discussed it with them. Comcast would be about \$50/month and there would be some equipment needed. It could be password protected. Peter Wessel noted his opposition to adding a hot spot.

Mike Kerrigan commented that a vote was taken at the last Annual Meeting and owners voted to install internet access but then he received notification that it would not happen. Paul Sakiewicz explained that the owner approval vote was based on the premise that the cost could be passed on to each individual unit as a flat rate but it was subsequently determined that this was not permitted per the Declarations. In addition, Comcast increased the price to \$30/month and the motion was specific to a cost of \$25.95.

Paul Sakiewicz made a motion to install a wireless hot spot in the Clubhouse. Robin Gustafson seconded. In discussion, many owners felt they should get more information from Cricket and any other potential vendors. Paul withdrew his motion.

VIII. NEW BUSINESS

A. Painting the Complex

Mike Kerrigan suggested using two complimentary color schemes for the two buildings so they do not always have to be painted at the same time. An owner proposed painting one building and fixing deck this year and painting the second building next year in a complimentary scheme to reduce the amount of the Special Assessment. Paul Sakiewicz pointed out painting the buildings separately would be more expensive. Charles Johnson noted that if the east building decks are reworked, that building would have to be painted. The west building, however, needs to be painted more than the east building. Bids will be obtained.

IX. OWNER COMMENTS

A. Restaurant Noise

Mike Kerrigan complained about the loud Mariachi band on the restaurant deck. Paul Sakiewicz said the Board met in August and addressed signage, the band and deck issues. The Board compromised on the Rules and Regulations. Mike Kerrigan said there was a noise restriction in the Declarations and the Board could not compromise on this issue. The restrictions implemented by the Board included allowing a guitar but no brass instruments on the deck, limiting the duration to 1/2 an hour at a time, limiting the frequency to once weekly and requiring notification of the schedule. Mike felt he should be protected by the Declarations. Mike said he received an email from the restaurant owner stating that there would be music and he could go elsewhere if he objected. Mike was asked to document any problems for discussion at another homeowner meeting.

B. Owner Comments

1. Meredith Long asked if there was a trade sponsorship for putting phone books in units. Dan Ulmer said there was not. She recommended removing the books from the doors after a week or two in unoccupied units.
2. Wayne McCorkle made a motion to establish at a minimum bi-weekly inspections for unoccupied units in the cold months and monthly inspections during the summer, and to have notification of each inspection left in each unit. Dan Ulmer will send a letter to owners to determine if they want inspections in occupied units. Robin Gustafson seconded. Charles Johnson noted that not all units were on the master key. The motion carried.
3. An owner suggested putting up a station with dog waste bags. Dan Ulmer said he would do so within the budget.

4. An owner suggested establishing an automatic payment option for dues. Candy Ramage noted there would be a bank fee of \$10/month for this service. Robin Gustafson made a motion to approve the \$120/year fee to establish ACH. The motion was seconded and carried.

X. ELECTION OF MANAGERS

The terms of Robin Gustafson and Brad Redman expired this year. Wayne McCorkle volunteered to run and Mike Kerrigan seconded the nomination. Paul Sakiewicz made a motion to elect the three candidates. The motion was seconded and carried.

XI. SET NEXT MEETING DATE

Wayne McCorkle made a motion to hold Homeowner Meetings twice annually. Peter Weasel seconded and the motion carried with one abstention.

The next Homeowner Meetings were scheduled for sometime in June and January 16, 2010.

Wayne McCorkle thanked management and the Board for doing an “amazing” job.

XII. ADJOURNMENT

With no further business a motion was made and seconded to adjourn the meeting at 6:30 p.m.

Approved By: _____ Date: _____
Board Member Approval