

**WOODBRIIDGE INN CONDOMINIUM ASSOCIATION  
SEMI-ANNUAL HOMEOWNER MEETING  
AUGUST 1, 2009**

**I. CALL MEETING TO ORDER**

The Woodbridge Inn Condominium Association Annual Meeting was called to order at 3:07 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      Jack Terrill, Unit #111

Homeowners Present Were:

Irene Bindrich, #201                                      Cathy Cloutier, #103  
Mike Kerrigan, #314                                      Tom & Cynthia Kreutz, #204  
Meredith Long, #303                                      David & Kathy Marker, #313  
Bill McCall, #106

Homeowners Represented by Proxy Were:

Brad & Robin Redman #107                              Rush, LLC #315  
Brad & Robin Redman #306                              Wasted Years, LLC #205  
Mei Lin #208    Harry & Doris Wilson #104  
Bob & Pat Feuerriegel/Bob & Jane Sluiter #301

Representing Basic Property Management were Dan Ulmer and Gary Nicholds. Erika Krainz of Summit Management Resources was recording secretary.

**II. PROOF OF NOTICE/QUORUM**

With ten units represented in person and seven proxies received a quorum was reached.

**III. APPROVE PREVIOUS MEETING MINUTES**

Cynthia Kreutz made a motion to approve the minutes of the January 17, 2009 Annual Meeting as presented. Irene Bindrich seconded and the motion carried unanimously.

**IV. PRESIDENT'S REPORT**

Paul Sakiewicz said the meeting minutes and all other Association documents are available on the website <http://woodbridgeinn.org>.

Painting by Starr Painting is in progress. Completion is projected within the next week and a half. The work will be inspected before final sign off. The contractor is also fixing the leaks from the walkway into the units in the east building. The unit door exteriors are being stripped, acid washed and treated prior to painting because they are galvanized metal.

*A. Completed Projects*

1. Repaired roof, stairs and decks.
2. Repaired garage ceiling.
3. Two new water heaters were installed in the east and west buildings.
4. Smoke detectors were installed in the Clubhouse.
5. New windows were installed in the Clubhouse.
6. The Board decided not to implement recycling bins at the last Board meeting as it adds to the cost. Also there is no room in the dumpster shed. Furthermore there are recycling bins at the bus stops of the summit stage, right on Main Street in front of the condominium complex. Owners could use those to recycle.
7. Added two doggie bag stations.
8. Set up automatic dues payment for interested owners.
9. Purchased the washers and dryers when the lease contract expired. The cost was \$1,220 for two washers and two dryers and the Association has already collected over \$400 in revenue.

*B. Other Issues*

1. The proposed and revised Declarations are posted on the website and owners were asked to review them. The major changes are highlighted in yellow. They were modernized and simplified. They will have to be approved by 67% of the membership and 75% of the mortgage holders.

*C. Future Projects*

1. Add wireless internet access in the Clubhouse.
2. Add additional bike racks in the garage.
3. Repair the roofs. Painting was decided against at the last meeting as it is expensive and does not last.
4. Resolve Unit 111 deck issue.
5. Replace exterior light fixtures after painting has been completed.
6. Improve/enlarge the lockers.
7. Look into changing the perpendicular parking in the garage to diagonal. Former Board member Mike Kerrigan said that in the past the city or fire department had said no.

**V. MANAGEMENT REPORT**

Issues and projects included:

1. New boilers were installed in the east building in 2008 and west building in 2009. They are staged so all burners do not fire unless needed. Gas consumption has been reduced 25 – 30%.
2. Installed gutter on west end of Clubhouse to prevent drainage into the garage.
3. Addressed drainage issue from walkways.
4. Six units were damaged by a water pipe leak in the attic. In the repair process, it was discovered that the water line was in the north wall of the studio units with no

- insulation. The pipes were moved inside the units to prevent freezing. All piping in the attics was moved inside the units.
5. Rewired the outside lights.
  6. Reworked the back decks to eliminate leaks into the garage.
  7. There were ice problems on the top floor decks. Heat tape was added and solved the problem.
  8. The garage walls will be painted white and the posts yellow.
  9. Changed light globes.
  10. Striped parking lot.
  11. Look at asphalt sealcoating in 2010.
  12. Develop a plan for landscaping for 2010.
  13. Paint the wood planter.

Cathy Cloutier said her bathtub drain freezes in very cold weather. The reinsulation of the garage ceiling did not resolve the issue. Dan Ulmer said he would look into adding more insulation.

## **VI. FINANCIAL REVIEW**

### *A. 2009 Financials*

The Association is paying down the equity line of credit by \$15,000 per year. The Reserve contribution is \$17,500 per year. The current Reserve balance is \$6,388.

The Board will get a cost estimate from Turner Morris for the roofs. If the life of the roofs can be extended another ten or fifteen years, there will be enough money accumulated to reduce or eliminate the need for a Special Assessment to pay for the replacement.

The Association is currently operating within 1.5% of budget and is actually slightly favorable to budget. The third Special Assessment payment is due now.

The one significant owner delinquency was paid in full last Friday.

## **VII. OLD BUSINESS**

### *A. Unit 111 Deck*

Jack Terrill summarized the status of the restaurant deck. He said the deck is cantilevered and the supports are balanced on a steel girder. The cement is very heavy and is pulling the wall out. He drilled holes and sealed along the bottom to address the leaks and it has worked so far this year. He does not know exactly what to do for a permanent fix or have any idea of cost. He is focused now on keeping it safe and preventing the leak. He will need to decide in the next year if the location is viable for a restaurant. He will try to develop a reasonable solution, jack up the deck

and pour piers for a foundation. He will look at extending the roof trusses and the roof so water does not drain onto the deck. Mike Kerrigan commented that extending the roof line would make it very low and it would not be aesthetically appealing. Once the deck is repaired the Board will consider making it a limited commercial common element. If this occurs, it should be incorporated into the new Declarations.

The grease can will be removed and replaced with a regular grease trap and the area will be powerwashed.

*B. Wireless in Clubhouse*

A proposal for wireless internet was received. A minimum of eighteen units would have to participate and the cost would be \$50 for installation and \$25/unit/month for the service. It would include a connection to each unit and 24 hour technical support. The Board will discuss the proposal at the next Board Meeting.

*C. Unit Inspections*

Units are being inspected bi-weekly in the summer and weekly in the winter.

*D. Hot Tub*

The wood around the hot tub needs to be stained and Paul Sakiewicz asked for an owner volunteer to do it this fall.

*E. Window Sills in Clubhouse*

Jim Schneider volunteered to refinish and varnish the window sills in the Clubhouse.

**VIII. SET NEXT MEETING DATE**

The next Board Meeting will be scheduled in mid-October.

The next Homeowner Meeting was scheduled for Saturday, January 16, 2010 at 3:00 p.m.

**IX. ADJOURNMENT**

With no further business a motion was made and seconded to adjourn the meeting at 4:45 p.m.

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
Board Member Approval