

**WOODBRIAGE INN CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
JANUARY 26, 2010**

I. CALL MEETING TO ORDER

The Woodbridge Inn Condominium Association Board of Directors Meeting was called to order at 5:07 p.m. via teleconference.

Board Members participating were:

Paul Sakiewicz	Wayne McCorkle
Eric McCafferty	Jim Meyer
Brad Redman	

Representing Basic Property Management were Gary Nicholds and Charles Johnson. Erika Krainz of Summit Management Resources transcribed the minutes from tape.

II. ELECTION OF OFFICERS

Paul Sakiewicz made a motion to elect Wayne McCorkle as President for a two year term. Eric McCafferty seconded and the motion carried. Paul Sakiewicz made a motion to serve as Vice President. Wayne McCorkle seconded and the motion carried. Robin Gustafson will continue to serve as Secretary/Treasurer.

III. OLD BUSINESS

A. Review Timeframe on \$40,000 Loan from Alpine Bank

Paul Sakiewicz said a formal request was sent to Alpine Bank for a \$40,000 loan to pay for the repairs in Units 207, 107 and the garage ceiling. The loan is now in process. There are two possible scenarios. The first would be to let the current loan run out. It will be completely paid off in 2013. The Association is paying \$18,000/year. Paul thought it would be less expensive to get a second separate loan for \$40,000 than adding to the existing loan. The first loan is at 6% and the second loan will be prime plus 2.5%. Paul said he wanted to keep the payments under \$18,000 total so it does not negatively impact the budget and cause a shortfall. The second option would be to refinance with a different bank. Once all the information is received, the loan will need to be approved by 67% of the membership. The Board agreed they would prefer a fixed rate loan. Paul will get information about combining the two loans or getting a second loan with a payment schedule of \$18,000/year.

B. Building Inspection Report

Gary Nicholds and Charles Johnson met with Jerry Lau. Turner Morris will provide a sample of ETDM Walkpad replacement flooring tomorrow. Gary will get information about the material including cost, installation and warrantee. Paul Sakiewicz asked him to make sure it does not void the warrantee on the roofing material.

Gary Nicholds said there had been discussion about putting a locator or sensor on the pipes. Charles Johnson did not think it would be possible to trace pipes through a building. Paul Sakiewicz said if the pipes cannot be traced, every attic should be inspected to make sure there are no water lines and that there is adequate insulation. Gary said Jerry Lau's partner was planning to do that. Charles said he had been eliminating problems since the flood last year. The water lines were removed from the attics of Units 305 and 306 and out of the walls of Units 307 and 207. Charles said he needed to check the walls of the two units by the restaurant. He has already checked Units 101, 201 and 301 on the east end of the building. The plumbing comes up through the floor, not the wall, so he did not think there were water lines in the exterior walls. Residents of those units should be reminded to open the cabinet doors below the sinks to keep the pipes warm.

Gary commented that having an inspection would be looked upon favorably by the insurance company because it would show the Association is being proactive. Paul said he would like to have the inspection done next week. Gary said he would call Jerry Lau for an update tomorrow. Paul requested a written report within the next three weeks.

Paul asked Charles if there was enough glycol in the baseboard heater lines. Charles said Albert Amerin had added enough glycol to bring the temperature resistance below zero. Charles recommended checking the glycol concentration monthly throughout the winter. Paul requested that a log be established in each mechanical room to record the date and results of the monthly checks. Charles pointed out that if owners replace their baseboard heaters and lose any glycol, they must inform the Board. A Board member suggested some education to remind owners of these types of issues. A Board member asked if there was some type of autofill mechanism to replace lost glycol with glycol instead of with water. Charles said he would look into it. Paul asked Gary to include in the next owner mailing a reminder that owners need to notify the Board if they have work done on their baseboard heaters and to maintain a minimum temperature of 55 degrees in the units. Gary said he would also ask the attorney about the legality of entering unoccupied units for inspections. Gary will draft a letter and send it to the Board for review. Owners should be advised of the costs involved when there are leaks. Gary said owners should also be aware that they need to have contents insurance for their units.

Charles Johnson recommended that the Association switch to a bare walls policy. It would be less expensive and would simplify the claims process. He explained that a bare walls policy would only cover the building structure, sheetrock walls and subfloor. The owner policy would cover everything from the paint on the walls and in. The Declarations would have to be changed.

There was general discussion about additional insulation. Charles Johnson said with an existing structure, the only effective way to add insulation would be to blow it in. The attics already have batt insulation.

C. *Review 1/16/10 Annual Meeting Minutes*

Gary Nicholds said he had not yet received the minutes but he will forward them to the Board for review once received.

D. *Plan of Action for Repairs to Units 107 and 207*

Paul Sakiewicz said the bank wants to see a plan for how the \$40,000 loan will be spent. There is a written estimate of \$27,000. Colorado Mountain Maintenance needs to provide an invoice for the garage ceiling repair for \$2,500 – 3,500. Charles Johnson said he had received one invoice but it included the sheetrock and new insulation, which need to be separated out. The total cost was \$4,700. The texturing of the garage ceiling is not included; this work will be done in the spring. Charles will get a written bid for this work for the bank.

Charles said he met with Brad Redman yesterday. The sheetrock was delivered to both units this afternoon. An electrician will be installing new lighting in the morning and will take down some existing lighting. The sheetrock work will start tomorrow. The work should take one week to ten days. The owners need to select cabinets and flooring. Paul suggested giving the owners of the units the checks for the amounts that were determined to bring the units back to the original state and allow the owners to proceed with the repairs. Charles thought the Declarations indicated that the Association was responsible for making sure the work was done. Brad said he would be willing to take on the work himself as Paul suggested. Gary recommended getting a waiver from the owners if checks are released. Brad suggested having the two unit owners sign a contract agreeing to bring the units back to at least the original condition. Charles said he had the cost information to get Unit 207 back to its original state. The figure he has for Unit 107 does not include upper or lower cabinets. Charles said he would adjust the Unit 207 figures for Unit 107 and forward the information to the Board tomorrow. Paul will call the owner of Unit 207. She has already agreed to the cabinet selection and now needs to pick her countertop and floor tile. Charles confirmed that the water lines had been moved out of the wall in Unit 207 but explained that they could not be moved in Unit 107, but since that unit shares the wall with the Clubhouse he did not think there would be freezing issues.

E. *Update on Lake Dillon Fire Department Diagonal Parking Request*

Paul Sakiewicz said he spoke to a representative about diagonal parking in the garage and submitted the application. He will update the Board when he receives a response.

F. *Declarations Revisions*

The minutes from the Homeowner Meeting will list all the issues and questions that need to be voted on individually. The bare walls policy issue should be added. Gary Nicholds said he would send the Declarations amendment that is being proposed for another Association to this Board for review after his meeting with the attorney on Thursday. The Board agreed the approval should be done by mail rather than at a meeting. Gary pointed out that revising the Declarations would require a 67% vote of approval of the membership and a lack of response cannot be counted as a vote in favor.

G. Lawsuit

There was mention of a potential lawsuit at the Homeowner Meeting but the Board was not aware of any current legal action against the Association. Charles Johnson said he was just repeating what he was told by an insurance agent. The agent had said that it looked like there was a good chance that there would be a lawsuit.

H. Foreclosure

A unit went to foreclosure sale on Friday. Eric McCafferty said he and a partner purchased the unit. There is a redemption period that expires at the end of the next week, at which point the ownership will be officially transferred and he will meet with Gary Nicholds to set up dues payments. He does not yet have a key. Charles said he was asked to inspect the unit and found the door unlocked so he went into the unit and found a leak in the bathroom ceiling. He locked the door when he left and then discovered he did not have a key and the unit is not on the master system. Charles believes the leak may be originating from the toilet in the unit above. Paul Sakiewicz made a motion to authorize Charles to call the locksmith tomorrow, to have the unit rekeyed to the master system and to address any maintenance issues as needed. Jim Meyer seconded and the motion carried.

V. NEW BUSINESS

A. Email from Bank

Paul Sakiewicz read the email response he had just received from the bank. The Association is currently paying \$1,571/month. Early payments are about \$90,000. The current balance \$48,000. The rate is Chase prime plus 1% with a floor of 6%. The maturity date 4/26/13. A separate loan of \$40,000 with a rate of prime plus 2.5%, a 6% floor and a 72 month term would be \$680/month. A consolidated loan of \$88,000 with a rate of prime plus 2.5%, a 6% floor and a 72 month term would be \$1,470/month. A new loan will have 1% origination fee and the rate will adjust if and when the Chase prime rate changes. Paul thought the combined loan was the best option. With a separate loan, they would have to add on \$8,160 for the next six years. Paul will approach FirstBank and US Bank about their loan options, especially a loan with a fixed rate.

VI. ADJOURNMENT

The meeting was adjourned at 6:58 p.m.

Approved By: _____ Date: _____
Board Member Approval