

**WOODBRIIDGE INN CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
FEBRUARY 23, 2010**

I. CALL MEETING TO ORDER

The Woodbridge Inn Condominium Association Board of Directors Meeting was called to order at 7:07 p.m. via teleconference.

Board Members participating were:

Wayne McCorkle

Jim Meyer

Brad Redman

Robin Gustafson

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

II. UPDATE ON INSULATION OF UNITS 301, 302 AND 303

Wayne McCorkle thanked Charles Johnson and the Board for quick action on the situation last week. Charles Johnson provided an update. He contracted with Big Al's Insulation to insulate the four attics and the work was completed today. All are up to at least R50. Unit 208 now also has insulation in the attic.

He is waiting for a price to convert the sprinkler system to a glycol system to eliminate the frozen pipe issue. The contractor will have to try to find piping drawings from the town for the sprinkler system and check with the Fire Department about their requirements for conversion. Charles warned that Marina Place tried to do this same thing but the Fire Department requirements made it impossible. Charles does not believe there is any plumbing in the exterior walls.

Charles has not yet received a report on the status of the attics from the contractor. He anticipated it would take a week or two.

Wayne McCorkle said the Board voted to pay for this project out of the Reserves. He asked Gary Nicholds to email the current Reserve balance to all Board members. The total cost was about \$2,295.

III. OLD BUSINESS

A. Increased Restoration Costs for Units 107/207

Wayne McCorkle an adjuster provided an estimate for Units 108/208 to bring them back to their original condition when building was built. The Board had decided that the Association would pay the expense out of pocket instead of filing a claim. An expenditure of about \$40,000 was approved at the meeting for the restoration of the two units. Charles Johnson adjusted several items in the projection and the cost is now \$47,173. This includes the dry out, garage ceiling repairs and bringing the units back to

the condition at first conveyance. There was discussion about increasing the loan amount instead of taking the additional amount out of the Reserves. Charles said he understood that the loan should remain as is and the remainder would be paid from Reserves. Gary Nicholds said federal lending programs like to see about 10% of the dues going to Reserves. State statutes require that Associations have a policy on Reserve funding but it can be not to fund the Reserves. He said always a good idea to have as high a balance as possible.

After the insulation expense the Reserve balance was around \$15,000, so it would be reduced by about 50% to pay the restoration overage. Robin Gustafson supported increasing the loan amount in order to preserve the Reserve balance. Gary noted the Board would need to look at roofs and deck surfaces in the near future; he does not have cost information yet for those projects. Charles said there were two roof leaks that must be addressed this summer, one on each building in the walkways. There is no money budgeted for roof repairs.

Robin Gustafson made a motion to increase the loan amount to \$50,000 if possible. Jim Meyer seconded. In discussion, Jim said there was \$13,700 in the 2010 Budget for Building Repairs but he did not know if it was earmarked for a particular project. The motion carried with four in favor. Gary Nicholds will call Paul Sakiewicz tomorrow and one of them will contact the bank. He will also determine what was included in the \$13,700 budget for Building Repairs.

B. Change to Rules and Regulations to Require Master Lock System for all Units

Wayne McCorkle said given that there have been two major water issues in the past two years and the Association's capability to insure the buildings is coming into question, he felt it was essential to have all units on a master lock system. The attorney indicated there was no reason the Board could not change the rules and make this a requirement. Wayne McCorkle made a motion to have the Board update the Rules and Regulations to include a requirement for all owners to be on the existing master key system. Wayne will work with Charles Johnson and Gary Nicholds to draft an explanation of the reason for the requirement, to review the schedule for fines for non-compliance, to discuss attorney involvement and to mail the document to all owners after review and a vote by all Board members. Jim Meyers seconded and the motion carried unanimously. Wayne said he would strive to have a draft letter out to the Board by March 9th. Charles said the letter should mention that any new locks or rekeying must also be on the master system.

C. Proposal to Change Insurance to a Bare Walls Policy

Wayne McCorkle said based on discussion a few weeks ago and having seen what was involved in obtaining estimates, he saw the logic in Paul Sakiewicz's suggestion to switch to a bare walls insurance policy. This would need to be approved through an owner vote. Gary Nicholds said this Association had almost \$400,000 in claims in the

past two years and a bare walls policy would lower the insurance premiums. This would not force owners to get insurance because the Association cannot require owners to carry insurance. Robin Gustafson recommended providing owners an estimate of the cost for individual unit interior coverage versus the Association cost. Jim Meyer made a motion to recommend switching to a bare walls policy. Robin Gustafson seconded and the motion carried. Gary Nicholds said he could use the same wording as is being developed for Marina Place. He will determine if the approval can be done by mail vote, which may require some "politicking" by the Board. If passed by the Association, the change must be recorded with the County.

D. Action Items

1. Glycol system for sprinkler system.
2. Revisit pipe locations.
3. Develop policy for Reserve funding.
4. Roofs and deck coverings.
5. Research the \$13,700 for Building Maintenance in the 2010 Budget.

E. Trash Contractor

Gary Nicholds said he met with the owner of Timberline and he provided a bid that would save the Association about 17%. The Association is now paying \$481/month; the Timberline proposal was \$400/month. He will review the existing contract to determine the expiration date.

IV. SET NEXT MEETING DATE

The next Board Meeting will be scheduled in about a month assuming all needed information has been compiled.

V. ADJOURNMENT

The meeting was adjourned at 8:05 p.m.

Approved By: _____ Date: _____
Board Member Approval