

**WOODBRIIDGE INN CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
May 4, 2010**

I. CALL MEETING TO ORDER

The Woodbridge Inn Condominium Association Board of Directors Meeting was called to order at 7:03 p.m. via teleconference.

Board Members participating were:

Wayne McCorkle

Robin Gustafson

Paul Sakiewicz

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

II. OLD BUSINESS

A. Association Loan and Balloting

The bank has requested a formal approval from the Board in the minutes authorizing the bank to move forward with the loan. Only one owner voted against increasing the loan. Gary Nicholds said they had more than 75% approval already. As of today there are only six owners who have not responded and Gary will follow up with them in the next few days.

1. Unit 111 – 22 in favor and one opposed. There are 20 votes in favor required to change the Declarations. One of the votes in favor was verbal and Gary will get written confirmation.
2. Insurance – 20 in favor and three opposed so the initiative passed.
3. Loan – 22 in favor and one opposed so the initiative passed.
4. Parking – Plan B had 13 in favor and Plan A had four in favor. There were three non-responses and two abstentions.

Wayne McCorkle made a motion to accept the voting as it stands with 75% of the membership in favor of increasing the loan value from approximately \$40,000 to approximately \$50,000. Paul Sakiewicz seconded and the motion carried unanimously.

B. Update on Units 107 and 207

Charles Johnson said the countertops and cabinets in Unit 207 were completed. There was a problem with the flooring and the owner had to select a new product.

Unit 107 continues to be a thorn in his side. Charles had tried to reach the owner but the phone numbers appear to be incorrect. According to his figures the contractor was paid a little bit less than was actually there so the Association saved a few dollars. The owner has done nothing in his unit. He noted the owner was given new lower cabinets,

new countertop and complete upper cabinets which did not exist before. Gary Nicholds said he would try to review the paperwork with the owner to ensure the owner understands and accepts the figures. The owner has received a check for about \$12,000. The contractor still needs to finish the sheetrock in the garage ceiling.

The Board expressed their appreciation for Charles' work on this issue.

In the future, if there is a leak, management will get a remediation company in to dry things out. The owner will be notified and instructed to contact their insurance carrier and the Association's insurance company will be notified so the insurance agents can work with each other. Owners can be provided with contractor recommendations but management will act only as coordinators and facilitators.

C. *Abandoned Car in Garage*

Charles Johnson spoke to the owner last week and he was going to move it the next day but then it snowed so Charles let him leave it. It is still in the same spot. Gary Nicholds recommended leaving the owner one more message with a deadline and a warning that the car will be towed if it is not moved. Wayne McCorkle proposed a deadline of Friday. There is also another car, a Cadillac, with Washington license plates. It may also belong to the same individual. It is parked in the back lot by the dumpster. Charles will speak to the owner about it.

D. *Trash Contract*

The contract has not yet been signed with Timberline. Gary Nicholds said he wanted to make sure the contractor understood the dumpster access issues. It may not be possible to get a large truck in there.

E. *Maintenance Issues*

1. There continue to be burned out exterior light bulbs. Gary Nicholds said there were problems with the fixtures and some had to be replaced. Charles Johnson thought all the lights were functioning now.
2. There is peeling paint on the metal roof overhangs on the stairways.

F. *Deck Flooring*

Charles Johnson said he had two samples of self-adhesive rubber flooring that could be put on the deck over the membrane on the second floor of the restaurant building. One is from Turner Morris and the other is from Consulting Specialty Services. Charles will meet with Mark Hubbard of Turner Morris to discuss the options and to get cost estimates.

G. *Roof Leaks*

Charles Johnson said there were several roof leaks that would need to be addressed this spring or summer.

1. There is a leak over the porch of Unit 307. A piece of the roof is missing and Turner Morris is aware of it.
2. There is a leak in front of Unit 306. This leak is ongoing and has been repaired many times.
3. There is a new leak by Unit 314.

All the leaks are over the walkways and have not caused damage in any units. The repairs should be made while the weather is warm. The leaks appear to be related to snow and ice, not rain. Charles suggested getting another company to look at the leaks because Turner Morris feels the solution would be to replace the roof. Gary noted that Turner Morris was the most proficient roofing contractor in the area and he could not recommend another company. Charles will meet with the estimator and get an estimate for repair or replacement and will provide a report for the Board at the next meeting.

H. Clubhouse Issues

Paul Sakiewicz put down some yellow/orange tape on the floor. Charles Johnson said it looked good and it was holding up well.

Gary Nicholds said he was researching a keypad lock for the Clubhouse. This would make it possible to limit access after hours. He will provide a bid at the next meeting. If a change is made to the door lock, the owners will need to be notified and there will need to be clear signage so users understand the access hours.

III. SET NEXT MEETING DATE

The next Board Meeting will be scheduled in about two weeks

IV. ADJOURNMENT

The meeting was adjourned at 7:52 p.m.

Approved By: _____

Board Member Approval

Date: _____