

**WOODBIDGE INN CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTORS MEETING**

**August 3, 2010**  
*via teleconference*

**I. CALL THE MEETING TO ORDER**

The Woodbridge Inn Condominium Association Board of Directors Meeting was called to order at 5:03 p.m. via teleconference.

Board Members participating were:

Wayne McCorkle	Robin Gustafson
Paul Sakiewicz	Jim Meyer
Eric McCafferty	Brad Redman

Dede Tusso was a guest at the meeting.

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

**II. APPROVE PREVIOUS MEETING MINUTES**

Paul Sakiewicz made a motion to approve the May 4, 2010 Board Meeting minutes as presented. Robin Gustafson seconded and the motion carried.

**III. OLD BUSINESS**

*A. Restaurant Sale Update*

Dede Tusso said there was no longer a restaurant in the space. She met with the Town of Frisco to discuss the requirements for permits. One of the Planning Department staff asked about the density. The originally approved site plan included 35 or 36 units; there are now 28 plus the Clubhouse. There was another building planned by the restaurant but it was never built. She was asking for conditional use to change the commercial designation to residential, which the Association had approved. The Town questioned the density. They now feel there are too many residential units and they will require her to apply for a variance to add three more units. They have an extensive file on Woodbridge and there are many references to 35 units. In 1988 Rick Wood went to the Town to request approval to convert the restaurant to four residential units. The Town approved it but the approval was only valid for one year. The Planning Department will allow a density bonus, i.e. an increase to the density on parcel if the additional new units are matched by an equal number of attainable housing units. She said she would need support from the Board and individual owners in the form of letters and/or attendance at the Thursday, 9/16/10 meeting at 6:00 p.m. to speak in support of the change to residential. She wants to create three residential units, (2) two bedrooms and (1) one bedroom. The space is about

3,400 sq.ft. Paul Sakiewicz suggested drafting a letter of support from the Board with all Board member signatures. Gary Nicholds said he would send information to all owners so they can also write letters of support.

*B. Update on Units 107 and 207*

Gary Nicholds reported that all work had been completed in Unit 207 and he had not heard anything from the unit owner.

The only outstanding issue in Unit 107 is an invoice for electrical work unrelated to the flood. There is some incorrectly installed wiring in the ceiling. Gary Nicholds was not sure if it this was an owner or Association responsibility. Brad Redman said the total amount due was \$400 higher than the original check that was cut from the bridge loan. He said he could be issued a check and he would send it back to pay the amount due, or he could be given credit for that amount and he would pay the remaining amount. Paul Sakiewicz said he would like to know the correct amount. Charles Johnson will research the invoices.

*C. Bank Loan Update*

Gary Nicholds said the bank will extend the current loan, effective immediately, for \$91,386 total with the same monthly payments (\$1,057 per month) with pay off in August or September 2016. Gary will send the paperwork to Wayne McCorkle for his signature.

*D. Unit 208 Questions*

Gary Nicholds said Charles Johnson had discovered some issues in Unit 208 that were not up to code. There could be liability issues if there are code violations and the Board does not take action. Paul Sakiewicz said the issues should be addressed. Charles Johnson said the main safety concern was that the power for the unit was being furnished from a breaker panel in the Clubhouse so it is not possible to turn off the power from inside the unit. This is not up to code. Paul suggested having the panel moved and billing the owner. Charles said the Association could require the owner to remedy the situation. Charles estimated the cost would be about \$1,500. He said the Association has to notify the owner of the problem and provide a deadline for having the work done. Wayne McCorkle made a motion to have Charles Johnson notify the owner by certified letter of the required work with a four week deadline for completion. If he does not have it completed within the deadline, the Association will have the work done and bill the owner. Robin Gustafson seconded and the motion carried.

*E. Roofs*

Charles Johnson met with Mark Hubbard from Turner Morris last week to review the roofs. The roofs over the restaurant look really bad but the Board was considering replacing a section of roof on the east building because it has been presenting the most problems. Roof replacement estimates were obtained in

2009. The total came to \$183,500. The restaurant roof work was estimated at \$50,000. Parts of the roof on the east building have been replaced. The estimate to replace the older section was \$68,500 and the other sections were \$6,500. The price included roof removal, bitumen over the entire roof and a metal roof on top. There have been several areas of leaks and they have been worked on but it will not be known until next spring if the problems have been remedied. Paul Sakiewicz felt they should get more bids. He thought the metal roof should last more than 25 years. Charles Johnson said the roof would not last as long as expected because of the quality of the metal. There are also roof problems above Units 305 and 306.

Charles Johnson was asked to get at least two more bids. Charles said Turner Morris provided estimates but will not give a firm price unless they have an assurance that the work will be done because they have been providing estimates for several years and the work has not been done. The Board agreed Turner Morris should be told that since the roofs are leaking, the Association will be budgeting for some level of roof repair next year. Jim Meyer said they may need to consider a Special Assessment depending on the severity of the problems.

Candy Ramage said there was a \$33,000 balance in the Reserves but no surplus forecasted in Operating that could be used for the roof repairs. Paul Sakiewicz noted that there may be some extra funds from the loan.

*F. Snow Guard*

The snow guard over the steps of the west building will be repaired by Turner Morris. Paul Sakiewicz said the bolts came loose continuously because of improper installation so it should be a warranty repair at no cost. The bolts need to be screwed into a stud. Charles Johnson said Turner Morris is claiming they did not install the snow fence in that location. Wayne McCorkle will try to locate the invoice from 2006 or 2007.

*G. Walk Tread*

Charles Johnson said Jerry Lau provided a sample of walk tread. Turner Morris went to the company that made the Genflex membrane. The company has an equivalent GPA Genflex walkpad. The cost would be \$6,125 for materials and labor if Charles removes the interlocking pavers.

*H. Rekeying*

Gary Nicholds said Charles Johnson was getting ready to do inspections. There are a couple of units that are not rekeyed to the master. He will develop a list of these units and send the owners notice that they need to get on the master system. Charles only enters units when he has been authorized to do so. Paul Sakiewicz said Units 102, 111, 214 and 205 were not on the master. The Board thought they had decided to start fining owners who are not on the master key system. Charles

said 102 was on the master and so far he knew that Units 105 and 314 were not on the master.

*I. Insurance Update*

Gary Nicholds said the property was still fully covered with bare walls coverage. The carrier has not cancelled the policy.

*J. Garage Ceiling/Columns*

Some of the columns that were nicked by the west entrance have been replastered and will be repainted. The west entrance was also covered with T111 to protect the drywall from rain blowing in from the outside. The exterior corners of the exterior garage opening were trimmed out and will be painted once weather permits. The area in the middle of the garage has some damaged sheetrock. Charles did not know what was causing it; there are no water marks or wet spots.

*K. Parking Spots*

Plan B received the most votes from the owners (13). The Board directed Charles Johnson to realign the parking per the approved plan. Paul Sakiewicz noted they would need to send the proposed plan to the Town. The Town will bring it to the Fire Department and the Fire Department has indicated they will approve it. It was noted that the spot now marked 206 should be marked 202.

*L. Action Items*

1. Unit 208 electrical repair.
2. Loan.
3. Snow guard repair.
4. Letters to owners about units not on the master.
5. Send letter to Town about the change to the parking alignment.
6. Send financials and budget to the Board.
7. Letters for Dede Tusso and the owners regarding the restaurant variance.

*M. Unit 307 Email*

Paul Sakiewicz said the owner of Unit 307 was billed for a leak. The owner had some questions and wanted to see some documentation. Charles Johnson said someone worked on the baseboard in the front bedroom and when they reassembled the zone valve, they left out an O ring. It had been leaking slowly for a long time and damaged the ceiling of Unit 207. He initially thought the water was coming from the roof leak and running down the wall. Turner Morris worked on the roof leak and it was believed that the problem was solved. The ceiling was repaired and the damage reoccurred. At that point he discovered the problem with the baseboard heater. He thought the baseboard heater was an owner, not Association, responsibility because it is inside the walls. Charles will write a letter explaining the situation for the owner.

N. *Ski Locker*

A Board member said his ski locker was really small because there was a support pole in the middle. He took over another unused locker and notified the Board but received no response.

**IV. SET NEXT MEETING DATE**

The next Board Meeting was scheduled for Tuesday, September 7, 2010 at 5:00 p.m.

**V. ADJOURNMENT**

The meeting was adjourned at 7:00 p.m.

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