

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

March 7, 2011
via teleconference

I. CALL THE MEETING TO ORDER

The Woodbridge Inn Condominium Association Board of Directors Meeting was called to order by Wayne McCorkle at 7:04 p.m. via teleconference.

Board Members participating were:

Wayne McCorkle

Bill McCall

Robin Gustafson

Jim Meyer

Paul Sakiewicz provided his proxy.

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

II. APPROVE PREVIOUS MEETING MINUTES

Robin Gustafson made a motion to approve the October 26, 2010 and January 3, 2011 Board Meeting minutes as presented. Bill McCall seconded and the motion carried.

III. BPM/MANAGER'S REPORT

Charles Johnson reviewed his list of projects:

1. Garage Ceiling – The price for a drop-in ceiling has increased but the developer was not able to provide a written copy of the bid. Originally the developer was going to pay \$7,000 and the Association would contribute \$4,000. The Association's share has increased to \$6,000. There are two 2" conduits for Cricket that are lower than the ceiling and would interfere with the drop-in panels. Cricket will have to move them or have a chase built around them. The developers want to use textured sheetrock panels with five access panels below the P-traps. Charles Johnson noted that the leak issues did not generally occur in the P-trap areas. The last flood repair cost almost \$6,000. Wayne McCorkle made a motion to approve the drop-in ceiling. He noted that the Board would need to check the funding and try to get Cricket to move the conduit or have a chase built at their expense. Robin Gustafson seconded and the motion carried.
2. Water and Gas Meters for the Three New Condominiums – It is not feasible to connect the new units to the existing gas meters because the new units have gas powered radiant floor heat and their gas expenses will be considerably higher than the original units. The developer will install three separate meters and they will be put in the names of the new unit owners. The units will also have separate water heaters, water meters and furnaces. The new owners will be responsible for the maintenance of their hot water heaters and furnaces. The developers will be meeting with the Town regarding the sewer rate because the new units are

- currently paying a commercial rate. Charles Johnson recommended installing individual gas meters in the future for all the original units because the different types of fireplaces consume varying amounts of gas.
3. Storage Rooms – There are two storage rooms that have always been associated with the restaurant but it is not clear if they are owned by the restaurant space. The developer wants to use one as a utility room, but only if it is owned by the restaurant space. The developer will research this issue through the title company.
 4. Project Expenses for the Association – Charles Johnson commented that the three new condominiums were costing more than anticipated. The decks had to be repaired twice to remedy leaks into the restaurant. There were also four other leaks, two of which have been repaired. The Association spent \$2,000 – 2,500 to address the leaks. The decks itself seems to be in good condition. Charles believes the leaks may be coming from the roof. Replacing the roof might address the issue. He has received two bids for a new roof. He will try to get a third bid, but it will be difficult because the bidder will need to measure the roof and it is covered with snow. If the third bid comes in close to the Turner Morris bid, he will ask G&G to check their figures since their bid is considerably lower. Wayne McCorkle agreed that the roof on the west building needed to be replaced this summer.
 5. Collection of Funds from Previous Closings - Owners were given until the end of the first quarter to provide documentation regarding any payments they made at closing. Candy Ramage said her calculations indicated the total amount to be collected was about \$32,000. Owners have been informed that they have to pay 1/3 of the total amount due by the end of March to avoid a late fee. Six or seven owners have provided closing statements indicating they already paid.
 6. Glycol Leak – Unit 105 had a glycol leak in a baseboard heater. It discolored some of the tile grout. The owner called her restoration company but her plumber was unable to repair it. Charles Johnson had the boiler contractor make the repairs, which entailed cutting into the closet wall to remove a section of pipe. It was discovered that the orange piping has been recalled and is no longer manufactured. The plumber found the necessary fittings in Ft. Collins and made the repairs. The bill to date is \$1,300. The contractor had to drain the building and then recharge the system. The owner was told that the Association would make the repairs since the boiler had to be drained, but the Board will have to decide if they want to pay the bill or charge the repairs to the owner and risk a lawsuit. The leak originated from a fitting on the back of the heater inside the unit, not inside the wall, but the plastic pipe is Association property. The total cost will likely be around \$2,000. Wayne McCorkle made a motion that he would work with Gary Nicholds on this issue and not take further action prior to consulting with the Board. Bill McCall seconded. In discussion, Jim Meyer commented that per the new policy, the interior unit repair expense should be an owner responsibility and he did not feel the Board should make any exceptions.

7. Dues – A question was raised regarding when late fees for dues should be assessed, given that the billing statements were sent out late. Candy Ramage said the owners had been notified that they had to pay by the end of March.
8. Unit Access – Charles Johnson said the owner of Unit 303 complained about contractors entering the unit. He would like to remove this unit from the master list so it is not entered unless the owner is present. A Board member felt there should not be any exceptions since the Declarations provides the Board with the authority to enter units for inspections. Wayne McCorkle said he would call the owner to discuss this issue with her. He will also contact Sandy Hawkins about access to her unit.

IV. NEW BUSINESS

A. *Oil Drums and Plastic*

Gary Nicholds confirmed that the oil drums and plastic sheeting would be removed.

B. *Plowing in Front of Restaurant*

There are four parking spaces in front of the restaurant. Gary Nicholds said the Town owned the property. Bill McCall thought the Association was paying for the snow removal. Gary Nicholds will contact the Town to determine who is responsible for the plowing and the associated expense. The Board agreed that if the Town owns the property, the Town should pay for the snow removal.

C. *Election of Officers*

Wayne McCorkle made a motion to elect Officers as follows:

Wayne McCorkle – President

Paul Sakiewicz – Vice President

Robin Gustafson – Treasurer

Bill McCall & Jim Meyers – Members at Large

Jim Meyer seconded and the motion carried.

V. SET NEXT MEETING DATE

The next Board Meeting will be set by email.

VI. ADJOURNMENT

The meeting was adjourned at 8:16 p.m.

Approved By: _____

Board Member Approval

Date: _____