

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

May 16, 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 6:30 p.m. via teleconference.

Board Members participating were:

Wayne McCorkle

Bill McCall

Robin Gustafson

Jim Meyer

John Tusso was a guest at the meeting.

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

II. APPROVE PREVIOUS MEETING MINUTES

Bill McCall made a motion to approve the March 7, 2011 Board Meeting minutes as presented. Wayne McCorkle seconded and the motion carried.

III. CONSTRUCTION UPDATE

A. Parking Issue

John Tusso said he tried every way possible to get the boilers and storage tanks in the existing storage room but they do not fit. He requested permission to build a new mechanical room in one of the guest parking spaces and to create a new parking space out of one of the storage spaces. It would be necessary to change the space for Unit 213 or 215 from a straight-in parking space to a diagonal space. Charles Johnson said he had measured the space and thought it would work. The ownership of the three existing storage areas is not clear. They are currently empty. Bill McCall suggested renting them out to interested owners. Wayne McCorkle proposed removing them and using them to increase the parking area. John Tusso said he had hoped the spaces would be made available to the three new condominium owners.

Bill McCall proposed that John Tusso address the following if his request is approved:

1. Freshen up the Clubhouse.
2. Plant trees and flowers on the dirt berm left of the stairwell and right of the entrance. John Tusso said he would be willing to clean up that area.
3. Add a lean-to roof over the dumpster and transformer equipment to shield them from the penthouse unit.

John Tusso said he would be willing to address all three proposals if he could retain the three storage units for the new condominiums. Wayne McCorkle was concerned about making changes without notifying the owners first. Robin Gustafson made a motion to approve John Russo's request after Wayne McCorkle contacts the owner to get permission. Wayne McCorkle seconded. In discussion, Gary Nicholds was asked to review the Declarations to ensure the Board has the authority to make the decision without owner approval. A question was raised regarding completion of the project. John Tusso said he had closed in the west wall under the restaurant deck to reduce the wind. He still needs to complete the remainder of the dropped ceiling but he cannot do so until the new mechanical room issue is resolved. He could hypothetically be completed in two weeks once the project is approved. Robin Gustafson withdrew his motion. Wayne McCorkle made a motion to contact the owner of the affected parking space to explain the project and to have the Board make a decision by Thursday by email. Robin Gustafson seconded and the motion carried.

B. Roof Shingle Selection

Charles Johnson said the original roofing contract was valid for 30 days. The contractor just received notice of a 20% materials cost increase but they did not know when this would be effective. The contractor planned to start the project on May 23rd but the Board has not yet selected the shingle color. Wayne McCorkle made a motion to select Heritage 50/30 Mountain Slate. Robin Gustafson seconded and the motion carried.

John Tusso said there was a 4' hip roof by the restaurant entrance. It had corrugated sheeting on it, which has been removed. It will be sheathed with regular sub-roofing material and then shingled to match the rest of the buildings.

C. Leaks in West Building

There are four leaks in the first floor of the west building, three by the creek side and one by the side entrance. Charles Johnson said he hoped the new roof would address this issue. Three different companies have worked on the decks but have been unsuccessful in remedying the leaks. John Tusso said he did not want to hang the new drywall until the leaks have been resolved.

IV. NEW BUSINESS

A. Glycol Leaks

There was a glycol leak in a heater fitting in the interior of the bathroom of Unit 306. Tightening the fitting stopped the leak. Charles Johnson said the Board needed to decide if they wanted to charge the owner for the fitting repair and the ceiling repairs in the unit below. Another option might be to try to recover the costs from the class action lawsuit.

There was a secondary leak coming from the shower drain in Unit 306. It is being addressed today. The shower leak repair costs will be an Association responsibility.

Wayne McCorkle made a motion to have the owner of Unit 306 pay for the damage associated with the heater fitting leak and to have the Association pay for the damage associated with the shower drain leak. Jim Meyer seconded and the motion carried. Charles Johnson will contact the owner of the unit tomorrow.

Charles Johnson said Costin Stanesco had been doing glycol checks in the buildings. He has determined that the east building is losing glycol. In one month the glycol went from 30% to 15% concentration. Costin will pressurize the system and try to find the source of the leak. Charles recommended continuing to monitor the glycol level for another month before doing further investigation. He will ask Costin what quantity of liquid that amount of loss would involve.

B. T-12 Fluorescent Lights

Charles Johnson said the EPA has mandated that effective July 2012 T-12 fluorescent tubes can no longer be manufactured in the US. T-12 fixtures will be replaced by more efficient T-5 and T-8 fixtures. There are three options. The first would be to do nothing and to start paying more for T-12 fixtures after July 2012. The second option would be to replace or retrofit the T-12 fixtures; Xcel is offering rebates. For the remainder of this year, Xcel is increasing the rebates by 50%. The ballasts could be rebuilt instead of replacing the entire fixture to operate a T-8 tube but this would be more expensive than buying new fixtures. The third option would be to buy new fixtures. John Tusso will replace the fixtures in the garage under the new condominiums and in the mechanical rooms. Charles estimated the cost would be under \$1,000 to replace all the fixtures. He is in the process of getting bids for this project and will try to have them by June 3rd. He will forward them to the Board once received. The Board will make a decision by email. John Tusso will try to get a bid from his electrical contractor.

C. Garage Door and Closing In Back Wall

Charles Johnson said there had been discussion about closing in the gaps in the west wall of the west building and the north wall of the east building. John Tusso has already enclosed the west wall. The bid to enclose both with plexiglass was \$5,800. John Tusso will get a bid from his contractor to enclose the space with plywood.

A bid of \$7,187 was received for a roll up garage door. Wayne McCorkle agreed it would be desirable but felt there were other higher priority projects. Bill McCall noted that the Association spent more than \$8,000 on leak repairs caused by pipes freezing from the wind. He calculated that a Special Assessment for this project would be \$270/unit on average.

For the wall enclosure and garage door Charles estimated the cost would not exceed \$12,000. That would equate to a Special Assessment of \$400/owner. Gary Nicholds will research if the Board can levy a Special Assessment or if it would require owner approval.

D. Inspection Procedures

Wayne McCorkle said a number of owners had issues with the inspections. They were concerned about entry in non-emergency situations without notification. A Board member felt that Charles Johnson should be able to access units on a weekly basis so he can identify issues before they become emergencies, such as thermostats that are set too low. Units often have to be accessed for leak investigation. Charles said he had ordered some forms that can be left in units indicating when a unit was entered for maintenance purposes. Wayne noted that he would support the actions that Charles takes in accordance with the policy. After further discussion, all Board members agreed that the inspection program should continue as established.

V. SET NEXT MEETING DATE

The next Board Meeting will be set by email.

VI. ADJOURNMENT

The meeting was adjourned at 8:46 p.m.

Approved By: _____
Board Member Approval

Date: _____