

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

August 10, 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 7:35 p.m. via teleconference.

Board Members participating were:

Wayne McCorkle

Jim Meyer

Robin Gustafson

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

II. FINANCIAL REPORT

As of June 30, 2011, the cash position was \$35,000, which was \$3,200 less than the same time last year. The Receivables balance was \$1,558 balance; \$1,100 was paid in July. On the P&L, Building Repairs was \$8,000 over budget at \$24,000. Expenses in that account included \$5,600 to wrap the drain and sewer lines in the garage with heat tape, \$2,300 to replace waste piping in the garage, \$4,600 for drying out the ceiling and insulation after a sprinkler pipe freeze and \$3,600 to repair water damage to the garage ceiling. The total budget for the year is \$31,000 so the account could potentially be on budget at year-end.

The Reserve P&L was \$7,000 over budget in Roof Repairs because the Five Sons roofing work for \$6,100 was coded to the Reserve category. There was an expense of \$13,700 for metal roof repairs on the East building.

III. OLD BUSINESS

A. Garage Ceiling

Gary Nicholds said John Tusso had reported that the garage ceiling was done. The total cost was \$10,000 and he is looking for \$3,500 from the Association plus \$1,200 for replacing insulation that was wet from previous leaks. He does not intend to paint the plywood by the garage entrance. Charles Johnson said that some of the new insulation was blown out into the parking lot during a storm. It was ruined and had to be thrown away. Charles did not think the Association should be responsible for paying for the ruined insulation and Wayne McCorkle agreed. He asked Gary Nicholds to get an itemized bill from John Tusso and to send it to all Board members by next Friday.

B. Flood

A 4" water pipe came loose and caused a flood. It was caused by improper securing of a new backflow device that was installed by John Tusso's contractor. There was 6" of water in several areas of the garage. This was not an Association responsibility and the bill from Ace Sewer and Drain should be sent to John Tusso.

C. Painted Plywood for Garage

A bid of \$85 for adding plywood to each of the 12 bays on the north side was received (\$1,010 total). Charles Johnson said he had obtained a second bid and it was about twice as much. Gary Nicholds was asked to assemble the two bids in an email and to send them to the Board by Monday. Charles said he would recommend installing a garage door instead, based on the wind direction.

D. Unit 215 Deck

Charles Johnson said the wooden deck was higher than the level of the threshold, causing leaks into the building. Wayne McCorkle said he spoke to the unit owner. Charles said the roofing contractor could put indoor/outdoor carpet on top of the walk tread without causing any damage.

E. Parking Regulations

Wayne McCorkle said there had been a couple incidences of trailers being parked at the property, which is prohibited. He asked the other Board members if they wanted to enforce the regulation or change it to allow parking of trailers. The Board consensus was that the regulation should be kept as is and enforced. Gary Nicholds was asked to inform the owner of the trailer that it cannot be parked at the property.

IV. SET NEXT MEETING DATE

The next Board Meeting will be August 16, 2011 to discuss the Unit 215 deck issue.

V. RECESS AND RECONVENE

The meeting was recessed at 8:30 p.m. and reconvened on ??

Approved By: _____

Board Member Approval

Date: _____