

**WOODBRIIDGE INN CONDOMINIUM ASSOCIATION
ANNUAL HOMEOWNER MEETING
FEBRUARY 11, 2012**

I. CALL THE MEETING TO ORDER

The Woodbridge Condominium Association Annual Homeowner Meeting was called to order by Wayne McCorkle at 3:00 p.m. on Saturday, February 11, 2012 in the Woodbridge Inn Clubhouse.

Board Members Present Were:

Wayne McCorkle, President #302
Paul Sakiewicz, #202

Jim Meyer, #103
Robin Gustafson, #201

Owners Present Were:

Meredith Long, #303
Brad Redman, #306
Jim and Jane Schneider, #101
Nancy Tisdall, #214
Sandra Hawkins, #105
Brad Redman, #107

Peter Wessel, #102
Leonard Szmurio, #315
Thomas and Cynthia Kreutz, #203
Jamie and Simon Lewis, 301
Bill McCall, #106
David and Kate Love, #111

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

II. ROLL CALL AND PROXIES

With owners represented in person or by proxy a quorum was reached.

III. VERIFICATION OF NOTICE

Notice of the meeting was sent in accordance with the Bylaws.

IV. APPROVE PREVIOUS MEETING MINUTES

Wayne McCorkle made a motion to approve the minutes from the Homeowner Meeting held on February 12, 2011 as presented. The motion was seconded and carried.

V. PRESIDENT'S REPORT

Wayne McCorkle said the owners' investments needed to be protected by building up the Reserves and reducing the likelihood of insurance claims. The Board is taking a proactive stance on maintenance and is executing regularly scheduled maintenance actions to address problems before they occur.

In accordance with the Bylaws, future Annual Meetings will be held in January.

VI. TREASURER'S REPORT

A. 2011 Year-End Financial Review

Candy Ramage complimented the Association on passing a proposal to true up the Reserve Fund and to collect payments so every owner has contributed three months worth of dues to the Reserves. There was \$30,800 cash in the bank and with the true up in the past year a total of \$28,500 was collected. She said collecting the extra money was necessary to keep the Association solvent.

The line of credit balance was \$83,653 at year-end 2010 and as of December 31, 2011 the loan balance was \$69,500. Progress is being made on paying down the loan even though some repair expenses that could have been insurance claims were paid out of Association funds. Paul Sakiewicz said the loan would be paid off in early 2016.

The Association was budgeted to end the year with a profit of \$14,000 but the actual profit was \$6,800, resulting in a \$7,400 shortfall. There were unbudgeted expenses for freeze repairs and the garage. There were no insurance claims in 2011, which saved the \$5,000 deductible.

The Association operated in 2011 with a net loss of \$81,600. An owner asked if there was legislation in Colorado that governs operating with a deficit. Gary Nicholds said he was not aware of such a law.

B. 2012 Operating Budget

There will be no dues increase for 2012 and no capital projects have been scheduled. Wayne McCorkle said \$2,000 was moved from estimated income to pay for patching the parking lot and fill cracks.

An owner who bought one of the new units asked how monthly dues are calculated. Candy Ramage said she has been working on the numbers and will provide a cost allocation spreadsheet for each unit. She explained the new units would be refunded for cable charges from 2011 since they did not receive service.

There was discussion that cable should be charged per unit but that the Declarations mandate calculating all dues based on square footage. The Association is now an exclusively residential complex and it would be a good time to update the Declarations. Amending the Declarations would require a 67% favorable vote from the ownership.

Wayne McCorkle made a motion to approve the proposed 2012 Operating Budget as presented. Robin Gustafson seconded and the motion carried.

A comment was made that re-roofing would require a Special Assessment.

VII. MANAGER'S REPORT

A. Completed Projects

1. Installed a new garage door (east).
2. Renovated the restaurant into new residential units.
3. Changed the Clubhouse door code.
4. Updated owner contact information.
5. Repaired the west boiler.
7. Replaced light fixtures.
8. Installed a new roof on the west building. The project came in at \$32,000 due to a few changes from the original bid for code compliance.
9. Worked on collection of dues.
10. Redid deck membranes on Units 213/214/215. Charles Johnson reminded owners not to nail into the membrane.
11. Repaired the frozen sprinkler line in the garage.

Paul Sakiewicz asked about the boiler issue. Charles Johnson said the controls failed and caused it to not light properly. It was also necessary to install a new circuit board. Gary Nicholds said the repair costs were about \$3,000 and that the boiler was out of warranty. Paul Sakiewicz asked him to check the warranty.

Charles Johnson reminded owners that they needed to heat their units adequately, especially the end units. There have been frozen lines this winter that have been caught before causing damage. Notes have been left in the units asking occupants to leave the cupboards open when the unit is not occupied. Walls should be better insulated and resealed to prevent future lines from freezing. The owner with the leaking toilet has been billed for the repair.

The garage door was damaged and the owner will reimburse the Association for the repair costs. Paul Sakiewicz asked if it would be possible to install a silent drive on the garage door. Charles Johnson will check on pricing. He was also asked to check if the rope could be replaced with a button.

The Clubhouse code has been changed and the keypad will be put on a timer that will not allow access after hours. Owners were asked to contact management or the Board if they see the Clubhouse code publicly displayed.

Charles Johnson said the sprinkler system work has been completed. Valves had to be replaced at a cost of \$5,500 to meet local code. One of the fittings was installed improperly and broke, causing over flooding in the garage. The contractor corrected the problem at his expense.

An owner said that there was a valve that makes a grinding sound that is most prominent in the morning. Gary Nicholds said contractors have not been able to identify the source of the noise. The lines have been bled but the noise continues.

Charles Johnson said there are two separate boilers and the noise could be associated with water running through two storage tanks. The owner also commented that she has difficulty controlling her heat. Charles Johnson said it may be a defective thermostat. Management will continue to research the noise problem.

An owner requested improved lighting in the garage for safety. A suggestion was made to install a motion sensor in the dark corner. The Board will look at the lighting and explore options.

Meredith Long asked who would be responsible if the heat fails because the lines have to be bled and then pipes freeze. Charles Johnson said it would be the Association's responsibility.

VIII. OWNER COMMENTS

A. Additional Revenue

Peter Wessel recommended finding other sources of revenue. The Association collects \$9,000 from Cricket and he suggested contacting other companies. He also asked if there was land that the Association could lease or develop. Wayne McCorkle said the Board would explore these options. A comment was made that the membership had voted against building additional units in the past.

Paul Sakiewicz suggested researching the possibility of adding a windmill to generate power. Another owner recommended installing solar panels when the roofs are replaced.

A motion was made to investigate these options. The motion was seconded. The motion was amended to include the investigation of alternative sources. The motion carried.

An owner said her cold water is usually warm. The Board will add this item to the project list.

IX. NEW BUSINESS

A. Wireless Internet Service

Gary Nicholds said Cobianet would be an inexpensive alternative for wireless internet. The company would install transmitters and receivers at no cost to the Association and the monthly fee would be \$10/unit. The company is extremely customer friendly and he received very positive feedback from another Association. With this service, it would not be necessary to have a wireless router.

The service does not provide Voice Over Internet Protocol. An owner said it should be possible to get this function with a Magic Jack. Wayne McCorkle noted

that it would be important to have the proper data rate. Owners would not be able to Skype.

An owner made a motion to have the Board research this service and to report back to the membership. The motion was seconded. Gary Nicholds said he could invite the Sales Representative to the next Board meeting to answer questions. An owner suggested investigating other options such as Dish Network or Direct TV. Wayne McCorkle asked owners to email him their questions. The motion was amended to include the investigation of other options and the ability for individual units to opt out. The motion carried.

B. Declarations Status/Updates

Gary Nicholds said prior to 2010 the Association wanted to modernize and simplify the Declarations and Bylaws and a draft was posted on the website. Paul Sakiewicz said the Board never proposed the changes to the membership.

Wayne McCorkle made a motion to use the existing draft and to address how to allocate dues on a per unit basis versus a square footage basis. Gary Nicholds said an amendment to the Declarations and Bylaws would require approval of 67% of the membership and at least 33% of the mortgage holders. The motion was seconded.

In discussion, Meredith Long asked if the budget of \$1,000 for legal fees would cover the expense for amending the Declarations. Gary Nicholds said the majority of the expense had already been paid; he estimated additional costs of about \$4,000 to finish the project. It was noted that the new amended Declarations should incorporate all the previous amendments. Gary Nicholds will check with the attorney about a lower rate to do some of the basic work.

Sandra Hawkins said that modernizing and streamlining the Declarations and reallocating the dues should be divided into two steps. Wayne McCorkle said the Board would discuss this matter. Sandra Hawkins asked that the motion be amended to reflect a two-step process. There was discussion that some expenses should be allocated on a per square foot basis and others on a per unit basis.

Wayne McCorkle restated the motion to have one vote on amending the Declarations and a second vote to define dues allocations. Peter Wessel seconded and the motion carried with one vote opposed.

C. Yahoo Group

Wayne McCorkle made a motion to establish a Yahoo group for the Association to facilitate communication with the membership. Gary Nicholds and he would be a moderator. Polls can be created, files made available for download and messages can be sent. Instructions will be sent to members for creating an ID. The motion was seconded. An owner asked to have a transition period especially on

voting. Wayne McCorkle agreed. He amended the motion to offer owners help with getting familiar with the Yahoo group. The motion was seconded and carried.

D. Roof Repair (East) – 2013

Wayne McCorkle said the Board was in favor of replacing the Clubhouse building roof at an estimated cost of \$100,000. He was not in favor of a Special Assessment but anticipated there may need to be one in 2013. Owners would be assessed \$1,500 to \$4,000 depending on the unit size. The Board would work with owners in financial distress. Paul Sakiewicz asked if it would be possible to postpone this project. Charles Johnson said there had been leaks in Unit 301 and Unit 306 due to ice build-up and a considerable amount was spent annually making repairs.

A suggestion was made to replace the roof on the front of the building one year and to do the back of the building the following year. Another suggestion was made to hire a roofer to install larger screws to extend the life of the roof until the loan is paid off. Wayne McCorkle said the Board would consider all options.

X. ELECTION

The terms of Jim Meyer and Paul Sakiewicz expired. Jim Meyer indicated his willingness to serve an additional term on the Board. Paul Sakiewicz said he would serve another term if there were no other nominees.

Meredith Long and Kate Love expressed their interest serving on the Board. Meredith Long withdrew her nomination since there was another candidate.

A motion was made to elect Jim Meyer and Kate Love by acclamation. The motion was seconded and carried.

XI. NEXT ANNUAL MEETING DATE

The next Homeowner Meeting will be in January 2013.

XII. ADJOURNMENT

With no further business, the meeting was adjourned at 5:25 p.m.

Approved By: _____
Board Member Signature

Date: _____