

**WOODBRIIDGE INN CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
October 10, 2012**

I. CALL THE MEETING TO ORDER

The Woodbridge Inn Condominium Association Board of Directors Meeting was called to order by Wayne McCorkle at 6:04 p.m. via teleconference.

Board Members participating were:

Wayne McCorkle

Kate Love

Robin Gustafson

Jim Meyer

Bill McCall

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

II. APPROVE PREVIOUS MEETING MINUTES

Approval of the September 25, 2012 Board Meeting minutes was tabled until the next meeting.

III. PROPERTY MANAGEMENT UPDATE

1. Crack sealing has been rescheduled for tomorrow.
2. Service Monkey will be doing a final test of the boilers. No gas odor has been detected recently. Bill McCall thought the lines might need to be bled; he recently heard some noise in the pipes.
3. Charles Johnson spoke to three contractors about the Unit 107 deck and the Clubhouse front door projects. One came out to look at the job but has not yet provided a bid. The tenants in Unit 107, who have a two-year lease, expressed objections to having a roof added over the deck. Charles anticipated that the unit owner would also object. It was noted that the deck was a limited common element so the decision would not be up to the owner. The tenants said they would shovel the deck regularly. Charles was directed to get pricing for a door for the Clubhouse that has glass on the upper half only. Wayne McCorkle made a motion to approve replacement and painting of the Clubhouse door at a cost not to exceed \$500. Bill McCall seconded and the motion carried. Wayne McCorkle made a motion to proceed with installation of a roof over the deck of Unit 107 once Charles obtains several bids and the Board approves one by email. Bill McCall seconded and the motion carried.
4. Charles Johnson did security checks of the units on Monday. He was not able to access Units 112 or 214. He will check the floor and wall temperatures again tomorrow and will report to the Board by email.

IV. OLD BUSINESS

A. Declaration/Spreadsheet Discussion

Giovanna Voge reviewed the revised "Political" and "GAAP" spreadsheets. The four types of expenses include:

1. Type A – expenses that are allocated by square footage including the square footage for the Clubhouse.
2. Type B – expenses that are allocated by square footage excluding the three new units.
3. Type C – expenses that are allocated equally among all units.
4. Type D – expenses that are allocated by square footage excluding the square footage for the Clubhouse.

The Board compared the current dues and the new proposed dues based on the spreadsheet calculations.

Kate Love said the possible Board actions would be:

1. A complete update of the Declarations – This is unlikely to happen due to the expense.
2. Update the Declarations with a “patch” to make them clearer – This does not appear to be necessary.
3. Review the expenses and change some of them to “fees” that can be charged as a flat rate to all owners outside of the dues structure – This would make the cost allocations fairer and could be done by the Board without a requirement of approval of the membership. She proposed removing the management fees and unit inspections from the dues allocation and charging them as fees on a per unit basis.

Wayne McCorkle felt the GAAP spreadsheet expense allocation would be more accurate, but did not support spending \$5,000 to amend the Declarations at this time. He agreed there were some charges that might be charged by unit, such as cable and unit inspections.

Wayne McCorkle made a motion to allocate expenses based on the “Political” spreadsheet. Kate Love asked the Board to consider assessing management fees and unit inspections as separate fees per unit instead of allocating them based on square footage. This would result in a dues decrease for 19 units and an increase for 12 units. Gary Nicholds reviewed the Declarations and found there could be an issue with the Board approving the reallocation of the management fee. Wayne amended his motion to include updating rows 22 and 31 (management fee and unit inspections) to be “Type C” expenses, with the understanding that it may require owner approval to allocate those expenses as fees. Kate Love seconded. The motion carried with Bill McCall opposed. It was noted that the calculation for Unit 302 was not correct.

Wayne McCorkle made a second motion to allocate expenses based on the “Political” spreadsheet if it is determined that the Board is not authorized to allocate management fees and unit inspections as fees. He amended his motion to allocate unit inspections as a “Type C” expense and for these changes to be effective 1/1/13. Kate Love seconded and the motion carried with Bill McCall opposed.

Action Items:

1. Determine if the Board can approve assessment of the management fees as a fee or if this will require a vote of the membership. Gary Nicholds and Wayne McCorkle will review the Declarations.
2. Giovanna Voge was asked to send the Board an updated spreadsheet that provides the calculations for the various allocation possibilities as discussed.
3. Gary Nicholds and Wayne McCorkle will make best efforts to provide a recommendation to the Board by Monday, October 15th.

V. NEW BUSINESS

A. Capital Plan

Jim Meyer said the Board would need to review the Capital Plan before the Annual Meeting.

B. 2013 Budget

Giovanna Voge will provide a draft of the 2013 Budget for the next Board Meeting.

C. Unit 301

The previous owner of Unit 301 added a bedroom to the unit by enclosing the back patio. It appears that they are paying the highest assessment and the additional square footage is included in their assessment. Robin Gustafson noted that this was the original developer's unit.

D. Comcast

Kate Love made a motion to approve by email the addition of Comcast high speed internet for \$29/month on an individual owner basis once Gary Nicholds receives the information from Comcast, assuming the cost has not changed. Wayne McCorkle seconded and the motion carried.

VI. SET NEXT MEETING DATE

The next Board Meeting was set for November 1, 2012 at 6:00 p.m.

VII. ADJOURNMENT

Wayne McCorkle made a motion to adjourn at 7:42 p.m.

Approved By: _____ Date: _____
Board Member Signature