

**WOODBRIDGE INN CONDOMINIUM ASSOCIATION
ANNUAL HOMEOWNER MEETING
JANUARY 21, 2017**

I. ROLL CALL/CERTIFICATION OF PROXIES

The Woodbridge Condominium Association Annual Homeowner Meeting was called to order by Wayne McCorkle at 2:09 p.m. on Saturday, January 21, 2017 in the Frisco Senior Center.

Board Members Participating Were:

Wayne McCorkle, President #302	Jamie Lewis, #301
Bill McCall, #106	Jill Merrill, #304

Owners Present Were:

Jim Meyer, #103	Doug Sullivan & Kerry Owens, #104
Sandra Hawkins, #105	Paul Sakiewicz, #202
Marnie & Jeffrey Kondo, #204	Kris Ann Knish, #208
Simon Lewis, #301	Walley & Lorretta McCorkle, #302
Alvin Merrill, #304	Paul & Anne Dahl, #215 (Bighorn Rentals)

Representing Basic Property Management were Gary Nicholds, Eric Nicholds, Bruce Holisky and Patti Vande Zande. Erika Krainz of Summit Management Resources was recording secretary.

II. PROOF OF NOTICE/QUORUM

Notice of the meeting was sent in accordance with the Bylaws. With eleven units represented in person and seven by proxy a quorum was confirmed.

III. APPROVE PREVIOUS MEETING MINUTES

Simon Lewis made a motion to approve the January 16, 2016 Homeowner Meeting minutes as presented. Paul Sakiewicz seconded and the motion carried.

IV. FINANCIAL REPORT

A. 2016 Year-End Financial Review

The Association ended the year with a \$23,000 Operating surplus and moved \$20,000 to Reserves. There were savings in insurance claims, legal fees, building repairs, landscaping and grounds, snow shoveling and gas/electric.

There was a transfer of \$9,400 to the Working Capital fund. Roof repairs were \$3,000 less than anticipated.

Paul Sakiewicz made a motion to approve the financial report as presented. The motion was seconded and carried.

B. 2017 Operating Budget

Wayne McCorkle reviewed the 2017 Operating Budget. The Reserve contribution was increased to continue to build the balance.

The 2017 Reserve Budget includes \$5,000 for the Reserve Contingency, \$1,000 to seal the parking lot and \$17,000 for the Clubhouse remodel, which will include renovating the bathroom, converting the closet to a changing room with a shower, addition of a Foosball table, a new television, new flooring and caulking the windows. Owners were encouraged to send the Board suggestions for other improvements.

A new fan was installed in the spa room and the humidistat is now in a locked box.

The balance of the Reserve Fund as of January 1, 2017 was \$83,000. The annual contribution is budgeted to be \$39,000, \$20,000 was transferred from the Operating surplus, there is a \$5,000 contingency and \$23,000 of budgeted expenses for a projected year-end balance of \$99,000.

Alvin Merrill made a motion to ratify the 2017 Budget. Paul Sakiewicz seconded and the motion carried.

The Bighorn representative asked on behalf of the Dahl's if there had been a comparison with other Frisco area complexes to determine if the dues are competitive. Wayne McCorkle said it had been done informally. He noted that comparing dues is complicated because not all Associations include the same items in the budget. Gary Nicholds noted that the dues are calculated based on the operational needs and costs.

V. MANAGEMENT REPORT

Bruce Holisky provided an update on projects.

A. Completed Projects

1. Replaced the east building roof including upgraded insulation at no extra cost.
2. There were some problems with the boiler ventilation in the restaurant building. The stack was rebuilt, a piece was added to the roof and the boiler was cleaned.
3. There is a plumbing leak somewhere in the Clubhouse building boiler system. Bruce is working with the plumbing contractor to identify the source. A temporary fix is in place whereby Bruce adds water to the system on a daily basis to maintain the pressure. Sandy Hawkins thought a drawing had been done of the plumbing system by Kelly Vowel but Bruce has not been able to locate any of these documents.
4. Jim Meyer requested removal of the snow hump at the entrance to the driveway. Gary Nicholds will ask Turner Morris about removing the large

icicle that has formed over the garage entrance. Bill McCall suggested getting a price to add heat tape in that area.

5. There was discussion about adding isolation valves for any unit that does not already have one so the entire building does not have to be drained when plumbing work is done. The shutoff valves should be installed by a licensed plumber. The shutoff valves are an individual owner responsibility. Wayne McCorkle said the Board will examine this topic at the next meeting. Sandy Hawkins noted that the existing valves should be turned occasionally to ensure they continue to function.
6. The common area bulbs will be replaced with LED's.

VI. PRESIDENT'S REPORT

Wayne McCorkle said the Board is charged with protecting the investment, enforcement of the Rules & Regulations, building cash reserves, proactive maintenance and long range planning. The Board met the goal of reducing insurance claims. He reminded owners that dogs must be on a leash and should not be allowed to relieve themselves at the bottom of the stairs or on the balconies. Owners who rent should provide a list of rules in their units. Storage of personal property is not allowed in the common area. There is a Fine Policy in place.

VII. OLD BUSINESS

There was no Old Business.

VIII. NEW BUSINESS

A. Convert Documents to Electronic Format

The Board may have all documents converted to PDF's so the database is searchable.

B. Email Distribution List for Owners

The Board will consider adding a button to the website to send emails to all owners who opt in to the program. Sandy Hawkins suggested adding a password protected homeowner section to the website.

C. Landscaping

The Board will be discussing improving the property appearance and repairing retaining wall that is collapsing.

D. Complex-Wide Internet

Sundial installed wireless internet for the entire property. Sundial would like to install access points in each unit at a one time cost of \$50 plus a monthly fee of \$10 – 12/unit. The external access points will eventually be removed once everybody has converted to interior access points. The Association is currently paying \$46.85/unit/month for basic digital cable (not HD) plus \$15/unit/month for the internet. Comcast provided a bid of \$40/unit/month for HD service in up to three rooms and \$25/unit/month for 50 mbps internet service with individual access points.

The internet is currently being charged as a flat fee per unit. Changing the fee to an allocation based on square footage would require an amendment to the Declarations.

There was general discussion about the benefits of the two different options. Bill McCall said the Board was not notified about the antenna that was recently installed on the roof by Sundial. Gary Nicholds said the Sundial contract includes the right to upgrade the equipment to provide better service.

Walley McCorkle expressed his support for upgrading the service and having individual passwords for each unit. Sandy Hawkins felt the Association should provide the lowest level of service and allowing owners to upgrade individually if desired. Jim Meyer said HD is now the standard and the Association should provide the most current technology.

Paul Sakiewicz made a motion to accept the Comcast proposal for approximately \$65/unit/month for improved internet and HDTV based on the unreliable history of Sundial connectivity. Jim Meyer seconded and the motion carried with two proxies opposed.

IX. OWNER COMMENTS

1. The Dahls' wrote that there were concerned about common area cleaning in front of their unit and on the landing on their deck. They were also dissatisfied with the peeling paint on the deck windowframe and some other walls only one year after the painting of the building. They requested for details of the warranty.
2. An owner asked about the timing of snow plowing. Gary Nicholds said the contractor is usually on site between 6:00 – 7:00 a.m.

X. BOARD OF DIRECTORS ELECTION

The terms of Wayne McCorkle and Bill McCall expired and both indicated they were willing to run again. There was one vacant Board seat. Paul Sakiewicz made a motion to elect Wayne McCorkle and Bill McCall by acclamation. Sandy Hawkins seconded and the motion carried. Doug Sullivan volunteered to run for the vacant seat and was elected by acclamation for a two-year term.

XI. NEXT ANNUAL MEETING DATE

The next Homeowner Meeting was set for Saturday, January 20, 2018 at 2:00 p.m.

XII. ADJOURNMENT

Sandy Hawkins made a motion to adjourn at 4:50 p.m. Wayne McCorkle seconded and the motion carried.

Approved By: _____ Date: _____
Board Member Signature