

**WOODBRIIDGE INN CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
February 22, 2017**

I. CALL TO ORDER

The Woodbridge Condominium Association Board of Directors Meeting was called to order by Wayne McCorkle at 6:05 p.m. on Wednesday, February 22, 2017 via teleconference.

Board Members Participating Were:

Wayne McCorkle, #302 (via teleconf.)	Jamie Lewis, #301
Doug Sullivan, #104 (via teleconf.)	Jill Merrill, #304 (joined at 6:25 p.m.)

Debby Kurd of Comcast joined the meeting at 6:37 p.m.

Representing Basic Property Management were Gary Nicholds, Eric Nicholds, Bruce Holisky, and Patti Vande Zande. Erika Krainz of Summit Management Resources transcribed the minutes from recording.

II. APPROVAL OF PREVIOUS MINUTES

Wayne McCorkle made a motion to approve the December 14, 2016 Board Meeting minutes as presented. Doug Sullivan seconded and the motion carried.

III. FINANCIAL REPORT

A. 2017 Year-to-Date as of January 31, 2017

Patti Vande Zande reported that the Association cash position was very good. There was one delinquency for the owner who recently passed away. The executor of the estate is working on this issue. All Operating accounts were basically in line, except the Water and Sewer accounts due to payment of invoices from December in January.

Wayne McCorkle asked if a line item could be added to the budget for landscaping. Patti Vande Zande clarified that there was a line item with \$1,500 budgeted for landscaping. Wayne will do further research and forward his findings to the Board. Patti said she could make changes to the budget with Board approval. Patti will forward the final approved version of the budget to all Board members.

IV. PROPERTY MANAGEMENT REPORT

A. Boiler Update

Bruce Holisky continues to add water to the boiler as needed. There was a four-day period when the water did not need to be replenished and he believes it was because the heat in the unit with the leak had been turned off. The normal loss is 4 – 6 psi every two days. He will contact Countywide and schedule an appointment for some time in the spring when the weather is warm enough to turn off the boiler.

B. Unit 208 Electrical Update

Bruce Holisky met with electrician today. The electrical meters in the mechanical room are out of code but are grandfathered. Any new meter would have to be installed in a different location and would be cost prohibitive. A submeter would be another option, but this would also be cost prohibitive. The unit owner is fine with the current setup wherein she pays for gas even though she does not have a gas fireplace. An electrician will provide a cost estimate to run new wiring to the unit, to install a breaker box in the unit and to separate the wiring and breakers that are shared with the Clubhouse, specifically the spa mechanical room. Any unanticipated issues discovered during the work will be charged on a time and materials basis.

C. Mechanical Room Deadbolt

Bruce Holisky said the locksmith had been out of town but the deadbolt installation should be completed within the next two weeks.

D. Clubhouse Sign

Bruce Holisky said the hours are posted on a sign outside the door. There was an incident with guests in the Clubhouse after hours making noise and disturbing the owner in Unit 208. The owner requested installation of a sign with the hours somewhere inside the room near the hot tub. The Board approved this request and authorized Bruce to install signage.

E. Comcast Contract

The property is on Comcast's schedule for tomorrow to check wiring and signal strength in preparation for doing the conversion. The contract needs to be signed. Debby Kurd joined the meeting to answer the Board's questions.

1. Use and Maintenance of Wiring & Ownership of Wiring – The Association owns the wiring to the first splitter in the unit (the “home run”) and any upgrades in the unit. The unit owner owns the inside wiring beyond that point throughout the unit. The owner is responsible for any additional equipment beyond what is provided in the bulk agreement with the Association. The owner is responsible for payment to Comcast directly for any upgraded equipment.
2. Notices – Basic Property Management's address needs to be updated.
3. Blank Page after 18.i – The blank page was a formatting issue.
4. Exhibit B.1 and 2 – The cost is represented as \$65 plus tax. Debby said the only way to determine the tax would be to create a dummy account so those amounts can autofill since every town has a different tax rate ranging from 6 – 12%. High speed internet is not taxed and the modem fee is waived so there is no tax on that equipment. She will create a dummy account and send the information tomorrow.
5. Exhibit B.3 – All units now have digital with a digital box and adaptor. The digital box will be swapped out with an X1 box with HD in the living room. There will be an HD adaptor for the bedroom. Comcast will install the equipment in all units that can be accessed. Owners who do not provide access can pick up the equipment at the Comcast office.
6. Exhibits C and D – Debby said these documents will be forwarded separately.
7. Legal Description – This information should be available on the previous contract.
8. Length of Agreement – The new agreement will replace the prior agreement with a five-year term.

The Board agreed to add the legal description to the contract and to execute it to expedite the approval process.

F. Lightbulbs

Bruce Holisky reported that the LED lightbulbs have been purchased for the stairwells and walkways lights. He is almost finished with the installation.

G. Ice/Snow Cornice Removal

The cornices have been removed from both buildings and the warm temperatures have melted the remaining snow on the roofs.

H. Door Closer

The door contractor believes a new closer and spring hinge is needed for a total of \$428.50. The Board authorized this expense.

I. Sundial Antenna

Gary Nicholds will give Sundial notice to remove the antenna off the west building and all equipment from the mechanical rooms. Wayne McCorkle said the Board would allow Sundial to leave the antenna if Sundial is willing to pay rent.

V. OLD BUSINESS

A. Minutes from 2017 Annual Meeting

Gary Nicholds will forward the minutes to the Board for review before posting them on the website.

B. Scooter/Unit 303

There is a scooter that has been parked in the space for Unit 303 for more than thirty days. The Association rules state that vehicles cannot be stored for more than thirty days without being moved. Bruce Holisky will contact the tenant and inform him the scooter needs to be moved within one week.

C. No Parking Signs

Bruce Holisky will install the signs, including at the back of the property.

D. Leaks in East Garage

There has not been any change in the status of the leaks.

E. Re-Review Retaining Wall

A contractor can be hired at a cost of \$1,800 – 2,200 to remove the railroad ties, peel back the soil, relocate some of the small boulders and backfill the soil without the railroad ties. The Board authorized hiring a contractor for this work at a cost not to exceed \$2,200.

VI. NEW BUSINESS

- A. *Formalize/Document Arrangement for Entering Units*
Wayne McCorkle suggested printing some cards that Bruce Holisky can leave in units when he enters for maintenance issues. Bruce said he would prefer to send a blast email in advance informing owners that the units may be accessed. There are currently four units to which he does not have access. The Board agreed to table this issue and to discuss it offline.

- B. *Review Alarm Inspections, Specifically Units that do not "Grant" Access*
Bruce Holisky said the legal requirement is to test the alarms in at least 80% of the units and even without access to four units, this requirement was met.

- C. *Convert HOA Documents to Electronic Form*
Gary Nicholds will speak to Erika Krainz about this project.

- D. *Ideas for Dealing with Yellow Snow/"Poop Happens" Sign*
The Board agreed to table this issue and to discuss it offline.

- E. *Contract for Snow Removal to Free Up Bruce's Time*
The Board indicated that they would be willing to pay an outside contractor to handle some of the snow removal to free up Bruce's time.

- F. *Garbage on Walkways*
Bruce Holisky said garbage being left on walkways was an ongoing issue but it has not gotten worse.

- G. *Email Addresses for Owners*
Wayne McCorkle requested a list of the emails for all owners who have authorized the distribution of this information. Gary Nicholds will follow up with Kerry Hartnett. Wayne will contact Rich Garcia about adding a button to the website to send emails to all owners.

- H. *Aspen Trees*
There are Aspen trees on the other side of the creek by the parking lot that are growing up toward the power lines. Xcel has a right of way and will be trimming and cutting down the trees as necessary to prevent interference with the lines.

VII. SET NEXT MEETING DATE

The next Board Meeting was scheduled for May 31, 2017 at 6:00 p.m.

VIII. ADJOURNMENT

Wayne McCorkle made a motion to adjourn at 8:08 p.m.

Approved By: _____ Date: _____
Board Member Signature