

**WOODBRIIDGE INN CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTORS MEETING  
May 31, 2017**

**I. CALL TO ORDER**

The Woodbridge Condominium Association Board of Directors Meeting was called to order by Wayne McCorkle at 6:04 p.m. on Wednesday, May 31, 2017 via teleconference.

Board Members Participating Were:

Wayne McCorkle, #302 (via teleconf.)	Jamie Lewis, #301 (via teleconf.)
Jill Merrill, #304	Bill McCall, #106
Doug Sullivan, #104 (joined at 6:26 p.m. via teleconf.)	

Homeowner Present Was:

Megan Nohelty, #313

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

**II. APPROVAL OF PREVIOUS MINUTES**

Wayne McCorkle made a motion to approve February 22, 2017 Board Meeting minutes as presented. Jamie Lewis seconded and the motion carried.

**III. FINANCIAL REPORT**

*A. 2017 Year-to-Date as of April 30, 2017*

As of April 30, 2017 there was \$39,307 in the cash account and the Reserve balance was \$94,831. Accounts Receivable had a credit balance of \$5,260 due to prepaid dues. Overall, the Association was operating with a surplus of \$6,149.

Unit 314 closed this week and the title company will collect outstanding dues and pay them to the Association. Patti Vande Zande will notify Board members when the outstanding dues are received. There was \$428 paid out of the standard Contingency Fund for Clubhouse improvements

Wayne McCorkle made a motion to accept the Financial Report as presented. Jill Merrill seconded and the motion carried.

**IV. PROPERTY MANAGEMENT REPORT**

*A. Boiler Update*

Bruce Holisky said the boiler has been turned off and he will cut a few holes into the garage ceilings to locate leaks and resolve water issues with the help of the contractor. There have been complaints from multiple units about overheating.

Repairs are in progress and deposits of \$8,418 were made for purchase of equipment. Wayne McCorkle did not recall that the Board approved this project. Gary Nicholds said that the Board discussed and approved this project at a not exceed cost of \$20,000 and the contract and scope of work were emailed to the Board. Wayne will check previous meeting minutes. Jamie Lewis asked Gary Nicholds to resend the email about this project that was originally sent to the Board.

*B. New Holes in Garage Ceiling*

There are three locations with new holes. Bruce Holisky has been monitoring the areas for leaks. One hole is close to a unit that has been rented this season. The pressure was fluctuating more than in the past, possibly indicating a leak.

*C. Retaining Walls*

Bruce Holisky said he received two proposals, one from Strategic Fence and one from Greenscapes. Both proposals included the removal of the small retaining wall with different approaches by each contractor for treatment of the garage entry retaining wall. Greenscapes recommended dismantling the wall, squaring off the area and backfilling with soil as needed. Strategic Fence recommended rebuilding the wall. Rock from other areas on the property could be relocated at the other end of the garage. The rocks in the back are on National Forest property and cannot be used.

Bruce Holisky recommended using Greenscapes based on their knowledge. Wayne McCorkle was in favor of obtaining one more bid.

Jamie Lewis made a motion to hire Greenscapes to finish the project as quickly as possible. Doug Sullivan seconded. It was clarified that the project cost should not exceed \$4,000. The motion carried with Wayne McCorkle abstaining.

*D. Fire Protection Inspections*

Bruce Holisky said he found a company that does not have a trip charge, which will save the Association \$300. He will schedule the project and notify the membership via email. He will try to arrange access to the two units for which he does not have a key or access code.

Wayne McCorkle made a motion to contract with Tri County Fire Inspection. Jamie Lewis seconded. Doug Sullivan asked if the inspection includes a backflow prevention test. Bruce confirmed a fire prevention backflow test was included. A domestic water backflow test would cost an additional \$80. The motion carried.

*E. Crack Seal/Seal Coat*

Bruce Holisky said he emailed a proposal to the Board and can schedule the project once the landscaping is finished. The project was budgeted for \$3,600 and restriping was budgeted for \$1,000. After discussion, the Board decided to postpone crack sealing and seal coating until 2018. Bruce Holisky will request bids for restriping only from two contractors.

*F. Lightbulbs*

Bruce Holisky reported that all exterior bulbs, including the driveway lights, have been replaced with warm colored LED lightbulbs.

*G. Mechanical Room Deadbolt*

Bruce Holisky said that the deadbolt installation has been completed and it is functioning well.

*H. Signs*

Signs have been installed and should have a useful life of about ten years.

**V. OLD BUSINESS**

*A. Additional Budget for Shoveling*

Gary Nichols asked the Board to consider an allowance in case extra labor is needed for snow shoveling.

*B. Comcast Update*

The project is about 90% complete. Owners who did not respond to emails or return phone calls to schedule the installation will need to contact Comcast directly to set up a service call. The new internet speed is around 100 megabytes and wi-fi has been set up in the Clubhouse. The signal is strong all around the building. Owners were assigned a generic password and are encouraged to change their password.

The Sundial antenna has not been removed. Wayne McCorkle said the deadline to remove the antenna was May 29<sup>th</sup>. He said the Association should charge rent.

*C. Dues Increase*

The switch to Comcast resulted in an increase in the monthly expenses. The additional cost will be passed on to the membership in the form of a dues increase. This dues increase was mentioned at the last Annual Homeowner or Board Meeting.

Wayne McCorkle suggested sending email communication to the membership explaining the reason for and the amount of the dues increase. Gary Nichols will check to see if an email communication about the increase was sent to the membership.

*D. Document Conversion*

Jamie Lewis said she was still working on gathering all documents. She will send a page count and relevant information to the Board. All supplements and amendments will need to be reviewed and should be incorporated into the document. The documents will be posted on the website once completed.

*E. Clubhouse Renovations*

Jamie Lewis said she and Jill Merrill looked at flooring for the Clubhouse and ceramic tile for the changing room, bathroom and office. She is waiting on an estimate from John. Bathroom conversion could be a future Clubhouse project.

**VI. NEW BUSINESS**

*A. Dogs*

There was a reference about dogs in the documents. Jamie Lewis suggested tabling this topic until a complaint is received.

*B. Projects*

1. Painting – Staircases and walkways behind units should be painted before July 4<sup>th</sup>. Bruce Holisky will obtain bids.
2. Landscaping – One tree behind Unit 204/304 is growing too close to the building and should be removed within the next couple of years. Bill McCall said a tree was also growing close to the porch of Unit 104.
3. Ladder to Attic – The Board did not approve installation of a ladder. Wayne McCorkle will send an email to the unit owner.
4. Unit 208 Electric – Wayne McCorkle will email the owner about this matter. The project is almost completed and Bruce Holisky will schedule the inspection. The Board thanked Bruce for his work on completing this project.

*C. Management Recognition*

The Board thanked Bruce Holisky and Gary Nicholds for doing a good job.

*D. Walk Through*

The Board will schedule a walkthrough the 2<sup>nd</sup> week of June.

**VII. SET NEXT MEETING DATE**

The next Board Meeting was scheduled for August 30, 2017 at 6:00 p.m.

**VIII. ADJOURNMENT**

Wayne McCorkle made a motion to adjourn at 7:56 p.m.

Approved By: \_\_\_\_\_  
Board Member Signature

Date: \_\_\_\_\_