

**WOODBRIIDGE INN CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
September 14, 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 Thursday, September 14, 2017 via teleconference.

Board Members Participating Were:

Wayne McCorkle, #302 (via teleconf.)

Jill Merrill, #304 (via teleconf.)

Doug Sullivan, #104 (via teleconf.)

Jamie Lewis, #301

Bill McCall, #106 (via teleconf.)

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

II. APPROVAL OF PREVIOUS MINUTES

Wayne McCorkle made a motion to approve May 31, 2017 Board Meeting minutes as presented. Jill Merrill seconded and the motion carried.

III. FINANCIAL REPORT

A. 2017 Year-to-Date

Patti Vande Zande reported that as of August 31, 2017 there was \$152,603 in the cash account and the Reserve balance was \$94,880. Accounts Receivable had a credit balance of \$9,561 due to prepaid dues from several recent unit sales (Units 111, 112, 313, 314 and 105). The Operating surplus was \$13,217 (\$4,895 favorable to budget). The Reserve surplus was \$18,003 (\$9,995 favorable to budget). The combined surplus was \$31,221 (\$14,890 favorable to budget).

There is one owner who owes \$2,400. Patti Vande Zande sent notice by certified mail and the owner has about ten more days to respond. She has not received the return receipt. Bruce Holisky said he spoke with the owner on the phone and she indicated she would drop off a check at the Basic office. Patti Vande Zande will try to call the owner tomorrow.

Gary Nicholds commented that the Association Collection Policy did not include a six-month payment plan option, which is required per CCIOA. He will provide a template for Board review.

Wayne McCorkle asked what the total expense was for landscaping by Greenscapes. Patti Vande Zande said she had not yet received a bill but the estimated cost is about \$3,000 total, which will be paid from the Landscaping/Grounds account. The annual Landscaping budget is \$1,500.

Patti Vande Zande asked the Board to identify a single point of contact for providing information to her for Reserve budget modifications.

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

Jamie Lewis made a motion to authorize BPM to pursue collection of the outstanding owner balance with the attorney if necessary. The motion was seconded and carried.

IV. PROPERTY MANAGEMENT REPORT

- A. *Replace Outside Light Fixtures with LED*
Bruce Holisky received an estimate of \$2,200 from Schmidt Electric for purchase of the fixtures and installation. He will forward the bid to the Board for review and a vote by email.
- B. *Walkway/Stair Painting*
Bruce Holisky received several bids and the lowest was around \$2,500. He will forward the bids to the Board for review.
- C. *Parking Garage Striping*
Bruce Holisky recommended restriping the garage. The existing paint has worn off. The contractor has indicated that he can do the work prior to winter. The cost estimate is \$300 - \$400. The Board authorized restriping and noted the striping should match the existing configuration.
- D. *Retaining Wall & Tree Removal*
Greenscapes did a great job reworking the wall using the existing and new rocks. The entrance and exit of the Clubhouse building look very nice. Bruce Holisky is working on getting everything painted and is about 90% finished. The tree that was tagged has been removed.
- E. *Flat Roof Coating Above Clubhouse*
The flat roof coating has been completed and should last 10 – 15 years.
- F. *Membrane Evaluation and Repair*
Bruce Holisky said the contractor recommended pulling up the deck boards that run parallel to the building on the Clubhouse walkway (a 6' x 30' area) and screwing down an adhesive self-healing waterproof membrane to the surface underneath. The contractor provided a time and materials bid.

On the second floor of the restaurant building, the deck surface is rubber squares, which are not designed to serve as a decking material. The contractor recommended pulling up the squares, treating the surface with roofing tar and replacing the squares as a temporary solution. Bruce Holisky will request a firm bid. He estimated both repairs would cost \$1,500 - \$2,000 for labor and materials.

Bruce is also working on a more permanent solution for replacing the rubber squares on the restaurant building deck. Some patching needs to be done as a temporary fix to keep water out of Unit 111. He suggested including funding for complete replacement in the

2018/2019 Budget. He recommended replacing the rubber squares with wood decking to match all the other decks.

Wayne McCorkle suggested approving up to \$2,000 to make the temporary repairs. Jamie Lewis said she would like to have the cost for the permanent repair before making a temporary repair. Bruce Holisky noted it might be too late in the season to complete the permanent repair but he will ask the contractor. He will forward the information to the Board.

G. Boiler

Bruce Holisky reported that the Clubhouse boiler has been holding pressure and functioning well since the repairs were made. The boiler in Building 450 was inspected by the state. The pressure release valve was no longer functioning and had to be replaced. Countywide replaced the pressure valve at cost of about \$300. In the process, they determined the pump that was installed in January last year is no longer functioning and is out of warranty. Gary Nicholds said the cost to replace the pump would be \$2,300. Countywide has contacted the supplier and is trying to get warranty coverage. The new pump is being installed.

The Board approved installation of the new heat pump.

V. OLD BUSINESS

A. Holes in Garage Ceiling

Bill McCall said there was a hole in the garage ceiling. He asked if all the glycol leaks had been resolved and if the hole can be repaired. Bruce Holisky said the hole was from a leaking bathtub and it is in the process of being patched. He has not seen any evidence of active water or glycol leaks and has not cut any additional holes.

B. Governing Documents

Jamie Lewis has not started on the document conversion project. She recommended updating the Declarations and Bylaws. Gary Nicholds commented that there was an attempt to amend the Declarations a few years ago but it did not pass. The Board will discuss if all the governing documents should be retyped to make them searchable.

VI. NEW BUSINESS

A. Unit 107 Hearing

There have been issues with a barking dog and other noise. A friendly reminder of the rules was sent on June 29, 2017 but there was no response. The first violation letter was sent on August 1, 2017 by certified mail but it appears it was not picked up from the post office. The mailing address has been confirmed based on the County records. The unit owners were notified of the hearing date. The letter stated that the Board has the right to proceed without a hearing and make a decision based on the relevant facts and circumstances. The options include a lawsuit, injunctive relief or damages, or suspension of membership privileges. The next step will be to send a letter to the owners to notify

them of the outcome of this hearing and to inform them that the next violation will incur a fine.

Jamie Lewis made a motion to send a letter per the policy. The letter will inform the owners that they have been sent a warning of rules violation and the next violation of this particular rule will incur a \$200 fine for each offense. Wayne McCorkle seconded and the motion carried.

B. Other Owner Pet Issues

The Board discussed another owner who has three dogs. Gary Nicholds said his staff will do what they can to enforce the rules. It is not always possible to determine if individuals who are seen with multiple pets are staying in Woodbridge or if they are just walking through the property. The Board will discuss this issue offline.

C. Parking Issues

There was general discussion about the timing of action taken after a report of an improperly parked van and trailer in the parking lot. Gary Nicholds will review the email thread to determine if there was a delay in management's response.

D. Staffing

Gary Nicholds announced that Bruce Holisky has submitted his resignation effective at the end of the month based. Jason Blarjeske will step into the position and the transition has already started. Wayne McCorkle stated that Bruce had done a great job and he was very sorry to see him leave.

VII. SET NEXT MEETING DATE

The next Board Meeting was scheduled for Wednesday, November 29, 2017 at 6:00 p.m.

VIII. ADJOURNMENT

Wayne McCorkle made a motion to adjourn at 8:04 p.m.

Approved By: _____

Board Member Signature

Date: _____