

**WOODBRIIDGE INN CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTORS MEETING  
November 29, 2017**

**I. CALL TO ORDER**

The Woodbridge Condominium Association Board of Directors Meeting was called to order by Wayne McCorkle at 6:03 p.m. on Wednesday, November 29, 2017 via teleconference.

Board Members Participating Were:

Wayne McCorkle, #302 (via teleconf.)	Jamie Lewis, #301
Jill Merrill, #304 (via teleconf.)	Doug Sullivan, #104 (via teleconf.)
Bill McCall, #106 (joined via teleconf. at 6:12 p.m.)	

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

**II. APPROVAL OF PREVIOUS MINUTES**

The September 14, 2017 Board Meeting minutes were approved as presented.

**III. FINANCIAL REPORT**

*A. 2017 Year-to-Date*

Patti Vande Zande reported that as of October 31, 2017 there was \$73,526 in the Operating account and the Reserve balance was \$94,903 for a total of \$168,430. Accounts Receivable had a credit balance of \$10,589 from prepaid dues. There is one owner who continues to be delinquent. The owner made a payment a few months ago but has fallen behind again. Gary Nicholds will ask the attorney if there are options for charging this owner a fee for the ongoing administrative work related to collecting the dues. The Operating surplus was \$43,743 (\$11,233 favorable to budget). The Reserve surplus was \$26,478 (\$11,968 favorable to budget). The combined surplus was \$44,872 (\$17,919 favorable to budget).

Patti Vande Zande confirmed that Prime Star has not yet been paid. The project has not yet been started due to the cold temperatures. Prime Star is working on developing a protocol with the product manufacturer that will allow application based on the current conditions.

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

*B. 2018 Budget*

Patti Vande Zande said the 2018 Budget included no change to dues. The Association is projected to end the year with a \$32,833 Operating surplus. Jill Merrill noted that \$20,000 should be added to the Reserve budget for Clubhouse improvements. Jamie Lewis commented that there should also be a discussion about Landscaping expenses as there is only \$1,500 budgeted for 2018. The Board will schedule a meeting to review the budget and provide the finalized version to Patti within the next two weeks. Patti will provide three years of past actuals for the Board.

#### IV. PROPERTY MANAGEMENT REPORT

A. *Heat Tape*

The heat tape has been turned on. It appears to be functioning properly. Bill McCall said the east building heat tape was not plugged in.

B. *Prime Star Update*

Jason Blarjeske said Prime Star wants to seal off and heat the areas so the adhesive sets correctly. The effectiveness of this type of application will be confirmed by Prime Star's engineer before the work is started.

The 107 deck and membrane for the east building could be done at the same time. Jason Blarjeske will follow up with the contractor.

C. *Hot Tub Bromine Feeder Issues*

The hot tub has an automatic bromine feeder that has never worked. Bromine is currently being added manually through the skimmer. This keeps the water sanitized but it does not maintain a consistent chemical level. Eric Nicholds suggested bypassing the automatic feeder and installing a manual valve.

Wayne McCorkle motioned to approve up to \$200 for Basic Property Management to rework the valve. Jill Merrill seconded and the motion carried.

Doug Sullivan suggested getting a bid to replace the board that controls the pH level. Eric Nicholds will have someone look at it before doing any work on the valve. Wayne McCorkle said the original system was installed in 2006 by Snowshoe Hot Tub. Eric will follow up with the vendor.

Wayne McCorkle motioned to approve an expense not to exceed \$1,000 to replace the computer board. Jill Merrill seconded and the motion carried.

D. *Siding Issue*

This agenda item was discussed under Section IV.B.

E. *Parking Sign Installation*

The parking sign was installed in the back lot. Jason Blarjeske was asked to put stickers on the black VW parked in the lot that has not been moved and the black truck parked by the Clubhouse.

F. *Garage Sweeping*

The garages have been swept.

G. *Aspen Removal*

Several trees were damaged by the heavy snow last month and had to be removed.

H. *Garage Striping*  
The garage striping has been completed.

I. *Retaining Wall*  
The retaining wall project has been completed.

**V. OLD BUSINESS**

A. *Unit 107 Hearing*  
Gary Nicholds said the owner has not responded to the fine notice. Per a motion made at the September meeting, another letter was sent in mid-September by certified mail but it was not picked up from the post office. The Board agreed no further action was required at this time.

B. *Unit 205: Andreas Brieke & Claudia Panzer*  
Gary Nicholds said the owners were sent notification on October 3, 2017 regarding their three dogs. Gary was contacted last week by an attorney in Breckenridge who is representing them. Wayne McCorkle clarified that they sent a letter to the Board in 2016 requesting permission to have three dogs. The Board voted to deny the request and informed the owners of the decision. The Board decided to wait until there was clear evidence of a violation before taking further action. Gary will continue to try to reach their attorney to discuss this issue and will update the Board of any progress.

**VI. NEW BUSINESS**

A. *Lights*  
The contractor confirmed that he has the Clubhouse LED light replacement on his list. The floodlight on the east building entrance above the bar on the outside wall is not working.

B. *Meeting Technology*  
Wayne McCorkle asked Gary Nicholds to research enhanced technology for meetings so Board members can share computer screens. Bill McCall suggested using Go To Meeting.

C. *Gutters*  
Bill McCall requested a discussion of gutters during the next budgeting cycle. Jason Blarjeske confirmed that there have not been any complaints about leaks from the owners of Unit 111.

**VII. SET NEXT MEETING DATE**

The Board will meet to finalize the 2018 Budget on Monday, December 4, 2017 at 6:00 p.m. The next regular Board Meeting will be January 20, 2017 after the Annual Meeting at 2:00 p.m.

**VIII. ADJOURNMENT**

Wayne McCorkle motioned to adjourn at 7:24 p.m.

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