

**WOODBIDGE INN CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
February 28, 2018**

I. CALL TO ORDER

The Woodbridge Condominium Association Board of Directors Meeting was called to order by Jamie Lewis at 6:01 p.m.

Board Members Participating Were:

Jamie Lewis, President, #301

Bill McCall, #106 (via teleconf.)

Samantha Kish, #201 (via teleconf.)

Wayne McCorkle, #302 (via teleconf.)

Doug Sullivan, #104 (via teleconf.)

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

II. PRESIDENT'S REPORT

Jamie Lewis provided a written report (attached to these minutes).

III. APPROVAL OF PREVIOUS MINUTES

The January 20, 2018 Board Meeting minutes will be approved at the next meeting.

IV. FINANCIAL REPORT

A. 2018 Year-to-Date

Patti Vande Zande reported that as of January 31, 2018 there was \$63,040 in the Operating Cash account and the Reserve Cash balance was \$119,940 for a total of \$182,981. Accounts Receivable had a credit balance of \$14,503 from prepaid dues. There is one owner who continues to be habitually delinquent. She will turn the account over to the attorney if payment is not received per the written notice. The Operating deficit was \$1,359 (\$8,783 favorable to budget). There were savings in Boiler Repairs and Snow Removal. The Reserve surplus was \$3,265. The combined surplus was \$1,906.

Wayne McCorkle motioned to accept the Financial Report as presented. Bill McCall seconded and the motion carried unanimously.

V. PROPERTY MANAGEMENT REPORT

A. Unit 305 & 314 Repairs

There was ceiling damage in Unit 305 caused by leaks that occurred last year. The contractor checked the ceiling space for water damage and found none. The drywall was repaired. Bill McCall said if the leak occurred after installation of the new roof, Primestar should be paying for the repairs. Jason Blarjeske will request a more accurate estimate from the owner of when the leak occurred. The Unit 314 leak was coming from a skylight. The skylight was caulked.

B. Fire Sprinkler Room Heater

The heater stopped working last week. A space heater was installed temporarily until the thermostat control was replaced.

C. Hot Tub Cover

The hot tub cover is cracked and will be replaced.

D. Cap for Front Street Lights

Two lamp posts were converted to LED's in the summer. They are missing caps and snow is getting inside. Top caps will be fabricated and installed in the near future. The estimated cost is \$350 total.

E. Snow Fence

The walkway by Unit 113 to the street has ongoing problems with snow drifts. Jason Blarjeske proposed installation of wooden snow fence next winter. The cost would be a few hundred dollars. The fence will be stored during the summer.

F. Siding Update

Some siding high on the west building needs to be secured. The contractor plans to do the work the next time weather permits.

G. Sauna

The sauna breaker tripped and was reset but the timer is not working and will be replaced.

V. OLD BUSINESS

A. Decks

The Board agreed to move forward with the deck work that was budgeted last year. The bid from last year was \$24,800. The expense will be paid from Reserves.

B. Stairs

Samantha Kish asked if something could be done to address the slippery stair surface. Jamie Lewis said sand was added to the paint but it only lasted about two months. Jason Blarjeske suggested applying Alligator Skid to the surface.

VI. NEW BUSINESS

A. Unit 205 Three Dog Request

The Board expressed their opinions regarding allowing the owner to have three dogs. A vote was taken and none of the Board members were in favor granting a waiver to the rule. Gary Nicholds will follow up with the attorney.

B. General Dog Issues

The Board discussed amending the Association Declarations to prohibit renter pets. The first step would be a straw poll of the owners to determine the level of support. Samantha Kish will draft questions for a survey to be conducted using Survey Monkey.

There are problems with dog feces on the second floor walkways. Jamie Lewis will draft a friendly letter to all owners on that level regarding this issue and will include a reminder about putting trash in the dumpster.

C. Issue with Truck Towed from Unit 303

Jason Blarjeske provided a timeline of events leading up to the truck from this unit being towed. The unit owner provided their viewpoints about the problem and the timeline. The Board voted against refunding the towing fee. There were three complaints about parking and behavior issues related to this unit last year. The truck has been back on property since February 6, 2018 and has not been moved. Jason will tag the truck this weekend with a warning that the truck will be towed again if it is not moved within the next five days.

D. Update Woodbridge Rules & Regulations

Wayne McCorkle motioned to approve the revised Rules & Regulations and to email them to the owners. Samantha Kish seconded and the motion carried. Owners should be asked to give the Rules & Regulations to their rental management companies and guests.

E. Clubhouse Hours Sign

A wooden sign with the hours will be fabricated and installed inside the Clubhouse.

F. Review Units Not Paying Dues

This agenda item was discussed during the Financial Report.

G. Annual Budget Preparation Timeline

The Board will discuss the timeline at the August meeting and vote on the budget no later than the November meeting.

H. Maintenance Issues

Owners should report maintenance items to Gary Nicholds, Jason Blarjeske or Kerry Hartnett rather than to Board members.

I. Looking Forward

The Board will consider larger washer/dryers. The hot tub is scheduled for replacement in 2021 and there will need to be advance planning for the installation since it may entail removal of the window. Eric Nicholds felt the hot tub could be kept operational for a few extra years as long as the plastic shell does not crack.

VII. SET NEXT MEETING DATE

The next regular Board Meetings will be on the fourth Wednesday of quarterly months; May 30, August 29 and November 28, 2018. Agenda items for the next meeting will include the snow fence, non-skid surface for decks and stairs and deck repairs planned for spring/summer.

VIII. ADJOURNMENT

Wayne McCorkle motioned to adjourn at 7:19 p.m. Doug Sullivan seconded and the motion carried.

Approved By: Jamie Lewis Date: March 16, 2018
Board Member Signature

**President's Report
February 28, 2018 Board Meeting**

Hello and welcome to the first Board meeting of 2018. As the new president of the board, I have the privilege of following in Wayne McCorkle's footsteps. I want to thank Wayne on behalf of the Board, for his 8 years as president. He wore many hats during this time, and his accomplishments include ensuring funding for our ongoing reserve projects, overseeing yearly budget preparations, fielding owner issues and complaints, and keeping the board's business organized. Wayne, please accept my personal thanks for shouldering this ultimately thankless volunteer position for so many years.

Additionally, I would like to thank Bill McCall for his 7 years of service on the board. As an owner who lives in the building, he has a daily perspective of the complex's needs and problems. He has lent his expertise in working with contractors, and, his institutional memory of Woodbridge infrastructure has been very helpful when trouble shooting building problems.

Doug Sullivan has considerable experience with rental properties in Summit County and provides practical ideas for building maintenance solutions. He has worked closely with the board during renovations of his unit to insure smooth transitions and shared the procedures with other homeowners when they did the same renovations to their units.

Our outgoing member Jill Merrill, provided advice for the redecorating of the clubhouse and developed ideas for future expansion of the existing shower. She found a contractor who can do the renovations within the budget and researched flooring types to replace the existing rug. Thank you for your service Jill.

I speak for the entire board when we welcome Samantha Kish as a member. She is a new home owner with past board experience with other HOAs and has thankfully volunteered, and been elected, to serve on the Woodbridge Inn board. Samantha, we look forward to working with you.

Lastly, I want to thank Basic Property Management's Gary Nicholds, Eric Nicholds, Kerry Hartnett, Jason Blarjeske, and Patti Vande Zande as well as our past property manager, Bruce Holisky, for their teamwork in running the business end of our Homeowners Association. Their skills in business management, property maintenance, communications, and accounting, have maintained our condominiums, ensured our bills are paid and our bank accounts are solvent, and communicated with our homeowners on issues of importance. The Board has many requests of our property managers and BPM has fielded them with expertise, experience, professionalism, as well as humor!

For homeowners that are reviewing these meeting minutes on the website, please note that you can reach the board members through the "Contact Us" button on the website. You can reach BPM by finding their contact information on the home page of the website.

I would now like to take a minute to review our responsibilities as a board which are outlined in our Articles of Incorporation, specifically Article III "Purposes" and Article IV "Powers".

In lay language, our Purposes are:

- Perform obligations and duties of the HOA and
- Further the interests of our owners

And our Powers are:

- Collect dues to use for expenses
- Operate, maintain and improve common elements
- Enforce our Articles, Declarations, By-laws and Policies
- Promote the interests of our owners
- Acquire what is needed to conduct the HOA's affairs
- Obtain loans on the HOA's behalf (if needed)

I would like to point out that the phrase “promote the interests of our owners” appears as both a purpose and a power. I think our founding fathers wanted the Board to remember that we act on behalf of, and for the benefit of, all home owners. In other words, our actions should benefit our collective ownership as compared to benefiting a single entity. Our decisions should strive to keep in mind what is best for our owners as a whole and not make decisions based on individual interests.

Additionally, my specific goals for the board for this year are:

- Educate owners about our rules and regulations and ask them to make this information available to their guests and tenants
- Improve our buildings and property
- Look ahead to future needs