

**WOODBRIIDGE INN CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
May 30, 2018**

I. CALL TO ORDER

The Woodbridge Condominium Association Board of Directors Meeting was called to order by Jamie Lewis at 6:00 p.m.

Board Members Participating Were:

Jamie Lewis, President, #301

Wayne McCorkle, #302 (via teleconf.)

Bill McCall, #106 (via teleconf.)

Doug Sullivan, #104 (via teleconf.)

Samantha Kish, #201 (via teleconf.)

Representing Basic Property Management was Eric Nicholds. Erika Krainz of Summit Management Resources transcribed the minutes from recording.

II. APPROVAL OF PREVIOUS MINUTES

Bill McCall motioned to approve the February 28, 2018 Board Meeting minutes as presented. Wayne McCorkle seconded and the motion carried unanimously.

III. FINANCIAL REPORT

A. 2018 Year-to-Date

Eric Nicholds reported that as of April 30, 2018 there was \$79,003 in the Operating Cash account and the Reserve Cash balance was \$119,984. Accounts Receivable had a credit balance of \$11,307 from prepaid dues. The Operating surplus was \$2,794 and the Reserve surplus was \$13,065 for a combined surplus of \$15,859.

Eric Nicholds will ask Patti Vande Zande about the status of the owner who has been consistently delinquent.

Wayne McCorkle requested clarification of several expenses:

1. Building Repairs - \$3,165. Eric Nicholds stated it was for siding, flue repair, boiler room drywall repair and electrical work after a circulation pump leak.
2. Landscaping/Grounds - \$1,105. The Transaction Detail listed a \$522 expense for the caps on the lights at the entrance.
3. Building Repairs - \$500. The Helping Hand expense was for siding repair.
4. Security/Fire Alarm – There were several payments to Century Link for the alarm systems.
5. Landscaping/Grounds - \$403. This expense was for eight signs for parking regulations.
6. Bobby Cat - \$1,125 expense in May. Eric Nicholds said there was a storm at the beginning of May.

Wayne McCorkle will follow up with Patti Vande Zande about these questions.

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

IV. PROPERTY MANAGEMENT REPORT

Jason Blarjeske provided a written report prior to the meeting.

V. OLD BUSINESS

A. Dog Survey Results

Samantha Kish summarized that the survey results indicated the owners do not want to pursue a policy change related to pets. Jamie Lewis will draft a report of the survey results for distribution to the owners.

B. Unit 205 Dog Issue

The Association rules state that owners may not have more than two dogs. The owners of Unit 205 have three dogs and requested a waiver, which was denied by the Board. They appealed the decision. The Association attorney confirmed that the owners should be informed once again that their request and appeal were both denied.

C. Deck Refinishing

Bill McCall will talk to Sherwin Williams about products.

VI. NEW BUSINESS

A. Approve a \$1,000 - \$3,000 Spending Allowance for BPM

Wayne McCorkle motioned to authorize BPM to spend up to \$3,000 for any expenses that fall under insurance claims contingency, repairs, snow removal or contingency without Board approval and to notify the Board as soon as possible of the reason and circumstances for the expenditure. If there is an emergency resulting in the need to spend over \$3,000 or if the expense is in another category, BPM will make best efforts to call at least one Board member, starting with the President, to obtain approval. The motion was seconded and carried.

B. Approve Two New Dog Stations

Jamie Lewis suggested purchasing two additional dog stations so there will be two on the east building, one on the west building and one on the dumpster wall. The cost will be \$90 each.

Wayne McCorkle motioned to approve purchase of two dog stations at a cost of \$180. Bill McCall seconded and the motion carried.

C. Update Parking Policies in Rules and Regulations

Jamie Lewis will provide revised language for Board review.

D. Designated No Smoking Areas

Jamie Lewis will draft an email for Board review.

E. Snow Fence in Front of Unit 113

The fence and stakes will cost less than \$100. Jamie Lewis confirmed with the unit owner that they would not object to the fence or removal of the signs around their parking spot.

Wayne McCorkle motioned to approve an expense not to exceed \$150 for snow fence in front of Unit 113. Samantha Kish seconded and the motion carried.

F. Voting by Email

Samantha Kish suggested indicating when an email is related to a matter that requires a Board vote in the subject line of the email.

G. Violations Interpretation

The prescribed procedure for violations is to issue a written warning first and to start the official violations notices with the second notification. The Board discussed how situations should be handled if one owner has several different types of violations, i.e. parking and pet. The Board agreed that fines for each type of violation should escalate individually rather than cumulatively. Jamie Lewis will draft a letter to the owner who had several different types of parking violations. Wayne McCorkle will ask Patti Vande Zande if the owner of Unit 303 has paid the fines that were issued for an expired license plate.

H. Signage

The welder who was going to make for signs “400 West Main” and “450 West Main” for the posts had an accident and is no longer working. The Board will need to find another vendor. Samantha Kish will research options. Doug Sullivan will forward a link for a product he found on Amazon.

VII. SET NEXT MEETING DATE

The next regular Board Meeting will be Wednesday, August 29, 2018 at 6:00 p.m.

VIII. ADJOURNMENT

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

Approved By: Jamie Lewis
Board Member Signature

Date: June 6, 2018