

**WOODBRIIDGE INN CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTORS MEETING  
August 29, 2018**

**I. CALL TO ORDER**

The Woodbridge Condominium Association Board of Directors Meeting was called to order by Jamie Lewis at 6:07 p.m.

Board Members Participating Were:

Jamie Lewis, President, #301

Samantha Kish, #201 (via teleconference.)

Doug Sullivan, #104 (joined via teleconference at 6:19 p.m.)

Wayne McCorkle, #302 (joined via teleconference at 6:24 p.m.)

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

**II. APPROVAL OF PREVIOUS MINUTES**

Doug Sullivan motioned to approve the May 30, 2018 Board Meeting minutes as presented. Wayne McCorkle seconded and the motion carried unanimously.

**III. FINANCIAL REPORT**

As of July 31, 2018, there was \$78,860 in the Operating Cash account and the Reserve Cash balance was \$120,029. Prepaid dues were \$6,428. The Operating surplus was \$13,596 and the Reserve surplus was \$6,434 for a combined surplus of \$20,030. There were savings in snow plowing, insurance and boiler repairs. Wayne McCorkle pointed out that the surplus was due in part to not spending the \$15,000 budgeted for the Clubhouse so the actual surplus was about \$5,000.

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

**IV. PROPERTY MANAGEMENT REPORT**

*A. Completed Projects*

1. Received a bid to remove the photocell light sensors and install timers at a cost of \$590.
2. Installed pet pick up stations.
2. Completed the sign project.
3. Repaired and supported the West building stairwell.
4. Crack sealed, seal coated and striped the asphalt.
5. Cut the grass, cleaned up the grounds and pressure washed the garage.
6. Repaired the damage to the dumpster caused by a bear.
7. Completed the backflow inspection.
8. Cleared trees and brush from the fire dry standpipe at the East building.
9. Tested the breakers in the East building mechanical room. The tripped breaker did not seem to be connected to anything and was covered.

Jason Blarjeske was asked to get a bid for gutters for the west staircase of the East building for next year's budget.

Jason suggested replacing the wooden stairs that go to the parking lot on the East building with metal steps. The cost would be \$58/step.

Wayne McCorkle motioned to change the photocells to timers at a cost of \$590 this summer. Samantha Kish seconded and the motion carried.

*B. Projects in Progress*

1. PrimeStar has been on site making deck repairs. They were about halfway finished with the West building when they ran out of materials. Their plan was to order the remainder of the materials and finish this week. Jason Blarjeske spoke to them today and was told they were given 60 mil instead of 80 mil product. They are now re-ordering the correct material with a 20-year warranty. They will have to remove all the product they have installed and replace it with the correct material. They do not have an estimated delivery date yet. The contractor should be asked to provide a written guarantee that leaving the area exposed will not cause damage and they will be responsible for any leaks into the units. The contractors will not be paid any more funds.
2. Bids for painting the deck walkways and stairs were received from Ron Burke with Color Systems (\$7,000) and Luis Dominguez with Dominguez Painting (\$6,200). The bids to paint the West building were \$14,565 from Color Systems and \$22,000 - \$25,000 from Dominguez Painting. Gary Nicholds was asked to get a third bid. Gary suggested touching up the West building and scheduling the full painting at the same time as the East building.
3. A bid to touch-up the building painting and Unit 213 rear window frame of not to exceed \$1,140 was received from Chris Fletcher.
4. Install a 50' snow fence by Unit 113 in the fall. If it is effective, a more permanent fence can be constructed for the future.

**V. OLD BUSINESS**

*A. Unit 205 Dog Issue*

The Board has voted twice not to allow the owner to have three dogs. Gary Nicholds has communicated this decision to the lawyer. He was going to discuss this Board decision with the occupants but he has not seen any recent evidence of three dogs.

**VI. NEW BUSINESS**

*A. Ratification of Board Actions Taken by Email During the Last Quarter*

1. Adopted a new Collection Policy.
2. Approved replacement of windows in Unit 207.
3. Resolution of Unit 213 guest car towing expenses with unit owner/rental management Company.
4. Boat trailer parked in Unit 215's space voted as violation of garage storage policy

5. Approval of budget for new signage

Samantha Kish moved to ratify the first four Board actions taken outside of a meeting. Jamie Lewis seconded and the motion carried.

Doug Sullivan motioned to approve the budget for new signs. Wayne McCorkle seconded and the motion carried.

C. *Deck and Steps Painting*

This agenda topic was discussed during the Management Report. It may cost about \$2,000 more than budgeted but there are adequate funds.

D. *Update Parking Policies in Rules and Regulations – Changes and Additions to Consider*

There was an issue with a truck being parked for more than 30 days without being moved. Some Associations have a 48-hour policy. The Board agreed no change was necessary but there should be a rule that owners may not park in other owner's spaces.

E. *No Smoking Policy at Woodbridge*

Samantha Kish is creating a Survey Monkey. She will send it to the Board members as a test before releasing to the owners.

F. *Dumpster Sign*

An owner suggested additional signage with directions to the dumpster. After discussion, the Board agreed not to install additional signage. A smaller sign may be added to the fence if recycling is implemented.

G. *Unit 107 Delinquent Dues*

Patti Vande Zande sent the account to collections with the lawyers the day after the deadline but it took another week to get the Collection Policy approved. The lawyers required resubmission after ratification of the policy, at which point Patti was on vacation. She resubmitted the paperwork when she returned but there was a two week delay due to these issues. In the meantime, the owners sent payment and are now current. No further action will be taken unless they become delinquent again.

H. *2019 Budget Items*

Patti Vande Zande drafted the budget based on the assumption there will be no dues increase. She reviewed all expenses to determine if this would be feasible. The draft budget results in a \$500 Operating deficit. Wayne McCorkle was in favor of a budget with no dues increase but noted the owners should be informed that a dues increase is likely in the next few years.

I. *Hearing on Violation Unit 215 Timeline*

There were Jeep doors locked to a post and a boat trailer in a parking space. The owners responded immediately to the second notification and indicated they were changing their property management company. They were told they would be fined for any future violations.

Samantha Kish motioned to issue a warning to Unit 215 for the first violation. Doug Sullivan seconded and the motion carried.

*J. Building Painting*

Jamie Lewis said there has been owner discussion at Annual Meetings about changing the building color. The West building is due to be painted in 2019. Jason Blarjeske has spoken to a couple of painters, who indicated the siding was in good condition and painting could be put off another year with touch-ups so the buildings could be fully painted the same year. Gary Nicholds suggested developing two or three color scheme options and sending them out with an owner survey. Bids should be obtained based on the color schemes and paint specifications. Doug Sullivan noted the Reserve Study assumptions should be adjusted to reflect the change in the painting schedule to determine how it affects the financial status.

**VII. SET NEXT MEETING DATE**

The next regular Board Meeting will be November 28, 2018 at 6:00 p.m.

**VIII. ADJOURNMENT**

Samantha Kish motioned to adjourn at 7:34 p.m. Doug Sullivan seconded and the motion carried.

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

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