

**WOODBRIIDGE INN CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
November 28, 2018**

I. CALL TO ORDER

The Woodbridge Condominium Association Board of Directors Meeting was called to order by Jamie Lewis at 6:08 p.m. in the Basic Property Management office.

Board Members Participating Were:

Jamie Lewis, President, #301
Samantha Kish, #201 (joined via teleconference at 6:12)
Doug Sullivan, #104 (via teleconference)
Wayne McCorkle, #302 (via teleconference)
Bill McCall did not attend

Representing Basic Property Management were Gary Nicholds, Eric Nicholds and Jason Blarjeske. Heidi Clark of Summit Management Resources was recording secretary.

With four Board members participating, a quorum was confirmed.

II. APPROVAL OF PREVIOUS MINUTES

Motion: Wayne McCorkle motioned to approve the August 29, 2018 Board Meeting minutes as presented. Doug Sullivan seconded and the motion carried unanimously.

Motion: Wayne McCorkle motioned to ratify the Board decisions outside of a meeting during the last quarter for a painting contractor and allowing Unit 213 to replace the door. Jamie Lewis seconded and the motion carried unanimously.

III. FINANCIAL REPORT

Gary Nicholds reviewed the financial statement and the proposed 2019 Budget.

A. Financial Statement

As of October 31, 2018, there was \$84,200 in the Operating Cash account and the Reserve Cash balance was \$120,074 with \$204,275 total in checking/savings. The Operating surplus was \$20,135 and the Reserve surplus was \$7,685 for a combined surplus of \$27,820.

All dues were paid in full.

Motion: Jamie Lewis motioned to accept the Financial Report as presented. Doug Sullivan seconded and the motion carried unanimously.

Motion: Wayne McCorkle motioned to authorize Basic Property Management to move any excess Operating funds from the 2018 year-end budget to the Reserve account. Samantha Kish seconded and the motion carried unanimously.

B. Proposed 2019 Operating Budget

Gary Nicholds said the 2019 Operating Budget as drafted did not include dues increase. There is an estimated 3% - 5% increase for insurance costs. Jamie Lewis asked about the taxes and contingency in the proposed budget. Gary Nicholds stated that the contingency is available to be used for any unbudgeted projects.

Action Item: Jamie Lewis will ask Patti Vande Zande for an explanation of the amount budgeted for taxes.

Wayne McCorkle asked about the insurance rating. Gary Nicholds reviewed the claim history for the last few years that affected the insurance rating. There have not been any large claims recently.

Action Item: Gary Nicholds will ask the insurance company to provide the current rating and recommendations for improving the rating.

IV. PROPERTY MANAGEMENT REPORT

Completed projects included the following:

1. A small new leak was repaired by Countrywide.
2. Jamie Lewis will send out a picture of the new snow fence. It is hoped the snow fence will reduce the amount of snow that is blown onto the sidewalk.
3. Jason Blarjeske shared said the garage door was broken. It is a residential door with a commercial motor that was possibly too powerful for the quality of the door. The screws came out of the hinge and the roller snapped. It has been repaired.

Wayne McCorkle thanked Jason Blarjeske and Basic Property Management for their hard work and attention to detail.

V. OLD BUSINESS

A. PrimeStar Deck Project

The project is on hold due to several outstanding issues. PrimeStar sent an invoice for hundreds of dollars more than the original estimate and the project is still incomplete due to back-ordered materials. One homeowner shared that the new floor application is very slick when it snows. Wayne McCorkle suggested that the list of the issues be sent in an email to PrimeStar, including bubbles under the membrane, and sloppy baseboards, door jams and vertical poles.

Action Item: Jamie Lewis will draft the email list of issues to be for BPM to send to PrimeStar. Payment of the remaining amount on the invoice will be withheld until the work has been done.

B. 2019 Budget

The Board reviewed potential additions to the proposed 2019 Budget.

1. Gutters by West Steps of the East Building - \$2,110. The goal is to divert the water to prevent ice build-up. If approved, there is a 90-day waiting list. Wayne

- McCorkle said he wanted to proceed with the project. Jamie Lewis will have Patti Vande Zande add this to the 2019 Budget.
2. Clubhouse Repairs - \$17,000. There needs to be a committee of homeowners to take over the project.
 3. Exterior Painting - Two to three building color options will be presented to the homeowners at the Annual Meeting.
 4. West Building Boiler Replacement - The State inspector found required a circulating pump and some piping be replaced. When CountyWide did the work, they discovered that the boiler was “kittling”.
 5. The system could be flushed and cleaned but Countywide was concerned that that flush could cause the system to crash. Alliance felt a flush would extend the life of the boiler system for several more years. The boiler inspector agreed with Alliance. Wayne McCorkle asked when the existing boiler system was installed and if there was any warranty. The Reserve Study has replacement scheduled in 2024. Wayne McCorkle suggested waiting until next spring to do the flush and to request a time frame for replacement from Alliance. The cost of the boiler flush will be added to the 2019 Budget.

Action Item: The Board will review the updated budget and vote on acceptance by email.

B. Recycling Review

Homeowners are following the rules and the recycling project has been a success.

C. Woodbridge Building Numbers

Jamie Lewis requested volunteers to research options and costs to put the address on the side of the building. Doug Sullivan offered to help with this project.

VI. NEW BUSINESS

A. Frisco Short-Term Rental Ordinances

Jamie Lewis stated that Frisco is scheduled to pass Short Term Rental ordinances at the Council meeting on December 11. The new ordinances will most likely involve sales tax licenses, occupancy limits, required information posted in condos and noise/trash/parking regulations. Although the HOA does not enforce the ordinances, the Board will provide an information sheet for homeowners to use to comply with the new ordinances.

B. Update Rules and Regulations

1. No Smoking policy. Discussion of this issue was tabled until the next meeting.
2. Limit the length of vehicles allowed to park in the garage. The Board discussed coming up with an appropriate size for uniformity in the parking lot and garage.
3. Limit the weight of trucks to 3/4 ton or less.
4. Limit parking to one vehicle per space.
5. State that assigned spaces may only be used by the labeled unit.
6. State that no boats, trailers, campers, ATV's or parts of cars such as removable doors or tops may be stored in a parking space.
7. Limit the number of vehicles. This discussion was tabled until the next meeting.
8. Recycling was added to the regulation about garbage storage on decks.

9. Add a regulation that when applying to the Board for permission to modify the outside of the condo, owners must submit certain information and allow for a minimum of 2 weeks for board approval.
10. Regulations will be organized by categories, i.e. parking, behavior, appearance, pets, etc. 3 violations within a category could incur a fine.

Action Item: Jamie Lewis will make all necessary changes and send the amended policy for Board approval.

C. Informational Sheets

The new short-term rental ordinance will require that certain information is provided to renters/tenants. Owners are responsible for communicating with their renters and property managers. It was suggested that informational sheets be provided to homeowners who rent their units.

D. Election of Board Members

The terms Wayne McCorkle, Bill McCall and Doug Sullivan expire this year. Wayne and Doug both expressed interest in running again. Jamie Lewis will follow up with Bill McCall.

E. Surveillance Cameras

The theft of a motion activated camera from the garage was reported on Sept. 30, 2018 and the homeowner asked that the board revisit the issue of security cameras. The consensus of the board was against the use of security cameras due to cost benefit analysis. If proposals with estimates for the purchase and maintenance of security cameras are submitted to the board, the issue can be added to the agenda. It was noted that dues would need to cover the cost of security measures.

VII. SET NEXT MEETING DATE

The next Annual Meeting will be January 12, 2019.

Quarterly meeting dates will be in February, May, August and November on the second Wednesday of the month. Gary Nicholds will confirm the meeting dates work for Basic Property Management.

VIII. ADJOURNMENT

Motion: Wayne McCorkle motioned to adjourn at 8:13 p.m. Doug Sullivan seconded and the motion carried.

Approved By: Jamie Lewis Date: 12.18.18
Board Member Signature