

**WOODBRIIDGE INN CONDOMINIUM ASSOCIATION
ANNUAL HOMEOWNER MEETING
JANUARY 12, 2019**

I. CALL MEETING TO ORDER

The Woodbridge Inn Condominium Association Annual Homeowner Meeting was called to order at 2:05 p.m. in the Frisco Senior Center.

Board Members Present Were:

Jamie Lewis, President #301	Wayne McCorkle, Vice-President #302
Doug Sullivan, #104	Bill McCall, #106
Samantha Kish, #201	

Homeowners Present Were:

Gerald Dziejzina, #102	Jim Meyer, #103
Kerry Owens, #104	Jeff Kramp, #112
Paul & Andrea Sakivicz, #202	Scott Ellis, #203
Marnie Kondo, #204	Andreas Brierke, #205
Simon Lewis, #301	Melvin McCorkle, #302
Meredith Long, #303	Jill & Steve Merrill, #304
Lynne Monahan, #307	Lindsey Galbraith, #314
Brian Wanamaker, #315	

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

II. PROOF OF NOTICE/QUORUM

Notice of the meeting was sent in accordance with the Bylaws. With units represented in person or by proxy a quorum was confirmed.

III. APPROVE PREVIOUS MEETING MINUTES

Motion: Simon Lewis motioned to approve the January 20, 2018 Homeowner Meeting minutes as presented. Doug Sullivan seconded and the motion carried.

IV. PRESIDENT'S REPORT

Responsibilities of the Board

Jamie Lewis reviewed the Board's responsibilities and obligations and invited owners to get involved by chairing a committee for one of several special projects. The Board strives to promote the interest of the membership and is taking all interests into account when making decisions.

Woodbridge website and contacting the board

There are buttons for Documents, Minutes, and Policies. A "Contact Us" button was added so owners can send an email to the Board of Managers, which includes all the current board members. Owners can also report non-immediate issues to woodbridge_mgrs@woodbridgeinn.org, and attachments such as JPGs and PDFs can be sent.

Comments from homeowners

This past year, owners contacted the Board about issues involving dogs (waste, barking, off leash), smoke from neighboring units coming into their unit, trailers boats and oversized vehicles on property, garage storage, and heat related issues. Complaints are addressed and owners are notified if renters or guests cause problems.

Results from owner surveys taken during 2018:

1. Pet Policy – The survey had 74% owner participation and 57% did **not** want to change the Declarations to prohibit pets. The Board will not pursue changing the Declarations to disallow pets. There are about a dozen pet complaints each year. To address these complaints, four dog waste stations were added and signage about picking up after dogs and leash rules were installed.
2. No Smoking – This survey had 100% owner participation. The Declarations would have to be changed to prohibit smoking in units. Based on the survey results, there were not enough votes in favor of this action. The board can decide to institute a no smoking policy for the common areas of the complex. The Board will discuss the results of the survey at a future meeting and recommendations from the membership for addressing smoking. There are less than a dozen complaints about smoking each year. Smoking became an issue when the Level 2 fire ban was in effect for all of Summit County and smoking was not allowed outside.

An owner asked if there have been complaints about smoke from grills. Jamie Lewis said she has not received any complaints about this but it can be addressed if there is a complaint. Guests should be informed of the Association policies.

A copy of both the survey results will be posted on the HOA website

Heating Issues

The heating in the units is baseboard water heat and each building has a boiler to supply the heating hot water. Heating malfunctions include occasional bleeding of radiator lines when air gets trapped, as well as thermostat and zone valve failures. Bleeding the lines is an HOA expense and replacing thermostats and zone valves is an individual owner expense. The Board encouraged the membership to contact CountyWide Plumbing and Heating at 970-262-1939 for heating issues since they are familiar with the Woodbridge system. Other plumbing companies will need to request access to the boiler rooms from BPM if they need to check the boilers. The board requested tighter security in the boiler rooms because one plumber unfamiliar with the system turned off an important valve causing loss of heat to the building during cold weather and risked damage to the boiler and frozen pipes in the building.

Jason Blarjeske said the circulation pump in the East building was replaced in the summer of 2017, which appeared to resolve some of the issues.

Contact information for Woodbridge questions or issues

The HOA maintains the *General Common Elements* which are all of the condominium grounds and structures, **except** the residential units, and the *Residential Limited Common Elements*. *

**Residential Limited Common Elements* are elements either limited to or reserved for the exclusive use of a residential Unit Owner. All fixtures, equipment and utilities installed within a unit commencing at a point where they enter a unit and which service only that unit, shall be maintained and kept in repair by the Owner.

Contact Basic Property Management at 970.668.0714 or kerry@basicproperty.com for issues related to the *General Common Elements*.

Contact the Board of Managers at woodbridge_mgrs@woodbridgeinn.org with your comments, questions or suggestions about the general management of the complex or approval for work done on the outside of the unit such as window or door replacement.

An owner said that a carbon monoxide detector was beeping for an entire weekend in an empty unit. Owners were directed to contact BPM or the Board immediately so such issues can be addressed at the time.

Jamie Lewis encouraged owners to give Basic Property Management access to their units in case of an emergency and for routine unit checks which identify water leaks and heat problems. Unit checks are not done when units are inhabited. BPM currently has access to about 80% of the units. If BPM does not have access to your unit and there is an emergency, forcible entrance to the unit may damage the unit and will be the responsibility of the homeowner to repair.

V. FINANCIAL REPORT

Gary Nicholds reported that as of December 31, 2018 the Operating Cash balance was \$93,911. There was an Operating surplus of \$25,932.00, a Reserve Surplus of \$750.27 and a Total year end surplus is \$26,682.27. A motion was made to transfer the 2018 surplus into Reserves. The motion was seconded and carried.

The 2019 Proposed Operating Budget as presented reflects no dues increase.

Paul Sakivicz made a motion to ratify the 2019 Operating Budget as presented. Lynne Monahan seconded and the motion carried.

VI. MANAGEMENT REPORT

Some of the projects at Woodbridge in 2018 included:

1. Installed new signage.
2. Installed a new light timer.
3. Repaired bear damage.
4. Installed snow fence.
5. Completed seal coat, crack seal and striping of the parking lots.

6. Painted deck walkways and stairs and will continue to paint as needed. Duck Back anti-skid was added to the stair surface
8. Gutter and heat tape will be installed at the West stair case on Building 400 in the spring.
9. Installed ice shield on the first floor from the Clubhouse to the corner near Unit 106.

An owner said that the paint started flaking shortly after the stairs were painted. Jamie Lewis asked that owners report such issues immediately rather than waiting for months after the repair/maintenance was done, so issues can be discussed with the contractor immediately. The owner will send photos she has taken. Jason Blarjeske will contact the contractor.

VII. OWNER COMMENTS

A. *Bike Theft*

Some valuable bikes were stolen out of the garage. An owner suggested installing a surveillance camera in the garage, or dummy cameras and signage indicating the garage is under surveillance. Discussion included the pros and cons of installing storage lockers or a large shed, or cameras and future maintenance costs. The Board asked owners to submit proposals as outlined in VII.7 above. An owner suggested offering storage lockers for a fee.

B. *Hot Tub Status*

An owner asked about the status of the hot tub and non-functioning jets. Jason Blarjeske explained that the electric relay button failed and was found to be obsolete. A part has been ordered and he will communicate the repair date to the Board. The Board asked owners to contact BPM if the hot tub is not working.

C. *Proposed Rules Change*

Scott Ellis said he reviewed the rule that concerns motorcycles on the property. He felt the rules should allow motorcycles to be stored in the back of pickup trucks.

In discussion, it was explained that the Rules and Regulations were established for both space and aesthetic reasons. It was clarified that if a motorcycle is operable and licensed, it can be parked in a parking spot on the property. It was further stated that if the Rules and Regulations do not allow an object to be present on the property, it cannot be stored in the back of a pick-up truck either. Jamie Lewis encouraged the homeowners to get involved if they would like to see a change and bring a proposal to the Board. A proposal should include the reason(s) for the change as well as downstream consequences.

D. *Tree Trimming*

An owner said the trees on the south side of the East building should be trimmed. The Board will look at the trees.

E. Elevators

An owner asked if there were any plans to install an elevator. The Board answered that there were no long-term plans for such a project as it was cost prohibitive. Jamie Lewis said anyone can submit a proposal for such a project which includes cost for construction, licensing, maintenance or other applicable costs, changes that would need to be made to the buildings, and long-term consequences of the changes. Similar changes would need to be made to both buildings. It was pointed out that cost for this or other projects affecting common areas, would come from owner dues and before projects of this magnitude are undertaken, the board would probably request input and a vote from all homeowners. Budgeting would possibly need to be done years in advance to finance the project, and would need to be placed in the reserve study with regular maintenance issues and other projects. A project as large as elevator additions to both buildings would possibly require a large increase to HOA dues over many years. Maintenance and inspection costs would require ongoing dues increases.

F. Rules and Regulation Changes

An owner said there have been a lot of changes in policies within the past few years. She asked that the person proposing changes be identified and vocal about the changes. The Board noted the comment.

G. Clubhouse Remodel

The Clubhouse remodel has been delayed due to the availability of contractors. The Board asked for volunteers to form a committee to work on this project.

H. Landscaping

The 2019 Budget includes improvements to landscaping beginning at the East building's garage entrance, around the front of the building, to the garage exit on the other side, to replace the aging railroad ties. A homeowner has volunteered to lead a committee to complete this project. Anyone who would like to serve on this committee can contact the board to be included in this project.

VIII. OLD BUSINESS

A. Recycling

A recycling program has been instituted at Woodbridge. Glass and plastic bags are not part of the program and owners are asked to either recycle these materials somewhere else such as the town's recycling center, or put them in the trash dumpster. If plastic bags or glass is placed in the recycle bin, the entire bin will be taken to the landfill rather than recycled. Another email will be sent to the membership reiterating these limitations, as well as asking that boxes be flattened before being placed in the dumpster.

B. Thank You

The owners thanked the Board for their work on behalf of the Association and for improving the Association's financial situation.

C. Prime Star Work on West Building

The work was not completed satisfactorily and the Board is in negotiations with the contractor to finish the work during the summer. The Board will retain 50% of the payment until the project is completed satisfactorily.

IX. NEW BUSINESS

A. Boiler Management

A boiler maintenance program will be established to service boilers regularly. The boiler in the West building may need to be replaced. The boilers will be cleaned during the off season and owners were asked to contact the BPM or Board if they have issues.

B. Building Painting, Window Replacement

Owners have commented that they would like to see new colors on the buildings. Color samples were provided at the meeting and owners were asked to mark their color preference. In a straw vote, the majority of owners indicated they wanted to change the paint color. A discussion about window replacement pointed out that owners are responsible for replacement of their windows. Approval by the board must be granted before replacements can be made. Currently the only color the board will approve for new window frames is white, to maintain a uniform appearance. An owner pointed out that although other colors are available for window frames, they do not last as long as the white frames and warranties for these windows are not as long. It would be difficult to change the frame color allowed for new windows due to these two factors. One owner volunteered to lead a committee to develop new color schemes for both buildings and determine the cost to change building colors. A home owner survey will likely be taken.

An owner asked if there were plans to replace the doors. There are currently no plans for door replacement but owners are welcome to submit a proposal with the guidelines outlined above in *VII.E* above. Door replacement *cost* is an individual owner responsibility, and all doors would need to be replaced at the same time to maintain uniformity.

C. Town of Frisco Short Term Rental Ordinance

Emails were sent to the membership notifying them of the new Town of Frisco short term rental ordinance. New regulations require owners to obtain a sales tax license, meet safety and parking codes, adhere to a maximum occupancy limit and provide guests with specific information. Jamie Lewis created a template for the complex and it will be posted on the HOA website. Rentals are considered short term if they are less than 30 days.

D. Washers and Dryers

New commercial size washers and dryers are being considered to replace the current appliances and could possibly be replaced during the clubhouse remodel.

E. Clubhouse Remodel

The storage closet will be converted into a changing room with an entrance to the shower. New flooring will be installed. Adding a television was voted down at the 2017 annual meeting due to noise issues. The hot tub and the north windows may be replaced.

X. BOARD ELECTION

The terms of Bill McCall, Wayne McCorkle and Doug Sullivan expired. All three incumbents indicated their willingness to serve an additional term. The floor was opened for nominations and there were none.

Motion: Paul Sakivicz motioned to re-elect Bill McCall, Wayne McCorkle and Doug Sullivan by acclamation. The motion was seconded and carried.

XI. SET NEXT MEETING DATE

The next meeting was scheduled for date for Saturday January 11, 2020.

XII. ADJOURNMENT

Motion: A motion was made and seconded to adjourn the meeting at 4:23 p.m.

Approved By: _____ Date: _____
Board Member Signature