

**WOODBRIIDGE INN CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
February 21, 2019**

I. CALL TO ORDER

The Woodbridge Condominium Association Board of Directors Meeting was called to order by Jamie Lewis at 6:04 p.m. in the Basic Property Management office.

Board Members Participating Were:

Jamie Lewis, President, #301
Samantha Kish, #201 (via teleconference)
Wayne McCorkle, #302 (via teleconference)
Bill McCall, #106 (via teleconference)
Doug Sullivan, #104 (joined via teleconference at 6:59 p.m.)

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

With four Board members participating at the start of the meeting, a quorum was confirmed.

II. APPROVAL OF PREVIOUS MINUTES

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

III. FINANCIAL REPORT

A. Financial Statement

As of January 31, 2019, there was \$101,166 in the Operating Cash account and the Reserve Cash balance was \$120,124 for a total of \$221,290. The Operating deficit was \$3,326 and the Reserve surplus was \$3,295 for a combined deficit of \$31. There were overages in Gas/Electric, Water, Taxes and Hot Tub/Clubhouse.

Action Item: The Gas/Electric and Water expenses should be tracked.

Action Item: Jamie Lewis will ask Patti Vande Zande about the status of the two owners who were late with dues.

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

IV. MANAGEMENT REPORT

Jason Blarjeske reported on completed projects:

1. The hot tub jets and cover were replaced.
2. A locked cover was added for the thermostat to prevent tampering. It is set at 73 degrees.
3. The hole in the laundry room ceiling has been patched and mudded. It will be painted this weekend.
4. Replaced the battery and reconnected a loose wire in the Clubhouse door lock.

5. Allied has completed the fire alarm inspections.
6. Tri County has completed the fire extinguisher inspections.
7. The Roofing Company will be on site in the spring to add gutter and heat tape on west stairwell in the east building.
8. The plow contractor will be asked to clear the snow around the fire hydrant.

V. **PRESIDENT'S REPORT**

There was record attendance at the Annual Meeting with 24 of 31 owners represented. There are new owners in Unit 313 – James and Monique DiMarzio. Jamie Lewis thanked the Basic Property Management staff for their support and quick response time and all Board members for their contributions to projects, maintenance items and emails.

VI. **RATIFY EMAIL VOTES TAKEN DURING THE LAST QUARTER**

Motion: Wayne McCorkle motioned to ratify the email votes to approve the 2019 Budget and the Rules and Regulations. Samantha Kish seconded and the motion carried unanimously.

VII. **UNIT ISSUES**

The noise in Unit 113 has been determined to be originating from the boiler. The flue vent for the boiler is in the wall between the bedroom and living room. The noise sounds like a tennis ball in the dryer and can be heard from the bedroom and living room. The noise only occurs when the boiler first kicks on and lasts 5 – 10 minutes. Flushing the boiler could mitigate the problem but also could cause the boiler to fail.

VIII. **OLD BUSINESS**

A. *PrimeStar Second Floor Deck Project – West Building*

Jamie Lewis researched solutions for flat roof decks. One option would be a waterproof membrane with decking on top for the walking surface but there may not be enough slope to the deck surface to drain properly. Jamie believes this project was beyond Primestar's level of expertise but they are offering to come back to do further work to remedy the situation. Jamie suggested scheduling a meeting with Primestar in the next three weeks to discuss the drainage and code compliance. There is \$11,000 being held back until the work is done correctly. Gary Nicholds said the material was extremely slippery and needs to be replaced. The East building balcony on the first floor by the clubhouse still needs one board replaced. PrimeStar replaced three boards but one was not the right one so one still needs to be replaced.

Action Item: Jason Blarjeske will contact Primestar tomorrow to schedule a meeting.

B. *West Building Boiler*

Action Item: Jason Blarjeske will ask Tolin if some type of baffling in the vent or a thorough cleaning could be a solution for the noise.

Action Item: Jamie Lewis will send the owner of Unit 113 a letter that explains the steps being taken by the Board and that any major work on the boiler will have to be postponed until spring. She will copy all Board members.

Two estimates were received to replace the boiler and hot water heater. The Alliance bid was \$26,000 for two boilers for both the heat and domestic hot water, and \$2,000 to clean the boiler. The Countywide bid was \$32,000 for boiler replacement and \$9,000 for hot water heater replacement. In addition, the cost to replace the glycol in the east building only would be \$4,600. Jamie Lewis said she would like to know more about the boiler system Alliance is proposing.

Action Item: Jason Blarjeske will ask both contractors to provide more detail in their bids and ask Countrywide to rework their bid. He will request that the warranty information and a routine maintenance schedule for the boilers be added to the bids.

B. Smoking Prohibition at Woodbridge Recycling Review.

An owner survey was completed. The results indicated there was owner interest in developing a no smoking policy at Woodbridge. Making the entire property non-smoking would entail an amendment to the Declarations. Options would be to prohibit smoking anywhere on the property, which could result in smoking in the units, or to identify specific areas on the property where smoking is allowed. The question on the previous survey about having a smoke-free complex had 21 votes in favor, 6 opposed and 4 no opinion.

Action Item: Jamie Lewis and Samantha Kish will draft proposed language for a Declarations amendment to include in another owner survey before having any legal work done.

IX. NEW BUSINESS

A. Building Colors/Painting

Steve Merrill volunteered to look into changing the building paint color. This could be another owner survey question. Owners should be informed how much it will cost to change the color. Gary Nicholds suggested providing examples for the color palettes.

Action Item: Steve Merrill will be asked to provide mock-ups of the buildings with the various color schemes and to determine if Town of Frisco approval is required to change the building color.

Action Item: Jason Blarjeske will obtain a bid for painting the garages.

B. Landscaping Project

Kris Ann Knish has volunteered to head up the landscaping project in front of the east building. Suggestions included removing the railroad ties and replacing them with rocks or new railroad ties and adding some plants in the planters, which would require an irrigation system. Gary Nicholds noted that the beds get very little sun so the plants would need to be chosen accordingly. The budget for this year is \$5,000.

C. Maintenance Plans for Boilers

This agenda item was discussed earlier during the meeting.

D. Reminders to Owners About Rules & Regulations and Recycling

Action Item: Remind owners to put trash in the dumpster rather than leaving it on decks

E. *Trim South Side Trees*

Action Item: Add this item to the spring project schedule.

F. *Garage Cleaning*

Action Item: Send the \$940 bid to professionally clean the garage to the Board for review.

G. *Numbers for Buildings*

Doug Sullivan obtained bids for adding numbers on the buildings. There will be an additional cost to rent a lift to install them. He recommended waiting to select the numbers until after the paint color is finalized.

H. *Website Documents*

The website is not currently password protected. The financials are not posted online. An owner requested posting of the pet and no smoking survey results, Frisco short term ordinances, a template with suggestions for the information required for compliance with the new short term rental regulations, recycling guidelines, all periodic announcements to owners such as bear warnings and a dog walking map. The Board agreed the documents did not need to be password protected.

I. *Owner with Three Dogs*

There have not been any additional complaints about the owner who had three dogs.

X. SET NEXT MEETING DATE

The next quarterly meeting will be May 8, 2019. Future meetings were scheduled for August 14, 2019 and November 13, 2019. The Annual Meeting will be January 11, 2020.

XI. ADJOURNMENT

Motion: Samantha Kish motioned to adjourn at 8:05 p.m. Wayne McCorkle seconded and the motion carried.

Approved By: *Jamie Lewis* Date: February 25, 2019
Board Member Signature