

**WOODBRIIDGE INN CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
May 16, 2019**

I. CALL TO ORDER

The Woodbridge Condominium Association Board of Directors Meeting was called to order by Jamie Lewis at 6:02 p.m. in the Basic Property Management office.

Board Members Participating (*via teleconference) Were:

Jamie Lewis, President, #301

Wayne McCorkle, #302*

Bill McCall, #106*

Doug Sullivan, #104*

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, a quorum was confirmed.

II. APPROVAL OF PREVIOUS MINUTES

Motion: Wayne McCorkle moved to approve the February 21, 2019 Board Meeting minutes as presented. Bill McCall seconded and the motion carried unanimously.

III. FINANCIAL REPORT

A. Financial Statement

As of April 30, 2019, there was \$89,274 in the Operating Cash account and the Reserve Cash balance was \$145,566 for a total of \$234,841. The Operating surplus was \$2,585 and the Reserve surplus was \$13,971 for a combined surplus of \$16,557.

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

IV. MANAGEMENT REPORT

Jason Blarjeske reported on completed projects:

1. The heat tape was turned off at the beginning of the month.
2. Multiple exterior and garage light bulbs were replaced.
3. The globes on the entryway lights had water inside. They will be caulked if necessary.
4. Secured all loose railings that were identified during a property tour. The railing around Unit 201 looks like it has been jumped on and the vertical slats were pulled away from the horizontal beams at both the top and the bottom. **Action Item:** BPM will email a notice addressing this issue for to all second floor unit owners
5. The pull station by unit 301 was replaced – it had been knocked and was loose on the wall.
6. Unit 204 had a leak in the bathroom that was repaired at the owner's expense.
7. Picked up trash around the property after the snow melted.
8. The snow fence will be taken down in the next week.
9. Working on a diversion gutter over the stairs by the west building entrance. Turner Morris has some material that can be bent to the appropriate shape. Jason will determine if the two entrances on the east building should have the same treatment.

10. Heat tape and gutter will be installed over the Clubhouse entry in May or June.
11. The trees will be inspected to identify which ones should be trimmed or removed.
12. The garages will be swept and power washed in June.

V. RATIFY EMAIL VOTES TAKEN DURING THE LAST QUARTER

1. Top Gun Pressure Washing of the Garage – Three of the four Board members voted by email against contracting with Top Gun Pressure Washing for the garage.
Motion: Jamie Lewis moved to ratify the email vote not to contract with Top Gun Pressure Washing for the garage. Wayne McCorkle seconded and the motion carried.

VI. UNIT ISSUES

Action Item: An email reminder will be sent to all to owners about pet rules, recycling and trash guidelines

VII. OLD BUSINESS

A. *PrimeStar Lack of Response*

PrimeStar was supposed to provide options for the deck by April 8th and they have been unresponsive to several messages. The Board discussed sending a letter with a deadline for response or requesting a refund of the \$12,000 paid to date. Eric Nicholds noted that the walkway is waterproofed but it is not attractive and is slippery when wet. There are bubbles under the walkway in some areas and no seal by the doorframes. Another option would be to hire a contractor to trim it out to improve the appearance.

Action Item: Jamie Lewis will draft a letter to PrimeStar with a June 2nd deadline requesting a plan of action and a schedule for repairs. If they do not respond by that date, the Association will pursue other options. She will forward the letter to the Board and management for review before sending.

B. *Building Colors & Landscaping Meeting*

Jamie Lewis met with Kris Ann Knish, Chair of the Landscaping Committee, and Steve Merrill, Chair of the Building Color Committee. The painting will be scheduled for next summer. Steve is trying to obtain mock ups of the buildings with different color schemes and cost estimates. It has been suggested to remove the railroad ties and replace them with a cement wall. Bill McCall said the paint in the west staircase of the east building needs work and he volunteered to help paint during the second week of June. Jason Blarjeske will obtain the paint with grit added for traction.

VIII. NEW BUSINESS

A. *Boiler Cost for First Floor West*

There was consensus that the boiler had to be replaced. Two proposals were received.

1. Alliance – \$26,000 for two 275,000 BTU boilers with a total output of 240,000 BTUs. They provided a bid of \$1,978 to flush and clean the system before installing the new boilers and to recharge the system with glycol. The total cost would be about \$30,000.
2. Countywide - \$31,810 for two boilers. There is nothing in the bid for flushing the system.

Motion: Wayne McCorkle moved to accept the proposal from Countywide to replace the west building boiler, to request that they include flushing the system at no additional charge and to engage them to do the work as soon as possible. Doug Sullivan seconded and the motion carried.

B. Dues for First Floor West Building

Jamie Lewis and Wayne McCorkle reviewed the worksheet for the dues calculations by Kate Love several years ago and identified some anomalies related to the allocations for cable and internet. The cable bill is allocated based on square footage rather than by unit but internet is billed by unit. The three new units pay a set amount for sewer, whereas all other units pay based on square footage. Jamie Lewis proposed combining the sewer expense in one line and allocating the cost to all units based on square footage.

The owner of one of the three new units has asked if he is contributing to the expenses for repair and replacement of the boilers for the main buildings. It was noted that the Reserves are funded by all owners based on unit square footage. Year-end Operating surpluses are usually transferred to the Reserve Fund. The three owners are actually contributing less to Reserves since they pay the exact amount of their bills, as opposed to the other units that pay a budgeted amount and the surplus is transferred to the reserves. The current Declarations specify that the Reserves are used to make improvements and repairs for the entire complex. Changing the Declarations would be complicated and expensive..

The owner indicated he was not provided all the information about what the dues and Reserve contribution cover. They did not know they were paying into a Reserve fund for items such as the common boilers.

Action Item: Management will provide the Board a copy of the most recent Comcast bill.

Action Item: Jamie Lewis will determine how the sewer bill is calculated.

Action Item: Jamie Lewis will draft a letter to the owner that explains the Reserve Fund contributions and addresses the other points raised. She will forward it to the Board for review before it is sent.

C. Unit 111 Water Damage

The unit was damaged by a leak from the second floor walkway. The owners have provided photos of the damage and asked how to proceed with the repairs.

Gary Nicholds noted that the Association policy is for bare walls coverage and owners are responsible for all damage inside the unit starting at the drywall, regardless of the origin. The Association covers from the bare walls out. If the water intrusion resulted from power washing the mats, however, the Board might consider paying for the repairs. Gary said he and Jason Blarjeske looked at the damage when it occurred two years ago and there was a small area in the corner of the unit by the door with slight bubbling of the surface.

Bill McCall noted that the new owners purchased the unit with the water damage two years ago. He questioned the validity of the owners requesting the repairs two years after closing. Jamie Lewis said she asked the owners to send updated photos of the water

damage last August so it could be determined if the damage was made worse by PrimeStar pulling up the deck. The owners never responded.

The Board and management reviewed the photos provided by the owner. Gary Nicholds said the damage shown in the photos does not match what he saw two years ago. The affected area is much larger and it is in a completely different location.

Action Item: Gary Nicholds will have the painting contractor provide a bid for fixing the area by the door that was damaged by the power washing. The Association will offer to pay for those repairs. The other area will be the owner's responsibility. Jason Blarjeske noted that management does not have access to the unit.

Action Item: Jamie Lewis will communicate the offer to the owners. She will request that they provide a key or lock code so management has access to the unit.

D. Discussion of New Board Member

Jamie Lewis approached Kris Ann Knish about serving on the Board. Kris Ann agreed to fill the vacancy created by Samantha Kish's resignation.

Motion: Jamie Lewis moved to appoint Kris Ann Knish to fill the remainder of Samantha Kish's term. Doug Sullivan seconded and the motion carried.

IX. SET NEXT MEETING DATE

The next quarterly meetings will be August 14, 2019 and November 13, 2019. The Annual Meeting will be January 11, 2020.

X. ADJOURNMENT

Motion: Wayne McCorkle moved to adjourn at 8:35 p.m. Bill McCall seconded and the motion carried.

Approved By: _____ Date: _____
Board Member Signature