

**WOODBRIIDGE INN CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
August 13, 2019**

I. CALL TO ORDER

The Woodbridge Condominium Association Board of Directors Meeting was called to order by Jamie Lewis at 6:03 p.m. in the Basic Property Management office.

Board Members Participating (*via teleconference) Were:

Jamie Lewis, President, #301
Bill McCall, #106*
Kris Ann Knish, #208*

Wayne McCorkle, #302*
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 five Board members participating, a quorum was confirmed.

II. APPROVAL OF PREVIOUS MINUTES

Motion: Wayne McCorkle moved to approve the May 16, 2019 Board Meeting minutes as presented. Bill McCall seconded and the motion carried unanimously.

Motion: Doug Sullivan moved to approve the July 15, 2019 Board Meeting minutes as presented. Wayne McCorkle seconded and the motion carried unanimously.

III. FINANCIAL REPORT

A. Financial Statement

As of July 31, 2019, there was \$90,103 in the Operating Cash account and the Reserve Cash balance was \$145,498 for a total of \$236,051. The Operating surplus was \$12,262 and the Reserve surplus was \$7,892 for a combined surplus of \$20,154.

Motion: Wayne McCorkle moved to accept the Financial Report as presented. Jamie Lewis seconded and the motion carried unanimously.

IV. MANAGEMENT REPORT

Jason Blarjeske reported on completed projects:

1. Swept and power washed the garage in June.
2. Installed metal diversion strips over the stairwell at the west building entrance.
3. Removed about 12 trees behind the 400 building and a small grove of Aspens in front of Unit 113 in the 450 building. Piled the slash in the back parking area.
4. Cut the grass in June and will cut it again in September.
5. Trimmed the bushes. Bill McCall was thanked for this project.
6. Replaced the lightbulbs in the entrance lights, sealed the seams in the fixtures and secured the posts. The wood posts are deteriorating and may need replacement next year.

7. Painted the entrance stairwells and applied anti-skid product. Jamie Lewis said someone dragged something metal through the east building stairwell and walkways and took off the paint. The areas can be touched up.
8. Chris Fletcher will be doing touch-up painting, soffit and siding repair on the high areas of the building.
9. Bill McCall helped with railing and deck paint touch-up.
10. Tri-County Fire Suppression completed the fire inspections. They were able to access all units. All areas passed inspection except the dry standpipes. They are overdue for pressure testing, which will be done later this month.
11. The owner of Unit 102 reported that their renter's bike was stolen from the garage bike rack. The bike was locked but the thieves cut the lock. A police report was filed. A reminder will be sent to owners about locking bikes and keeping valuable bikes on the balcony.
12. Countywide is working on the 450 Building boiler replacement. Both boilers were fired up and tested at the end of the day. One boiler arrived damaged, and had to be shipped back for replacement. Preventative maintenance should be done on the east building boiler.
13. Bill McCall commented that the exterior and garage lights all seem to be on different timers. Jason Blarjeske said he has not been able to find a separate timer for the east garage lights.
Action Item: Jason Blarjeske will ask Schmidt Electric to try to track down the switch.

V. RATIFY EMAIL VOTES TAKEN DURING THE LAST QUARTER

1. Add glycol to the west boiler system after several months of leak testing.
2. Vote to terminate PrimeStar contract.
3. Vote to hire Larwood to resurface west building second floor deck.
4. Vote to approve Unit 215 windows – two sliders and one side casement window.

Motion: Wayne McCorkle moved to approve all four email votes conducted during the last quarter. Kris Ann Knish seconded and the motion carried.

VI. OLD BUSINESS

A. *Dues Calculation Primer*

Jamie Lewis provided a written description of how the dues are allocated.

B. *Sewer, Cable and Internet Bills, New Boiler Cost Allocation and Declarations on Subject of Dues*

Jamie Lewis said there is only one sewer bill so a separate line for the three new units is not necessary. She proposed combining the two line items and informing the owners that this correction has been made. Bill McCall suggested raising the dues an average of \$4/month to cover the correct amount for sewer going forward, which has been undercharged by the County for the past nine years.

Currently the cable bill is being assessed as a function of square footage, and the internet is a flat rate for all units although every unit has the same availability of internet and number of cable connections. The billings have been done based on square footage

based on the language in the Declarations regarding “master metered” utilities. Jamie Lewis felt the board should consider that all owners should pay the same amount for cable since all units are provided the same cable service. Internet and cable are not considered utilities; the definition of a utility being “an organization supplying the community with electricity, gas, water, or sewerage”. Additionally, even if it were, it is not metered – each unit is provided the same service for the same flat rate. Thus, the language in the declarations is not intended for internet and cable services since it is not an utility and it is not metered.

Internet and cable billing in the past: Cable was provided by the HOA and internet was supplied by individual owners if they wanted it. The HOA began providing internet in June of 2013 from a different provider than the cable company. In April 2017, the HOA entered into an agreement with Comcast to provide an internet and cable package. Wayne McCorkle noted that a previous Board attempted to make this change by amending the Declarations but the proposal failed. This billing practice probably originated from the time when the internet and cable bills were combined after have been billed separa

Action Item: Jamie Lewis will work with Patti Vande Zande on a proposal with a comparison table to clarify the differences.

The owners of the three new units in the west building boiler do not want to pay for the main boiler replacement since their units have individual boilers. Jamie Lewis reviewed the governing documents and determined there is no legal precedent for allowing them not to pay for the boiler. Gary Nicholds pointed out that these owners bought in to the Association and should have read the governing documents. He cautioned against setting a precedent for excusing them from participating in such costs. Wayne McCorkle said if these owners have strong objections, one of them should renew the effort to amend the Declarations, which the Board previously attempted and failed. Gary said another option would be to include their three individual boilers as an Association responsibility.

Action Item: Jamie Lewis will draft a letter to the owners for Board review.

C. *Larwood Construction Updates*

The attorney for PrimeStar responded to the termination letter from the Association. He claims that there were pre-existing defects with the substrate and PrimeStar informed the Association of this problem. The attorney said PrimeStar will not refund the Association. Jamie Lewis said she believes PrimeStar is wrong but there will be legal costs to pursue a refund. Wayne McCorkle said Jeremy acknowledged that one of his employees moved forward with the work when he should not have and there are five people who can corroborate the discussion, although they are not independent witnesses. Gary Nicholds said they did not inform the Board about the pre-existing condition until they had already done the work and the did not have Board approval. Overall, the finished product was substandard.

Action Item: Jamie Lewis and Gary Nicholds will review all the existing documentation.

Turner Morris provided an estimate for the gutter and scuppers. A suggestion was made to remove the bottom board of the fascia to allow the water to drain to the gutter.

VII. NEW BUSINESS

A. *Project Contracts*

Jamie Lewis asked if the attorney should be asked draft contracts for projects over a certain threshold such as \$10,000, or if the attorney should review contracts when they are submitted. After discussion, the Board agreed to have contracts reviewed on a case by case basis depending on the total cost, familiarity with the contractor and potential liability.

B. *Architectural Review Committee*

Jamie Lewis discussed formation of an Architectural Review Committee or having one Board member and one owner review owner requests such as window replacement. The Board agreed to leave the window policy as is and to try to identify one Board member and one owner who are willing to review submissions.

C. *Locker Storage in West Building Garage*

Motion: Jamie Lewis moved to retain the locker for Association storage and not to offer it for owner storage. Wayne McCorkle seconded and the motion carried.

D. *Reserve Budget*

Jamie Lewis reviewed the schedule. The painting of the west building was pushed forward with the goal of painting two buildings at same time. The ARC should be asked to review the future projects in the Reserve Plan. Kris Ann Kish volunteered to serve on the ARC.

Jamie Lewis asked the Board members to review the budget and consider the need for a dues increase. There was discussion about the siding replacement, which could potentially be spread over several years. Funding for the project could be provided by building it into Reserves, raising dues to increase Reserve contributions, a special assessment and/or a loan. A Special Assessment could require a vote of the membership.

VIII. SET NEXT MEETING DATE

The Board will meet four times annually. The next quarterly meeting will be November 13, 2019. The Annual Meeting will be January 11, 2020.

IX. ADJOURNMENT

Motion: Wayne McCorkle moved to adjourn at 7:51 p.m. Jamie Lewis seconded and the motion carried.

Approved By: _____ *Jamie Lewis* _____ Date: 8.20.19 _____
Board Member Signature