

**WOODBRIIDGE INN CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
FEBRUARY 12, 2014**

I. CALL THE MEETING TO ORDER

The Woodbridge Condominium Association Board of Directors Meeting was called to order via teleconference by Wayne McCorkle at 6:15 p.m. on Wednesday, February 12, 2014 in the Basic Property Management Conference Room.

Board Members Participating Were:

Wayne McCorkle, President #302	Bill McCall, #106
Leonard Szmurlo, #315	Jim Meyer, #103
Paul Sakiewicz, #202	

Representing Basic Property Management were Gary Nicholds, Giovanna Voge and Charles Johnson. Erika Krainz of Summit Management Resources was recording secretary.

II. APPROVE PREVIOUS MEETING MINUTES

Wayne McCorkle made a motion to send out the minutes from the December 18, 2013 Board Meeting to the Board by email for approval. Paul Sakiewicz seconded and the motion carried.

III. FINANCIAL REPORT

A. 2014 Year-to-Date Financials

Giovanna Voge reviewed the Balance Sheet as of January 31, 2014:

1. Total Checking/Savings - \$119,898
2. Total Accounts Receivable – (\$3,434). The credit balance was the result of prepayment of dues.
3. Total Other Current Assets - \$7,479. This included \$6,063 for six months of prepaid insurance.
4. Total Accounts Payable - \$4,982.
5. Total Liabilities - \$49,067
6. Total Equity - \$74,876. This included the Reserve balance of \$113,509, Retained Earnings of (\$40,384) and Net Income of \$1,751 for January.

B. Owner Delinquencies

One owner is 30 days late with payment with a balance of \$430. The owner usually pays on time and a statement has been sent.

Bill McCall made a motion to approve the January Financial Report. Leonard Szmulo seconded and the motion carried.

IV. PROPERTY MANAGEMENT REPORT

A. *Unit 208 Electrical*

Gary Nicholds said he called last Sunday and spoke to David Cosby, Sr. A window in the unit has been left wide open. David Cosby said he could not force the occupants to close the window. A Board member suggested that it should be determined why the occupants are leaving the window open and if the window is operable. Charles Johnson thought the window might be broken but he does not have access to the unit. He believes there might be a heavy black plastic material taped over the window opening. Gary Nicholds will go to the unit and try to talk to the tenants.

B. *Bicycle Tagging*

An email has been sent to owners asking them to identify their bikes by May 1st. The bikes will be stored until June 30th and after that time any unidentified bikes will be donated.

C. *Parking Issues*

Charles Johnson said he tagged several vehicles that had not been moved for some time. As of today, all the tagged vehicles had been moved.

D. *Pet Waste on the Property*

Bill McCall suggested offering a reward for photos of owners in the act of committing pet violations and fining the offending owner \$250. Gary Nicholds was asked to research the leash law for the Town of Frisco and private property.

Paul Sakiewicz noted that the Board needs to establish a rule prohibiting unleashed dogs before there can be any strict enforcement. Once that is in place, the owners must be informed about the rule and the potential fine for violations. Wayne McCorkle reviewed the Association documents and confirmed that there was an existing rule about leashing and cleaning up after pets.

Wayne McCorkle made a motion to add signs at the bottom of each stairway warning of a \$100 fine for pet waste on the property. Leonard Szmurlo proposed omitting the amount of the fine so it can be adjusted. Paul Sakiewicz pointed out that there was a formal fine schedule with increasing amounts for each violation and the Board should adhere to what has been established. Wayne agreed to amend his motion to leave out the amount of the fine and to state that the fines will be levied per the established fine schedule. Paul Sakiewicz seconded the motion. Leonard requested an amendment to the motion to include a notification to owners and renters about the new policy. Gary Nicholds said he would send an email to all owners. The motion carried.

The sign wording should indicate that fines will be levied for unleashed dogs and for any dogs found relieving themselves on Woodbridge property.

V. OLD BUSINESS

A. *Cost Allocation*

There was no action to be taken and further discussion was tabled until the next Board Meeting.

Paul Sakiewicz commented that it would be cleaner for the Association to reimburse the owners of the new units for their purchase cost of the equipment, for the Association to take over management of the equipment in the new units and to distribute the expenses across the Association. Gary Nicholds said currently the equipment in the new units is the responsibility of each individual owner.

A Board member suggested getting an estimated cost for purchasing all the equipment and presenting the option to the membership for a decision.

Wayne McCorkle will send an email to the Board to start a discussion on this topic. The Board can then schedule a meeting to discuss only this topic if necessary. Jim Meyer suggested getting a legal opinion. Wayne agreed to contact the attorney.

B. *Amendments to Declarations*

There are six items in the letter to the owners related to the Declarations changes:

1. Modernize the documents.
2. Convert the commercial units to residential.
3. Pull the bare walls amendment.
4. Clarify that when an owner purchases, the three months of dues collected at closing is contributed to Working Capital and is non-refundable.
5. Change the restriction on television antennas to allow for a single complex-wide dish.
6. Change the dues allocations.

The action taken from the Annual Meeting was to proceed with items 1, 3, 4, and 5. The Board still needs to work on items 2 and 6.

Wayne McCorkle made a motion to move forward with talking to the attorney about items 1, 3, 4 and 5. The motion was seconded and carried.

Gary Nicholds said he spoke to the attorney Dan Wolf about sending this information out without too much legal language. Dan reviewed the wording and agreed to it. Each item will have to be presented on a separate ballot.

VI. NEW BUSINESS

A. *Go To Meeting*

Wayne McCorkle said Go To Meeting can provide video conferencing service. The new service will be tested at the next meeting. The cost would be \$50/month.

B. Clubhouse Furniture

Paul Sakiewicz made a motion to obtain new table and chairs and a new television and television stand for the Clubhouse at a cost not to exceed \$500. Jim Meyer seconded and the motion carried.

VII. NEXT MEETING DATE

The Board Meeting will be held Thursday, March 20, 2014 at 6:00 p.m.

VIII. ADJOURNMENT

Wayne McCorkle made a motion to adjourn at 7:54 p.m.

Approved By: _____ Date: _____
Board Member Signature