

**WOODBRIAGE INN CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
APRIL 28, 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 6:30 p.m. on Monday, April 28, 2014 in the Basic Property Management Conference Room.

Board Members Participating Were:

Wayne McCorkle, President #302
Leonard Szmurlo, #315

Bill McCall, #106
Jim Meyer, #103

Representing Basic Property Management were Gary Nicholds, Eric 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 approve the minutes from the February 12, 2014 Board Meeting as presented. Jim Meyer seconded and the motion carried.

III. FINANCIAL REPORT

A. 2014 Year-to-Date Financials

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

1. Total Checking/Savings - \$128,970.
2. Total Accounts Receivable – (\$8,810). The credit balance was the result of prepayment of dues.
3. Total Other Current Assets - \$125,672. This included \$4,092 for prepaid insurance.
4. Total Accounts Payable - \$3,546.
5. Total Liabilities - \$44,628.
6. Total Equity - \$125,672.

B. P&L as of March 31, 2014

Giovanna Voge reviewed the significant variances to budget:

1. Legal & Accounting - \$1,292 favorable to budget due to timing.
2. Boiler Repairs - \$780 favorable to budget.
3. Taxes - \$535 favorable to budget.
4. Hot Tub/Clubhouse - \$916 unfavorable to budget due to control board and valve diaphragm.
5. Snow Removal - \$3,345 unfavorable to budget due to extra plowing.
6. Net Income/(Loss) – (\$206).

Wayne McCorkle made a motion to approve the March Financial Report. Bill McCall seconded and the motion carried.

IV. PROPERTY MANAGEMENT REPORT

A. *Unit 208 Window Status*

The window has been closed and secured. Gary Nicholds sent a letter to the owner but it was returned. He will try to contact the owner when he returns to the country.

B. *Garage Door*

Charles Johnson spoke to owner of Gore Range Door this afternoon. The parts should be delivered tomorrow. If the parts are delivered on time, the door will be repaired on Thursday. Jim Meyers suggested adding a height warning at the entrance. Bill McCall did not think the damage was caused by a car. He believes the wheels jammed and forced the arm into the door. Bill suggested installation of a hanging PVC pipe on chains at the entrance as a height warning. Gary Nicholds and Charles will follow up.

Jim Meyers noted that a large ice dam forms over the entrance to the east garage. Gary Nicholds will talk to Turner Morris about options to mitigate the ice accumulation.

C. *Bicycle Tagging*

An email has been sent to owners asking them to identify their bikes by May 1st. There have not been many responses. After Friday, the bikes will be moved to storage and held there until June 30th.

D. *Pet Waste*

Bill McCall said sending notice seems to have been effective and the situation has improved.

E. *New Railings*

Charles Johnson will send pictures and samples of railings to the Board within the next week. He is getting a bid for new railings that are similar to the existing but meet code.

F. *Painting*

Charles Johnson said a contract had been signed with Ron Burke to paint the west building as discussed at the last meeting. The work will start as early in June as weather permits. It is anticipated the work will be completed within about one week. The color scheme will not be changed. Bill McCall requested touch-up painting of the east building as well. He volunteered to give direction to the contractor about the areas needing touch up.

G. *Water Damage from Leak in Unit 307 into Units 207 & 107*

Charles Johnson said a leak in Unit 307 caused drywall damage in Units 207 and 107. He will meet the contractor on Thursday to review the damage and the repairs will be done the first or second week of May. Bill McCall thought the repair expense should be responsibility of the owner of Unit 308 since the pipe that leaked was under the kitchen sink, not inside a wall. The Board directed Charles to have the work done. Gary Nicholds will call the owner of Unit 308 to inform him that he will be responsible for the charges.

H. Project Calendar

Gary Nicholds asked all Board members to send him and Charles Johnson a list of projects that should be listed on the calendar.

I. Trash on Property

Charles Johnson is picking up trash as the snow melts.

V. OLD BUSINESS

A. Clubhouse Furniture

Charles Johnson said he removed the old shelving and antlers. Paul Sakiewicz had volunteered to find some replacement furniture. Len Szmulo said he had not been successful connecting with Paul. Wayne McCorkle will follow up with Paul.

B. Declarations & Cost Allocation

Gary Nicholds will prepare a ballot for the first five items that were discussed at the Annual Meeting and will send it to the attorney for review. The ballot should be sent out by next week.

The attorney will work on updating the Declarations for CCIOA compliance. Wayne McCorkle said the updated document should be a searchable PDF.

VI. NEW BUSINESS

A. New Door for Unit 213

An owner requested authorization to replace his door with a door that has a window. The Board agreed that there needed to be uniformity in the doors and denied the request. If the owner could convince all the other owners in his building to replace their doors to match, the Board would allow it.

VII. NEXT MEETING DATE

The next Board Meeting will be set by email for no later than July 17, 2014 at 6:00 p.m.

VIII. ADJOURNMENT

Wayne McCorkle made a motion to adjourn at 7:19 p.m.

Approved By: _____

Board Member Signature

Date: _____